



Parent/Student Handbook 2016-2017

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Who's Who?



Spyros Catechis, Ed. D.
Chief Executive Officer
Founder

Dr. Brenda Arteaga

Superintendent

Mayra Bullock

Human Resource Specialist

April Armwood

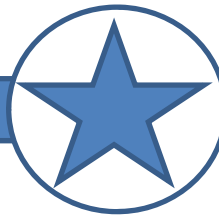
Assistant Superintendent for Academic and Operations

Rose Norman

Assistant Superintendent for Accountability and Compliance

Tracey Urban

Business Manager



Dr. Josefa Olivares
Principal

Ruben H. Gomez
Assistant Principal

Patricia Castillo
Learning Coach

Esther Flores
Learning Coach

Aleyda Salgado
Secretary

Calendar of Important Dates



July 2016 S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							August 2016 - (18 Days) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							September 2016 - (21 Days) S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
October 2016 - (20 Days) S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							November 2016 - (17 Days) S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							December 2016 - (12 Days) S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
January 2017 - (21 Days) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							February 2017 - (20 Days) S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28							March 2017 - (18 Days) S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
April 2017 - (18 Days) S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							May 2017 - (21 Days) S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							June 2017 S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
Holidays Labor Day September 5, 2016 Fall Holiday October 14, 2016 Thanksgiving November 21 - 25, 2016 Winter Break December 19, 2016 - December 30, 2016 MLK Day January 16, 2017 Spring Break March 13 - 17, 2017 Spring Holiday April 14, 2017 Memorial Day May 29, 2017			Code Designations Holidays Teacher In-Service Days Teacher Work Days End of Six Weeks Make-up Days			Report Cards Dates October 7, 2016 November 11, 2016 January 8, 2017 February 24, 2017 April 13, 2017 May 28, 2017 (Elementary) June 2, 2017 (Secondary)														
Significant Dates New Teachers' 1 st Day August 5, 2016 Current Teachers' 1 st Day August 8, 2016 First Day of School August 22, 2016 Last Day of First Semester December 18, 2016 First Day of Second Semester January 3, 2017 Last Day of School May 26, 2017 Last Day for Teachers May 30, 2017			Make-up Days May 30, 2017 First make up day if needed, moves Teacher Prep to May 31 st May 31, 2017 Second make up day if needed, moves Teacher Prep to June 1 st			Class Sessions First Semester Aug. 22 - Dec. 18 Second Semester Jan. 3 - May 28														
Six Week Grading Periods																				
Six Weeks I	Aug. 22 - Sept. 30	(29 Days)	Six Weeks IV	Jan. 3 - Feb. 17	(33 Days)															
Six Weeks II	Oct. 3 - Nov. 4	(24 Days)	Six Weeks V	Feb. 20 - Apr. 7	(30 Days)															
Six Weeks III	Nov. 7 - Dec. 18	(25 Days)	Six Weeks VI	Apr. 10 - May 28	(34 Days)															

GENERAL CAMPUS INFORMATION

School Hours

Monday – Thursday 7:45 AM – 3:25 PM

Friday – 7:45 AM – 12:30 PM

Students who arrive after 7:50 AM will be counted tardy.

Meal Services

Breakfast - Served from 7:15 AM – 7:45 AM

Lunch –

<u>GRADE</u>	<u>TEACHER</u>	<u>TIME</u>
K	BEAL	10:30 AM-11:00 AM
K	RODRIGUEZ	10:33 AM-11:03 AM
K	OTERO	10:36 AM-11:06 AM
1 st	GARCIA	10:39 AM-11:09 AM
1 st	MARTINEZ	10:42 AM-11:12 AM
1 st	WILSON	10:45 AM-11:15 AM
2 nd	STINER	10:48 AM-11:18 AM
2 nd	SPEARS	10:51 AM-11:21 AM
2 nd	OSORIO	10:54 AM-11:24 AM
2 nd	IRIZARRY	10:57 AM-11:27 AM
3 rd	PINEDA	11:00 AM-11:30 AM
3 rd	CANTU	11:03 AM-11:33 AM
3 rd	OWEN	11:06 AM-11:36 AM
4 th	HILTON	11:09 AM-11:39 AM
4 th	JUAREZ	11:12 AM-11:42 AM
4 th	SUMREN	11:15 AM-11:45 AM
5 th	ARCHIE	11:18 AM-11:48 AM
5 th	CLARK	11:21 AM-11:51 AM

The district offers a program of free and reduced meal prices based on a student’s financial need. Free breakfasts and lunches may be provided for eligible students. The eligibility standards and application forms will be distributed on the first day of school. Completed applications should be returned to the child’s teacher or the front office. Menus will be posted in each classroom and sent home with students on a monthly basis.

Please Note: It is extremely important that at least one application per family be returned to the front office as soon as possible. This is necessary even if your child received a free or reduced lunch in the previous year. Failing to do so may result in your child paying for his/her lunch.

Meals may be purchased from the front office before school on a daily, weekly, month or yearly basis. Prepayments can be accepted at any time. Should unpaid charges accumulate; parents/guardians will be contacted by a school employee. **Please remember that the cafeteria does not accept cash. All meals must be paid for in advance.** If your child has a balance greater than \$5, he/she will not be served a hot meal. A cereal will be provided as their replacement meal.

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. Each time a student misses a day of school he/she must bring a note that provides:

- 1) The full name of the student
- 2) The date of the absence(s)
- 3) Date the note was written;
- 4) The reason for the absence;
- 5) A daytime contact number for the parent(s)
- 6) The signature of the parent.

If no written note is received within five (5) school days the absence is marked '**unexcused**' and any classwork missed can be given a grade of '0'. If students miss more than three (3) consecutive days they are required to bring a doctor's note.

Tardy Arrivals

If a child arrives at school past 7:50 AM 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' and will not be allowed in the classroom without it. Frequent late arrivals interrupt classroom instruction and create a difficult transition for the tardy student.

Please Note: If excessive attendance and/or tardy arrivals continue, the student will be placed on an attendance contract and may be removed from Southwest Schools. In addition, the parent will be reported for "Thwarting the Compulsory Attendance of a Child". This will require a court appearance and a probable fine.

Students who arrive after 10:00 AM without verification of a doctor's appointment will be marked absent for that day.

Early Departures

Parents may only check their children 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. Parents must report to the front office and indicate the reason for requesting their child's early dismissal. If the request is approved by an administrator, the parent will sign their child out, and wait for a staff person to bring the student to the front. The practice of picking students up early is strongly discouraged as it negatively affects student learning.

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. Parents are expected to keep all contact information current as well as inform school administrators/faculty/staff of all medical conditions related to their child's health.

Except in an emergency situation, all students **must** have a pass before being sent to the school's office. If the student needs to go home due to sudden illness or injury, the main office staff will contact the parent, guardian or emergency contact person. In the event a student needs more than minor first aid attention, the parent or guardian will be notified and the student may be transported to the nearest hospital.

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

Bad Weather/Emergency School Closing Information

Stay tuned to local radio and television stations for information about school closures during inclement weather and other emergency situations. Information on overnight weather closings can be obtained through local news and radio channels. Parents who have provided a current phone number will receive an automatic telephone notification.

Dress Code

Students at Southwest Schools are expected to represent their school by dressing in good taste and maintaining a neat and well-organized appearance. All clothing for school should:

- Be suitable for school activities
- Be neat and clean
- Include appropriate underclothing
- Fit properly (not too tight or too loose) for sitting, reaching, bending and physical education activities
- Have hemlines no more than 2" above the knee
- Not have any logos, designs or print except the Southwest Schools logo

Hair:

Must be clean and worn out of the eyes. **Hair coloring and shaved designs in the hair are not allowed.**

Shirts:

Navy blue, red, or white polo shirts with collars and sleeves. No other designs or slogans are permitted. Tank-style shirts are not acceptable. **Shirts must be tucked in at all times.**

Pants, skirts, jumpers, Bermuda-length shorts and skorts (culottes):

Must be khaki or navy blue in color. Shorts and skirts must be no more than two inches above the knee. **Jeans may be worn on Fridays only.**

Shoes:

Tennis shoes are preferred. Flip-flops, clogs or slides are dangerous and should not be worn. Socks should be worn at all times.

Make-up and Nail Polish:

Should not be worn to school by elementary students.

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.

College Fridays:

Students are permitted to wear blue jeans on Fridays only. The jeans may not be torn, or tight, and must be fitted at the waist. In addition, students may wear a Southwest Schools 'spirit shirt' or a college shirt. Shirts with other slogans or designs will not be allowed. Students may also choose to wear their regular school uniform.

OTHER STUDENT PROCEDURES

School Supplies

In order for every student to have a successful school year, each student is asked to bring all school supply items listed on the school supply list. Students should bring all school supplies during the first week of school. Supplies should be given to the child's teacher.

Some school supplies will need to be replenished during the school year. In December, a replenishment school supply list will go home with students over the holiday break. Students will be expected to bring those supplies to school with them when they return in January.

Toys and Other Valuables

Toys, cameras, portable tape/CD/DVD players, radios, jewelry, and other personal items should not be brought to the school. Students should not bring large sums of money nor wear expensive jewelry to school. The school does not assume any responsibility for personal property that is lost or stolen while at school.

Cell Phones and Other Electronic Devices

Students must have permission from a teacher to use school telephone. 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. Telephones are reserved for administrative functions. Parents/Guardians/Visitors are permitted to use the school telephone but are asked to limit all phone calls to three minutes. Children may not use a cell phone or other electronic devices (ie. ipods/ipads, game systems or PDAs) during school hours. If a student is found using a cell phone or other electronic device, the item will be confiscated and held in the main office until a parent comes to claim the phone or electronic device. If the offense is repeated, then the parent will pay \$15 to pick up the phone or electronic device.

Class Celebrations

Class celebrations will be permitted for only a limited number of events each year. This procedure is mandated in order to minimize the intake of foods of minimal nutritional value (FMNV). This type of food item will be permitted during: 1) winter holiday classroom celebrations, 2) field day/festivals/carnivals, and 3) end of the year celebrations. Specific guidelines will be issued prior to each activity. These policies are developed by the Texas Department of Agriculture and strictly enforced

by the Texas Education Agency (TEA). Refer to the school's wellness policy to understand what foods are considered to be of minimal nutritional value.

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.

ACADEMIC PROGRESS

Southwest Schools' curriculum balances intellectual rigor with exposure to a wide variety of academic and cultural experiences. It is our goal to develop independent thinking, sound learning and reasoning skills so that our students will be prepared to move confidently forward in their academic endeavors.

Promotion Requirements

Southwest Schools' Promotion Standards policy requires that students meet specific requirements in order to be promoted to the next grade. Those requirements are listed below by grade level.

All Grades

- Students may have no more than two (2) unexcused absences during the academic year or eight (8) total absences, excused or unexcused, during the school year.

Kindergarten

- Students must make sufficient progress in literacy and mathematics according to standards agreed upon by Southwest Schools.

1st and 2nd Grade

- Students must earn a 70% or better average on report cards, including 70% or better in reading, language arts, mathematics and either science or social studies.
- Students must score at 70% or higher on the High Frequency Word Assessment.

3rd, 4th, and 5th Grades

- Students must earn a 70% or better average on report cards, including 70% or better in reading, language arts, mathematics and either science or social studies.
- Students must earn a passing score on the State of Texas Assessment of Academic Readiness (STAAR) in both Reading and Mathematics. (A passing score will be established by the Texas Education Agency.)

The final decision on grade placement for students rests with the Grade Placement Committee (GPC). The Committee will review the records of all students who do not meet the requirements for promotion listed above, considering a number of factors. If the committee determines it to be in the student’s best interest to be retained, the student’s parents will be notified.


Please Note: Promotion decisions for students in Special Education and 504 programs will be made by the Admission, Review, and Dismissal (ARD) or the 504 Committee. The Grade Placement Committee makes promotion decisions for students with limited English proficiency in consultation with a member of the Language Proficiency Assessment Committee (LPAC)

Grading System

Southwest Schools Mangum Elementary grading system is as follows:

Kindergarten:

Kindergarten students may receive one of seven (7) possible marks. The following marks are explained below:

+	Exceeds Expectations
	Meets Expectations
-	Improvement Needed
/	Not Taught this Term
M	Modifications in Level of Curriculum
A	Accommodations in Delivery of Instruction
MA	Modifications and Accommodations

Grades 1 – 5:

Students in grades 1 – 5 may receive one of six (6) possible marks for academic performance and one of four (4) possible marks for conduct. The marks are explained below:

	Academic Subjects		Conduct
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)		

Subject grades are calculated using the following weights:

Test/Assessment	45%
Classwork	50%
Homework	5%

Please refer to the 2016-2017 School Calendar for the dates that progress reports and report cards will be sent home for parent review. All reports should be signed by parents and returned to the teacher within two days.

If you wish to discuss the progress report, report card or behavior with your child's teacher, please call the front office and leave a message. The teacher will contact you.

Homework

Homework is assigned to help students practice skills learned during the school year and/or be prepared for the next day's lessons. Homework also serves to familiarize parents about their child(ren)'s school work and give parents the opportunity to be involved academically. Homework also builds good study habits. Students are encouraged to always complete homework assignments to the very best of their ability. **Students should be able to complete all homework assignments independently.**

Suggested Time Frames for Homework:

- Four (4) nights a week (Monday – Thursday)
- K – 2nd Grades: 15 to 30 minutes each day
- 3rd – 5th Grade: 30 to 60 minutes each day
- K – 5th Grade: Read 20 minutes each day

The times above are estimates. Some assignments may require more or less time.

Students may also spend this time reading their library books, practicing math facts, practicing spelling words or working on projects.

Field Trips

Field trips are educational experience designed to extend and enhance student learning. Field trips require teacher planning and administrative approval. Teachers send field trip notices and permission slips home before any field trip. Students who fail to return a signed permission slip will not be permitted to participate in the field trip experience. Telephone permission is not allowed. Students must wear a uniform shirt on the day of the field trip.

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 can request a conference with the teacher and the Site Administrator. Parents wishing to set up a conference with a teacher may do so by contacting the school office. Teachers are available for conferences and to return phone calls only during their conference periods, before and after school. Parents should report to the office when arriving for any conference.

Southwest Schools Mangum Elementary will host five (5) parent conference days during the school year.

Please Note: Teachers are not allowed to hold a parent conference during class time, so it is important to schedule ahead.

HEALTH AND WELLNESS

Special Diets/Allergies

Parents/Guardians of students who require special diets for medical reasons (allergies, etc.) must report any special dietary requirement to school personnel. ***Special diet requests must be provided in writing and must provide verification from a doctor.***

First Aid

Southwest Schools Mangum Elementary provides minor health care for students who become ill or injured while at school. The school does not employ a nurse at this time. Any special health needs should be discussed with the school site administrator. A student who is ill should be kept at home until the student is without fever or other symptoms such as vomiting, diarrhea, cough, etc. **without the use of medications**, for a minimum of twenty-four (24) hours. If a student has been hospitalized, a note from the student's physician stating the date the student is allowed to return to school will be required.

Medication at School

The school **DOES NOT** furnish medication. **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 the medication is in its original container. A form filled out by the physician is required for **any** medication change.

Over the counter medications should be administered by the parent/guardian before and/or after school. School personnel will be allowed to administer over the counter (OTC) medications **only** if a medical physician has completed and signed the required form. Please see the school's administrative assistant for the appropriate forms and additional medication guidelines and procedures.

Head Lice

The appearance of head lice is an unfortunately common event in almost all elementary schools. We recommend that parents periodically check student's head for lice. When live lice or nits are discovered at school the parent/guardian will be contacted to pick up and treat their student as soon as possible. Students will be allowed to return to school after one (1) treatment **if** there is no sign of live lice or nits. One (1) day of absence will be excused to allow for treatment. When returning to school the administrative assistant or other school personnel will inspect the student before they are allowed to return to class.

Health Excuses for Physical Education

Physical Education (P.E.) is a required activity and all students are expected to participate. If a child's parents/guardians believe he/she should be excused from P.E. activities, the request must be in writing. If the student is to be excused for more than three (3) days, the note must be from a doctor. Repeated requests to be excused from P.E. will not be honored without a note from a doctor. On the days that a child does not participate in P.E. activities, he/she will also not participate in recess.

SAFETY AND SECURITY

Authorization for Student Pick-Up

Parents/Guardians are required to complete a form authorizing specific individuals to pick the student up after school. Only those persons listed on the authorization will be allowed to pick up a student from our campus. **No others will be allowed to take the student.**

During dismissal the adult responsible for picking up the student must display the **car/walker tag** throughout the year. These tags will be provided to each student at “Meet the Teacher” Night. If a person (including a parent/guardian) who is requesting to pick up a student is not listed on the authorization for student pick up form and does not have the **car/walker tag**, the school:

- reserves the right to deny the release of the student;
- reserves the right to request a photo I.D. from any adult picking up a student from our campus including a parent/guardian;
- reserves the right to contact the student’s parent to conduct a telephone interview to receive verbal permission to release the student to a person not listed on the form;
- reserves the right to contact a person from the emergency contact form to pick up the student.

Changes in Transportation

During the first week of school parents will be asked to determine the manner in which their children will regularly get home from school. The student may not authorize a change in his/her transportation plans without written approval from a parent or a phone call to the front desk. ALL changes in transportation should be made no later than 2:00 p.m. in order for messages to be relayed to students and faculty prior to the end of the day.

Release of Students

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 the sole custody of only one parent/guardian. 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 the conflict.

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.**

Emergency Contact Information

Due to unforeseen situations and circumstances it is imperative for each student to have current emergency contact information on file in the front office. Telephone numbers, addresses and emails do change and anytime a change of address, phone or email is made it is the **PARENTS’ RESPONSIBILITY** to inform the front office at 713-688-0505 about those changes. The school expects all of our parents to maintain accurate records.

Closed Campus

The campus of Southwest Schools Mangum Elementary is closed and no student, following his/her arrival shall leave the campus except in emergencies approved by the office. No student is allowed to leave for lunch. Students may not bring visitors to school to attend class or to have lunch. Parent/Guardians may observe classes and/or eat lunch with their child, however the parent must sign-in at front office and be issued a visitor's pass.

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 be asked to return to the front office to receive one before being allowed to continue to move about the school grounds.

School Speed Zones

We respectfully request that parents follow all safety school zones. No appointment or deadline is more important than a child's safety. While driving through our school parking lots, please keep your speed limited to 5 to 10 mph. Please remember to watch for small children in and around the parking lot areas. The school site administrator will contact any parents/guardians/bus drivers who are observed speeding on school premises. It is also important for parents to refrain from using cell phones when they are delivering their children to or from school.

Walking To and From School

Students and families who walk to and from school are advised to heed the following recommendations:

- Do not talk to or accept rides from strangers
- Walk on sidewalks at all times.
- Cross streets with safety patrol or crossing guard when possible. Cross streets at corners, and always follow the planned, direct route to your destination.

Unattended Children in Parked Vehicles

No parent/guardian/shuttle driver is allowed to leave a child unattended in a parked vehicle in the visitor parking lot. Parents/guardians/shuttle drivers observed leaving a child unattended in the parking lot will be reported to authorities. This is a very serious violation as outlined by Texas Department of Protective and Regulatory Services and committing this type of violation (neglect) is dealt with seriously on our campus. Parents/Guardians who utilize van/shuttle services must explain this policy to van/shuttle drivers responsible for dropping off and/or picking up your child.

I.D. Badges for Faculty, Staff, and Visitors

- **Faculty/Staff**
All personnel are required to wear an I.D. badge during school hours. Badges should be visible at all times.
- **Students**
All students are required to wear an I.D. badge during all off-campus activities such as field trips. Student badges will not contain a photo or the student's name. I.D. badges will provide school information (school name, school telephone number and what to do in the event a student is lost).

- **Parent/Guardian/Visitors/Volunteers**

All visitors to the campus are required to check-in at the school office and be issued a visitor's badge. Visitor badges must be worn and visible at all times. Faculty/Staff who observed visitors on our campus who are not displaying a badge are required to direct visitors to the front office to sign-in and receive a visitor or volunteer badge.

Student Photographs

Students will be given two (2) opportunities to have their photograph taken. All students will be required to take a picture for reasons of safety (the school must have a current photo of each student enrolled at the school on file). Parents/Guardians will be notified via flyer regarding dates and times pictures will be taken. The purchase of any pictures is strictly optional.

Criminal Background Checks for Volunteers

To ensure student safety, Parents/Guardians or volunteers must complete a criminal background check in order to serve as a volunteer, in the capacity of a chaperone, Room Parent (RP), Volunteers in Public Schools (VIPS), committee or advisory board member, school tutor or in any other capacity the school deems necessary for a background check to be performed.

Transportation

Carpool Drop-Off/Pick-Up

Parents/guardians/shuttle drivers will be directed by a parking lot attendant through the carpool drop-off and pick-up routes. Traffic will move in one coordinated direction during student drop-off times and one coordinated direction during student pick-up times.

For parents who will be driving their children to school each morning, please follow the safety rules for carpool drop-off/pick-up.

Parents are to follow these rules:

1. Morning carpool begins at 7:15 AM and ends at 7:40 AM
2. Afternoon carpool begins at 3:25 PM and ends at 3:40 PM
3. Students will not be released to go home after 2:30 PM, so we can prepare for dismissal.
4. Carpool line may begin to form no earlier than 3:00 PM
5. Please watch for children and adults.
6. Please watch for additional traffic.
7. Should you want to park, walk, and pick up your child, please park in the parking lot and walk to the designated patio area in front of the main office, bringing the **walker/carpool tag**. Hold up the tag so that the name and grade is showing through the front doors. School staff will radio for your child to meet you at the designated patio area.
8. Teacher conferences should be scheduled before school, after school or during the teachers scheduled planning period, not at arrival or dismissal times. If a teacher conference has been scheduled, please park car in parking lot, not in carpool line.

Daycare Vans and Private Bus Drivers

Van/shuttle services must adhere to the same drop-off/pick-up procedures as outlined for parents/guardians. Parents are responsible for making shuttle services aware of the school schedule. Van/shuttle services are expected to be fully responsible for the appropriate supervision of each student utilizing their services. Van/shuttle services that fail to adhere to school policies and procedures will be reported to parents/guardians and/or Texas Department of Protective and Regulatory Services (TDPRS) if their practices are deemed harmful and/or negligent towards children.

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 Schools District 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.

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: _____