

# WEST END ELEMENTARY SCHOOL



*Learners Today, Leaders Tomorrow*  
Student Handbook 2020 - 2021

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Dr. Tony Hancock  
*Principal*

Jodie Koehl  
*Counselor*

Alys Travis  
*Secretary*

Si tiene preguntas o necesita asistencia en traducir este documento, por favor llame a la escuela al 865-7020.

# WEST END ELEMENTARY STUDENT HANDBOOK

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August, 2020

Dear Students and Parents:

Welcome to the 2020-21 school year! We are dedicated to providing our students with the best possible education in an environment that is safe and conducive to learning for all children. Education is a team effort, and at West End Elementary School we believe that students, parents, teachers, and other staff members all working together will make this a successful school year! Parent and family involvement in education is essential to the educational growth and achievement of each of our students. At West End Elementary School we want to work with parents and families to establish partnerships that support children's learning and improve the performance of our school!

The West End Elementary School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into general alphabetized sections, and an index is located for specific subjects in the back of the book. Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Bellville ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document is a separate and a copy is available in the Principal's office or at the Bellville ISD website at <http://www.bellvilleisd.org>.

The student handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the **Parental Acknowledgement Form** (p.45) to your child's homeroom teacher. If we can be of service or help you at any time during the year, please do not hesitate to come by or call us at (979) 357-2595.

Sincerely,

Dr. Tony Hancock, Principal  
West End Elementary School

**West End Elementary School**

## **PHILOSOPHY OF EDUCATION**

The staff of West End Elementary School believes that each child has potential for greatness. Our philosophy is that children have a right to a high quality education which builds on their strengths. Through the collaborative efforts of home, school, and community, our students will be prepared for a successful life, academically and emotionally.

## **MISSION STATEMENT**

**WE** inspire students to make learning a lifelong adventure!

### **Campus Goals**

- West End Elementary will meet State Accountability Goals as defined by TEA and Federal Accountability Goals as defined by ESSA.
- West End Elementary will provide an environment where all students will be successful by participating in programs that meet their individual needs.
- West End Elementary will encourage opportunities for parental and community involvement that supports the educational processes of the Campus and District.
- West End Elementary students will be taught by highly qualified teachers appropriately certified teachers as required by TEA.
- West End Elementary will provide a safe, drug free, positive learning and teaching environment for students and staff members.
- West End Elementary will establish a foundation to successfully graduate 100% of its students from high school.
- West End Elementary will promote participation in extra-curricular academic competitions

## West End Elementary Faculty and Staff 2020 - 2021

### **Principal**

Dr. Tony Hancock  
[thancock@bellvillebrahmas.org](mailto:thancock@bellvillebrahmas.org)

### **Secretary**

Alys Travis  
[atravis@bellvillebrahmas.org](mailto:atravis@bellvillebrahmas.org)

### **Kindergarten Teachers**

Becky Krenek  
[bkrenek@bellvillebrahmas.org](mailto:bkrenek@bellvillebrahmas.org)

### **2nd Grade ELAR & SS Teacher**

Susan Henry  
[shenry@bellvillebrahmas.org](mailto:shenry@bellvillebrahmas.org)

### **2nd Grade Math & Sci. Teacher**

Melanie Jasek  
[mjasek@bellvillebrahmas.org](mailto:mjasek@bellvillebrahmas.org)

### **Special Education & Dyslexia**

Eryn Hold  
[ehold@bellvillebrahmas.org](mailto:ehold@bellvillebrahmas.org)

### **Physical Education**

Sharon Carter  
[scarter@bellvillebrahmas.org](mailto:scarter@bellvillebrahmas.org)

### **Gifted and Talented**

Sharon Spiess  
[sspiess@bellvillebrahmas.org](mailto:sspiess@bellvillebrahmas.org)

### **Librarian**

Kelly Hancock  
[khancock@bellvillebrahmas.org](mailto:khancock@bellvillebrahmas.org)

### **Instructional Assistants**

Ana Land – Inclusion  
Judith Dudensing – Inclusion  
Felicia King – RTI  
Nancy Gros – Technology, Art  
Kelly Sanders - Library, STEM

### **ESL**

TBA

### **Counselor**

Jodie Koehl  
[jkoehl@bellvillebrahmas.org](mailto:jkoehl@bellvillebrahmas.org)

### **Nurse**

Suzanne Lockett  
[sgrawunder@bellvillebrahmas.org](mailto:sgrawunder@bellvillebrahmas.org)

### **1st Grade Teachers**

Susan Peschel  
[speschel@bellvillebrahmas.org](mailto:speschel@bellvillebrahmas.org)

Bernadette Armand

[barmand@bellvillebrahmas.org](mailto:barmand@bellvillebrahmas.org)

### **3rd Grade Math & Sci. Teacher**

Patsy Beettner  
[pbeettner@bellvillebrahmas.org](mailto:pbeettner@bellvillebrahmas.org)

### **3rd Grade ELAR & SS Teacher**

Jennifer Jurries  
[jjurries@bellvillebrahams.org](mailto:jjurries@bellvillebrahams.org)

### **4th & 5th Grade Sci, & SS Teacher**

Kim Wade  
[kwade@bellvillebrahmas.org](mailto:kwade@bellvillebrahmas.org)

### **4th & 5th Grade ELAR Teacher**

Brenda Blezinger  
[bblezinger@bellvillebrahmas.org](mailto:bblezinger@bellvillebrahmas.org)

### **4th & 5th Grade Math Teacher**

Anne Wingo  
[awingo@bellvillebrahmas.org](mailto:awingo@bellvillebrahmas.org)

### **Music**

Lauren Shelton  
[lshelton@bellvillebrahmas.org](mailto:lshelton@bellvillebrahmas.org)

### **Cafeteria**

Christy Willingham, Cheryl Lightfoot

### **Custodians**

Ana Garcia, Paula Mariscal

## **West End Elementary Daily Schedule**

7:15 a.m.	Students may begin arriving on campus (Report to Cafeteria)
7:45 a.m.	Morning Recess
8:00 a.m.	First Bell
8:05 a.m.	Tardy Bell
3:30 p.m.	Dismissal Bell/ First Bus Leaves

**Car Riders sit in lines at the front of the building to be picked up no later than 3:45. If there is a problem picking up by 3:45, please speak to the Principal.**

**Late Bus Riders will go to the cafeteria to work on homework on Monday-Thursday. Friday they will go to the playground.**

**Boys and Girls Club is available on our campus Monday – Thursday for a slight fee.**

# ADMISSIONS

A student's parent or guardian who wants to enroll in Bellville Independent School District should contact the school office at 7453 Ernst Pkwy or call (979) 357-2595.

## **Enrollment Requirements**

1. Copy of student's social security card
2. Certified copy of birth certificate
3. Proof of residency, which would include either a copy of a utility bill or lease agreement.
4. Driver's license of the parent or guardian enrolling the student.
5. Immunization records (See **Immunizations** on page 27)
6. Kindergarten/Grade 1
  - a. Be five years old on or before September 1 of the current scholastic year to be eligible for kindergarten.
  - b. Be six years old on or before September 1 of the current scholastic year to be eligible for first grade.
7. Other Grades

Admission of children to other grades shall be based on the readiness of the child to perform successfully at the assigned level.

## **Release of Students from School**

If a student is to be picked up by specific individuals, that information **MUST** be recorded on the Student Enrollment Card. In cases of divorce or child custody, the school **MUST** have legal documents of verification on record.

## **Withdrawal from School**

A student may be withdrawn from school only by a parent. A parent wishing to withdraw a student from school must present a signed statement to the principal explaining the reason for the withdrawal and the effective date. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office. On the students' last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

# ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education--to benefit from teacher-led activities; to build each day's learning on the previous day and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. In order for a student to be counted present, he/she must be in school at the 10:00 a.m. accounting time. Students arriving after 10:00 a.m. will be marked absent for the day **UNLESS** they have a medical or dental excuse from the doctor's office.

ving to class after this bell (and morning announcements) will be asked to get a Tardy Slip. We appreciate everything our parents do to help our students achieve a quality education. Students who exceed 5 Tardy Slips within a six weeks will need to make up missed time by attending detention (during or after school) or other actions as deemed appropriate by the WE Attendance Committee or in accordance with the *Student Code of Conduct*.

**State Law requires:**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75% but fewer than 90% of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

A student in grades 3-5 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

If a student attends less than 75% of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed below for exemptions to the compulsory attendance requirement.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given the opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.



A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. If credit is lost, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent.

State law allows exemption to the compulsory attendance requirement for several types of absences if the student makes up all the work. These include the following activities and events: religious holy days; required court appearances; activities relating to obtaining United States citizenship; service as an election clerk; and documented health care appointments, including students diagnosed with autism spectrum disorders.

**When a student must be absent from school, the student--upon returning to school--must bring a note, signed by the parent that describes the reason for the absence.**

**A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.**

***Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.***

### **Parent Note After an Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted.

### **Doctor's Note After An Absence for Illness**

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL)]

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

### **Release of Students from School**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out

procedures. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not be regularly released before the end of the instructional day.

**A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent**

## **ADVANCED PLACEMENT**

A student in any grade may take an examination for acceleration to be advanced one grade level or to gain credit for a course he/she has not formally taken for credit. For additional information, contact your campus principal.

## **CAFETERIA SERVICES**

Nutritious, well-balanced meals are provided in our school cafeteria. The price for breakfast and lunch is set by the district and is subject to change each year. Each student will have an account in which they deposit money for their breakfasts and lunches.

**The School Nutrition Department of BISD implemented an innovative online service for payments and account balance information called Lunch Money Now. This program will permit parents to check a student's balance, view the student's purchase history and make deposits to the student's lunch money account using a credit card. Parents are also able to subscribe for email warnings when their child's account dips below a certain amount. The credit card deposits are made using a secure transaction site and are typically available within the hour of the transaction during the regular school day. Parents can make multiple deposits using the same credit card transaction. There is a \$2.50 convenience fee per transaction which is paid to the processor and not BISD.**

**To access your student's account you will need:**

- the district student ID number
- the last four digits of the student's social security number
- the child's birthday.

**You can gain access to Lunch Money Now via the BISD website [www.bellvilleisd.org](http://www.bellvilleisd.org) and click the Lunch Money Now logo link. If you have any questions please contact the Food Service Director at 865-7017.**

## **Free and Reduced Price Meals**

The District participates in the National School Lunch Program and offers free and reduced price meals based on a student's financial need. Information may be obtained from the BISD Food Service Director. Application for the free-lunch program requires that papers be filled out

and turned into the office during the first two weeks of school enrollment. Parents will be notified if their child qualifies for this program.

### **Texas Public School Nutrition Policy**

The Texas Department of Agriculture issued the Texas Public School Nutrition Policy, which was effective beginning August 1, 2004. These nutrition guidelines are a result of a collaborative effort among parents, school administrators, health professionals and members of the food industry to promote a healthier environment in Texas schools and help ensure a healthier future for Texas children. All Texas schools participating in the federal child nutrition programs must comply with the nutrition policies. (For additional information, visit [www.squaremeals.org](http://www.squaremeals.org) ).

### **School Celebrations/Parties**

Due to West End Elementary's participation in this program, school birthday treats are to be distributed **ONLY** in the afternoon. **Remember that the student directory is to be used by parents for party invitations. NO INVITATIONS OF ANY KIND ARE TO BE HANDED OUT IN SCHOOL OR SCHOOL PARKING LOT.**

Other sanctioned school celebrations (i.e. Christmas party, Easter party) may distribute Foods of Minimal Nutritional Value (FMNV) throughout the day. Contact your child's teacher or the principal for further clarifications.

## **CONDUCT / DISCIPLINE**

### **Code of Conduct**

Refer to the Bellville Independent School District's Student Code of Conduct, which is a separate document on our webpage. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

### **Conduct Expectations**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- **Demonstrate courtesy--even when others do not.**
- **Behave in a responsible manner, always exercising self-discipline.**
- **Attend all classes, regularly and on time.**
- **Prepare for each class; take appropriate materials and assignments to class.**
- **Meet District or campus standards of grooming and dress.**
- **Obey all campus and classroom rules.**
- **Respect the rights and privileges of other students, teachers, and other district staff.**

- **Respect the property of others, including District property and facilities.**
- **Cooperate with or assist the school staff in maintaining safety, order, and discipline.**
- **Avoid violations of the Student Code of Conduct.**

### **Applicability of School Rules and Discipline**

To achieve the best possible learning environment for all our students, West End Elementary rules and discipline will apply:

- During the regular school day or when student goes to and from school on district transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.

This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

### **Academic Dishonesty/Cheating/Plagiarism**

Academic dishonesty--as in cheating or plagiarism--is not acceptable. Cheating includes the copying of another student's work-- such as homework, class work, or test answers --as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

### **Parties and Social Events**

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

### **Smoking**

The district and its staff strictly enforce prohibitions against the use of tobacco products or e-cigarettes by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCDE and GKA.]

## **Violations of Law—Alcohol, Drugs, Tobacco, and Weapons**

Under state and federal law, a student is not allowed to: possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student may have driven to school and parked on District property is also prohibited.

## **Conduct Grades**

Conduct for all grade levels will be recorded as E, S, N, or U.

### **Kinder & First Grade**

Students change their color as misbehavior occurs. All students begin each day on green and then progress to yellow and finally red. Students will receive assignment sheets daily that will inform parents of their child's conduct for the day.

### **Second through Fifth Grade**

Students will receive marks in a behavior folder. Marks can be received during all times of the day, including lunch/recess, PE, Music, and Library.

Marks are as follows:

#### **Classroom**

S = Supplies

PS = Paper Signed

HW = Homework

INC = Incomplete Work

#### **Conduct**

T = Talking

FD = Following Directions

PB = Poor Behavior

D = Disrespectful

A. Consequences for “**classroom**” marks are as follows:

1 <sup>st</sup> classroom mark	verbal warning/reprimand
2 <sup>nd</sup> classroom mark	miss recess (5 min.)
3 <sup>rd</sup> classroom mark	miss recess (10 min.)
4 <sup>th</sup> classroom mark	Parent contact
5 <sup>th</sup> classroom mark	Detention w/teacher

B. Consequences for “**conduct/behavior**” marks are as follows:

1 <sup>st</sup> conduct mark	verbal warning/reprimand
2 <sup>nd</sup> conduct mark	Parent Contact
3 <sup>rd</sup> conduct mark	Discipline Referral/Sent to Principal

Exceptions:

- He/She exhibits a behavior that warrants an immediate office referral.

\*\*\*A student earns Fun Friday if he/she has not received a detention or IBS during that week.

#### **Conduct Grade in Second/Third Grades for the Nine Weeks:**

0-6 marks – E

7-12 marks – S

12-17 marks – N

2 or more Detentions or 1 IBS – U

\*\*A conduct detention automatically drops conduct one letter grade.

#### **Conduct Grade in Fourth/Fifth Grades for the Nine Weeks:**

0-4 marks – E

5-10 marks – S

10-15 marks – N

2 or more Detentions or 1 IBS – U

\*\*A conduct detention automatically drops conduct one letter grade.

### **DETENTION**

Detention may be held before or after school and/or during lunch. Detention times are 7:30-8:00 a.m. in the morning or 3:30-4:00 p.m. in the afternoon.

### **REWARDS**

Positive behavior shall be rewarded by one or more of the following:

1. Verbal acknowledgement
2. Positive notes sent to parents
3. Brahma Pride Tickets
4. Special rewards by classroom teacher

## **DISCIPLINE**

The students at West End Elementary are expected to behave in a manner which permits uninterrupted learning to take place. Students are expected to follow the rules and regulations established by the school, by the school district, and the classroom teacher. Students are expected to conduct themselves in a manner that is neither disruptive nor disrespectful and which does not violate the rights of others.

Students that threaten to bring a weapon to school, or make threats may be assigned to **ISS** (In School Suspension). Once a student has received a referral, he/she will be sent to the principal's office. A referral will result in loss of privileges. The principal will make every effort to contact a parent or guardian on each referral. Fighting and profanity may result in In-Building Suspension (IBS).

A non-custodial parent may request in writing that he or she be provided a copy of any written notices usually provided to a parent related to your child's misconduct that may involve expulsion.

### **Phones/Electronics/Articles from Home**

Do not allow your children to bring articles to school that could be harmful to others or distract the learning process. **Cell Phones are not allowed at West End Elementary. The Administrator will collect any phones brought to school and notify the parents.** Violation of this policy will result in the phone being confiscated and the parents must pick up the phone from the administrator. If your child needs to bring a phone for an afterschool activity, then they must bring it to the office to be kept for them until the end of the school day.

Students must not bring valuables or irreplaceable items to school, unless prior permission has been obtained from the principal. Examples include, but are not limited to: toys of all kinds, electronic games, radios, ipods / mp3 players, CDs / DVDs or CD / DVD players, cameras, large sums of money, expensive jewelry, laser pointers, etc. All toys should be left at home. If items are brought to school, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. The school will not be responsible for lost or stolen articles.

### **Disruptions**

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

**We ask that parents remain out of the classroom area during the school day. Parents are requested to sign in at the office every time they come to the school for safety purposes.** At the end of the day, parents may wait for their children **outside** of the building. The teachers are responsible for their entire class and they are put in an unfavorable situation if parents bring children to the room late, or come early in order to beat the rush.

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person – student or non-student – who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; **entering a classroom without authorization**, and disrupting the activity with profane language or misconduct.
- Interferes with the transportation of students in District vehicles.

## **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse needs. The counselor may also make available information about community resources to address personal concerns. Other duties of the counselor include Character Education, Special Education Referrals and Testing Coordinator for STAAR and Section 504, At-Risk Classification, GPC Meetings and Classroom Visits.

Students or Parents who wish to meet with the counselor should contact the West End Elementary School Counselor at 979-357-2595. The school will not conduct a psychological examination, test, or treatment without requesting the parent's written consent.

## **CURRICULUM RELATED INFORMATION**

### **Honors and Awards**

Student honor rolls are posted in the paper throughout the school year at the end of each nine weeks. Special recognition is given to students who achieve honor roll status. Students in grades first through five that receive all A's and B's per 6-weeks, will be on the AB honor roll. Students that receive all A's will be on the all A Honor Roll. Any student that is on the All A Honor Roll for the entire school year will be awarded a medal. End of the year special awards are given to the student(s) with outstanding achievements.

### **GRADING SYSTEMS**

\*Please see the BISD “**GRADING AND REPORTING GUIDELINES**” document @bellvilleisd.org.

### **Make-up Work**

For any class missed, the teacher may assign the student makeup work which will be allowed for any absence (excused or unexcused). It is the student's responsibility to request makeup work, to complete the work, and to hand it in on time without the teacher's reminders. Students have one (1) plus the total number of days absent to turn in makeup work. In most situations, except in the case of extended illness, students should wait until their return to school to catch up on work missed during their absence. A student who does not make up the assigned work within the time frame allotted will receive a grade of zero for the assignment(s). A student will be permitted to make up tests and to turn in projects due in any class missed because of an absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

**Requests for makeup** work by calling the school office can be made if a student is absent for two (2) or more days. The office must be contacted prior to 9:30 a.m. and every effort will be



made to fill the request. The work can be picked up in the school office at the end of the school day.

## **Promotion and Retention**

Bellville ISD adopted a promotion/retention policy for grades 1-5 beginning with the 2010-11 school years. The new promotion/retention policy states:

In grades 1-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas; a grade of 70 or above in English Language Arts, Mathematics, Science and Social Studies is required for promotion to the next grade level.

In addition, fifth grade students will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school any day between January 1 and the date of the first administration of the STAAR.\* In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

Parents of a student in grades 3-5 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

## **Report Cards**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks. At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are requested to schedule a conference with the teacher of that class or subject.

Report cards and unsatisfactory progress reports **must be signed** by the parent and **returned to the school** within five days. If your child does not return the progress report/report card after five days, he/she will be subject to consequences.

Kindergarten: Achievement or progress in kindergarten shall be reported to parents through mastery of objectives. S, N, and U will be used for work/study habit and personal behavior. A parent conference will be scheduled the first six weeks to go over the report card.

### **Student Schedules**

The school day begins at 8:00 a.m. & ends at 3:30 p.m. No student should arrive before 7:00 a.m. each morning because staff are not on duty before that time.

### **Testing—STAAR (State of Texas Assessments of Academic Readiness)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–5
- Reading, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5

Successful performance on the reading and math assessments in grade 5 is required by law in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 21 for additional information.

### **Physical Activity for Students in Elementary Grades**

In accordance with state policy, Bellville ISD will ensure that students in Kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Annually, the District will conduct a physical fitness assessment of students in grades 3- 5. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Extracurricular Activities / UIL**

Students will be given an opportunity to participate in the University Interscholastic League literary competition. Contestants will be chosen on the basis of ability in the particular event and will be coached by West End faculty and staff.

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students.

Participation is a privilege. UIL rules include:

- A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extra-curricular activities for at least three weeks. An ineligible student may practice or rehearse however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade 70 or above in all academic classes, and (2) completed three weeks of ineligibility.
- A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a non-approved activity will receive an unexcused absence.

Students who participate in the Austin County Fair, Houston Livestock Show, or San Antonio Livestock Show must meet the criteria above.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, to minimize safety hazards, and to prevent disruption. Please review some of West End Elementary dress code guidelines or contact the school if you have other questions or concerns. For additional dress code guidelines, please refer to the Bellville ISD Student Code of Conduct. Students with questions regarding the dress code should use this rule of thumb:

### **IF IN DOUBT, DON'T WEAR IT!**

- Shirts with spaghetti straps may not be worn to school unless there is another shirt underneath the straps  
(straps must be wide enough to cover the shoulder without excessive bare skin showing)
- Sleeveless shirts need to fit close around the armpits and must be at least 2".
- Shirts that expose the waist when the arms are raised are not allowed.
- "Yoga Pants" or tight/form fitting pants are prohibited.
- Over-sized jeans, shorts, and pants on boys need to be belted for safety reasons (no sagging).
- Hats, caps, bandanas, and/or head coverings are not allowed at school.
- No Flip Flops or Cleats (Flip flops may be allowed on special occasions announced by the Principal)

\*\*\*Our sidewalks at WE can also become very slippery due to the weather; therefore, tennis shoes are the safest shoes to wear.

***NOTE: Any clothing, hair style, makeup and/or jewelry that are distracting, as deemed by the campus administrator, will be prohibited.***

## **EMERGENCY SITUATIONS**

### **Medical Treatment**

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date: having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional low-cost students accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the business office.

### **School Closing Information**

In case of an emergency closing of schools, the District-wide *School Messenger* phone notification system will notify parents and guardians via the phone numbers provided on the student identification registration card. The district will rely on contact information on file with the district to communicate with parent in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed. Parents and students are also encouraged to listen to KTEX, 106.1 FM or KWHI 1280 AM on the radio; or listen to Channel 2, 11, and 13 on the Houston TV stations for information about the Bellville Independent School District. The Superintendent will determine when schools will be closed for emergency weather or other factors, which may be dangerous.

### **Drills**

Students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **FIELD TRIPS**

### **Permission to Attend Field Trips**

Information letters and permission slips will be sent home with all children regarding planned field trips. Any child attending field trips will be required to have a signed permission slip from the parent/guardian. If the permission slip is not returned, the child will not be permitted to attend.

### **Field Trip Chaperones**

Adult chaperones are provided for field trips. The classroom teacher will make arrangements as needed for additional help. If you are interested in being involved in field trips, please let your child's teacher know early in the year. We welcome parent involvement.

### **Field Trip Transportation**

School district transportation is provided for field trips. All students will ride the bus to the field trip event. Student's siblings may NOT ride the bus or participate in field trip activities. Adult chaperones will need to provide their own transportation unless the permission slip says parents can ride the bus.

## **GOVERNMENTAL AUTHORITIES**

## **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- \* The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- \* The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- \* The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

## **Students Taken Into Custody**

State law requires the District to permit a student to be taken into legal custody:

- \* To comply with an order of the juvenile court.
- \* To comply with the laws of arrest.
- \* By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- \* By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- \* To comply with a properly issued directive to take a student into custody.
- \* By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

## **LIBRARY / TEXTBOOKS**

## **Library**

All students will visit the library on a regular basis. No student should have more than two books out of the library at one time. When a student checks out a library book, the student is responsible for the care of that book while he/she has it. If the book is lost or damaged beyond repair, the student will be required to pay the purchase price of the book. Students are not allowed to check out books until they have paid for the lost or damaged book. The average cost of a library book purchased today is \$15.00.

Skills appropriate for each grade level will be taught at least one library period per nine weeks. No library fines will be charged for overdue books. Students are not allowed to check out any new books until they have returned their overdue books. Students will not receive their report card at the end of the year if they have a book checked out to them. Each year the library has a Book Fair where students may purchase books to begin a collection of their own.

## **Textbooks, Electronic Textbooks, Technological Equipment, and other Instructional Materials**

Textbooks and other district approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

**Bellville ISD Health Policies**  
**Student Health Services**  
**Administration of Medication by Authorized School Personnel**

**MEDICINE AT SCHOOL**

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container provided by the parent/guardian, along with a written request including name of student, name of medication, dosage, date, and parent/guardian signature. Medication will not be administered differently than the label specifies without a new prescription or written documentation from the physician.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request including name of student, name of drug, dosage, date, and parent/guardian signature. Medication will be administered based on the manufacturer's recommendations for age and/or weight.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

The district does not accept or administer medications that contain narcotics for the safety of the student(s) and in compliance with the District's Drug Abuse Policy. If a student has been prescribed medication in this category for pain, cough, etc., they are asked to remain at home until they are able to replace the medication with an over-the-counter product or a non-narcotic prescription medication while at school for symptom control.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent for emergency treatment on the district's Registration form.

ALL medications are to be kept in the nurse's office. Medications will be kept in a locked cabinet.

When dispensing medications, the qualified district employee administering the medication(s), will keep records indicating the date, time, dosage, and will initial and provide his/her signature.

At the end of the school year: All medication must be picked from the school clinic by the last day of school. Any medication left at the school will be disposed.

Students violating this procedure will be subject to disciplinary action under the district's drug abuse policy.

**Student Information**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ School Year: \_\_\_\_\_  
Homeroom Teacher: \_\_\_\_\_

**Medication Physician Information**

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_ Time(s): \_\_\_\_\_  
Reason for medication: \_\_\_\_\_ Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_  
Physician Name: \_\_\_\_\_ Physician Phone: \_\_\_\_\_

*Note: The School Nurse reserves the right to refuse administration of any medication at school if any question regarding student safety arises.*

**Bellville ISD Health Services Consent for School to Administer Medication**

\*I give permission that the above medication be administered by school personnel to my above named child according to district policy. Dosage changes must have a new prescription or written documentation from the physician.

\*\*I give my consent for school personnel to contact the above physician/pharmacy if there is a question or clarification needed about this medication.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Phone Number: \_\_\_\_\_ Parent/ Guardian Email Address: \_\_\_\_\_

## **Contagious Diseases/Conditions**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

- Students that present to the nurse with symptoms of a possible contagious nature or with a temperature of 100 degrees or higher will be sent home.
- The district requests that students not return to school until they have been symptom free and fever free (less than 100 degrees) for 24 hours without a fever reducing medication such as Tylenol or Ibuprofen.
- The student may be required to present a note from their doctor stating that they have been examined and released before they will be allowed to return to school.

## **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Exemptions have to be renewed every two years.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

## **Asthma/Allergic Reaction**

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or



health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal. Parents are required to provide the school nurse yearly with the students' individual health asthma management plan. See school nurse for forms.

### **Food Allergy**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### **Diabetes**

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

### **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

### **Steroids**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html)

### **Injury/Restriction Policy**

If a student requires physical restrictions or supportive equipment such as, crutches, supportive braces or ace bandage, a written note from the parent is required indicating the restriction(s) and time frame of restriction. The request will be honored for three (3) days. If more than 3 days is required, a doctor's note must be presented to the nurse. Once released by the doctor, written authorization to return to normal activity

level is required. Please present all notes to the nurse. The nurse will inform homeroom teacher and coaches. Students in athletics should refer to the athletic policy.

### **Lice Policy**

Students found to have live lice will be sent home for treatment and removal of nits. Parents must treat students with an approved lice killing treatment. The student may return to school after treatment is completed and all live lice have been removed. Once the student has been sent home, they are to report to the nurse with a parent or legal guardian for re-assessment before returning to the classroom. The district does not adhere to a no-nits policy but reserves the right not to allow the student(s) back at school if there is not adequate evidence that the situation is being addressed / monitored.

### **Bacterial Meningitis**

State law specifically requires the district to provide the following 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 bacteria that cause 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, utensils, or cigarettes). 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 cause meningitis or another serious illness.
- **How can bacterial meningitis be prevented?** Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. 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 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- **What should you do if you think you or a friend might have bacterial meningitis?** You should seek prompt medical attention.
- **Where can you get more information?** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

### **School Health Advisory Council**

Bellville ISD's School Health Advisory Council holds meetings during the year. Additional information regarding the district's School Health Advisory Council is available from the school nurse at (357-2595).

## **PARENTAL INVOLVEMENT, RESPONSIBILITY AND RIGHTS**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, administrators, and the Board.

Every parent is urged to:

- ◆ Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- ◆ Review the information in the Student Handbook (including the Student Code of Conduct) with his or her child and sign and return the acknowledgment form. A parent with questions is encouraged to contact the principal.
- ◆ Become familiar with all of your child's school activities and with the academic programs offered in the district. Discuss with the counselor or principal any questions, such as concerns about placement, assignments, and other options available to the child. Monitor the child's academic progress and contact teachers as needed.
- ◆ Attend scheduled conferences and request additional conferences as needed. To schedule telephone or in-person conference with a teacher, counselor, or principal; please call the school office at 357-2595 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

Parents also have the right to:

- ◆ Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- ◆ Request the transfer of your child to another classroom if your child has been determined to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is NOT provided for a transfer to another campus.
- ◆ Request the transfer of your child to attend a safe public school in the district if your

child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds or has been the victim of a sexual assault by another student assigned to the same campus.

- ◆ You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- ◆ Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments administered.
- ◆ If an instructional activity in which the child is scheduled to participate in conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test or may not extend for an entire semester. Further, the child must satisfy grade level requirements as determined by the school and by TEA.
- ◆ If your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children. District employees may advise parents in placement. Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement.
- ◆ Attend Board meetings to learn more about District operations.
- ◆ Our **fundraising** organization is the West End Elementary PTO, who occasionally is permitted to conduct fund-raising drives for school purposes. For further information, contact the PTO President. (*Fund raising is not permitted on school property except through the PTO.*)

### **Complaints by Students/Parents**

Usually student or parent complaints or concerns may be addressed simply--by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy. In general, a parent or student should first raise the complaint with the teacher and then the campus principal. If unresolved, a written complaint can be submitted through FNG(LOCAL). If still unresolved, the District provides for the complaint to be presented to the Board of Trustees, members of the community elected to set policy and priorities for the District.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific complaint processes for the following:

- ◆ Discrimination on the basis of gender.
- ◆ Bullying, harassment, or the creation of "hit lists".
- ◆ Sexual abuse or sexual harassment of a student.
- ◆ Loss of credit on the basis of attendance.

- ◆ Teacher removal of a student for disciplinary reasons.
- ◆ Expulsion of a student.
- ◆ Identification, evaluation, or educational placement of a student with a disability.
- ◆ Instructional materials.
- ◆ On-campus distribution of non-school materials to students.
- ◆ Complaints against District Peace Officers.

*For additional information, also see the Bellville ISD Student Code of Conduct.*

### **Distribution of School Materials**

Publications prepared by and for the school may be posted or distributed with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. All school publications are under the supervision of the teacher, sponsor and principal. A school yearbook will be available for students to purchase.

### **Non-School Materials...from students**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Superintendent. Materials displayed without authorization will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student or non-student will have a reasonable period of time to present his or her viewpoint. Any student who posts material without prior approval will be subject to disciplinary action.

### **Non-School Materials...from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent for prior review. The Superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

## **Fees**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to students. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- ◆ Costs for materials for a class project that the student will keep.
- ◆ Personal physical education and athletic equipment and apparel.
- ◆ Voluntary purchases of pictures, publications, yearbooks, etc.
- ◆ Voluntary purchase of student accident insurance.
- ◆ Fees for damaged library books and state-owned equipment.
- ◆ Personal apparel, used in extracurricular activities
- ◆ Replacement costs for lost textbooks

## **Visitors**

Parents and other visitors are welcome to visit West End Elementary School. All visitors must first report to the office, submit their driver's license, and comply with all applicable district policies and procedures. Visitors are expected to wear a "visitor" sticker. Visits to individual classrooms during instructional times shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interfere with the delivery of instruction or disrupts the normal school environment.

## **Pictures/Videos**

Children's pictures will be taken during the day for publication in the New Ulm Enterprise and the Bellville Times newspaper for news items. Video pictures may be taken for demonstration of lessons or discipline purposes. If parents do not want to have pictures or videos taken of their child, please write a letter stating that you do not want your child's picture to be taken. If we do not have a letter on file stating that you do not want your child's picture taken or your child to be part of a video we will assume you give us permission to film your child or to take their picture.

State law, however, permits the school to make a video 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.

Pictures will be taken in the fall for the school yearbook. If you want to purchase a package, the company will send home order information. Spring class and individual pictures are also taken and will be available.

## **Videos of Students**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used. The principal will review the video routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a video following discipline of that parent's child may request access in accordance with policy FL in the District's policy manual.

## **SCHOOL FACILITIES AND SAFETY**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended--both this year and in the coming years--littering, defacing, or damaging school property is not tolerated. Students will be required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

### **Asbestos**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the Bellville ISD Central Administration Office. If you have any questions, please contact the BISD Central Office at 979-865-3133.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the BISD Central Office at 979-865-3133.

### **Safety**

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- ◆ Avoid conduct that is likely to put the student or other students at risk.
- ◆ Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers, and bus drivers.
- ◆ Remain alert to and promptly report safety hazards, such as intruders on campus.
- ◆ Know emergency evacuation routes and signals.
- ◆ Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## **Pets**

In order to provide a safe environment for our students, the following will be enforced concerning live animals / insects etc. in the building:

- ◆ No pets/insects are allowed at school (not even for show & tell).
- ◆ Prior approval must be obtained from Principal concerning any living animal project in the classroom.
- ◆ Animal projects must be curriculum related and contained in a secure childproof container.
- ◆ No children will be permitted to touch/handle anything that can possibly harm them.
- ◆ A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district days before bringing the service animal on campus.

## **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to pay for the damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **Gang-Free Zones**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **SPECIAL EDUCATION**

### **Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider 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 RtI has the potential to have



a positive impact on the ability of districts and other charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parents may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals:**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from the school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admissions, Review, and Dismissal Process.

### **Contact Person for Special Education Referrals:**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Dr. Megan Pape  
Phone Number: 979-865-7012

### **Section 504 Referrals:**

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the districts or charter schools Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### **Contact Person for Section 504 Referrals:**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Dr. Megan Pape  
Phone Number: 979-865-7012

You can also find the required language here:

[https://tea.texas.gov/Academics/Special\\_Student\\_Populations/Special\\_Education\\_SPED/Programs\\_and\\_Services/Students\\_Handbook\\_Statement\\_English](https://tea.texas.gov/Academics/Special_Student_Populations/Special_Education_SPED/Programs_and_Services/Students_Handbook_Statement_English)

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](#)

## Asistencia para estudiantes que tienen dificultades de aprendizaje o necesitan servicios de educación especial.

Si un niño tiene dificultades de aprendizaje, el padre puede comunicarse con la persona mencionada abajo para informarse sobre la remisión a educación general en términos generales o sistema de evaluación para los servicios de apoyo del distrito. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo remisiones para una evaluación de educación especial. Los estudiantes que tienen dificultades en el aula normal deberían tomarse en cuenta para tutoría, compensación y otros servicios de apoyo académicos o del comportamiento que están disponibles para todos los estudiantes, incluyendo un proceso basado en la respuesta a intervención (RtI). La implementación de la respuesta a intervención tiene el potencial de tener un efecto positivo en la habilidad de los distritos de cubrir las necesidades de todos los estudiantes con dificultades.

El padre tiene derecho, en todo momento, a solicitar una evaluación para los servicios de educación especial. En un periodo de tiempo razonable, el distrito debe decidir si dicha evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que provea un consentimiento informado por escrito para realizar la evaluación. El distrito debe completar la evaluación y el informe en 60 días del calendario desde la fecha en que el distrito recibió el consentimiento escrito. El distrito debe darle al padre una copia del informe de la evaluación.

Si el distrito determina que no es necesaria la evaluación, el distrito le proporcionará al padre un aviso previo por escrito que explica por qué no se evaluará al niño. El aviso por escrito incluirá una explicación que les informa a los padres sobre sus derechos, si están en desacuerdo con el distrito. El distrito tiene la obligación de darles a los padres el [Aviso Sobre Procedimientos de Protección](#)- Derechos de los Padres de Estudiantes con Discapacidades. El distrito escolar tiene información adicional sobre IDEA en un documento complementario Guía para el Proceso de Admisión, Revisión y Retiro.

Los siguientes portales de internet proveen información a aquellas personas interesadas en obtener información y recursos específicos para estudiantes con discapacidades y sus familias:

- [Texas Project First](#)
- [Partners Resource Network](#)

La persona designada con quien se debe comunicar para obtener información sobre las opciones para un niño que tiene dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona con quien comunicarse: 865-7021

## **SPECIAL PROGRAMS**

The district provides special programs for gifted/talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the campus campus counselor.

## **STUDENT RECORDS**

A student's school records are confidential 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 under 18 or 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 terminating 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 hours upon completion of the written request form.

The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or legal guardian from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a 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. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District. A student's records can only be view if the viewer is:

working with the student; considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as teachers, counselors, diagnosticians & support staff); a person or company with whom the

district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with a court order or a lawfully issued subpoena, or to a school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the Superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student 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, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

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 teacher's personal notes on a student that are shared only with a substitute teacher, do not have to be made available to the parents or student.

Copies of students' records are available upon request unless the District is given a copy of a court order terminating the parental rights. Parents or eligible 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 federal law regarding student records. The complaint may be mailed to:

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

## **STUDENT RIGHTS**

No student will 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
- ◆ Mental and psychological problems embarrassing to the student or family.
- ◆ Sexual behavior and attitudes.
- ◆ Illegal, anti-social, self-incriminating, and demeaning behavior.
- ◆ Critical appraisals of other individuals with whom the student or the student's family has close family relationships.
- ◆ Relationship privileged under law, such as those with lawyers, physicians, and ministers.
- ◆ Religious practices, affiliations, or beliefs of the student or parents.

- ◆ Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her child's classroom and to review each test that has been administered to his or her child.

### **Nondiscrimination**

Bellville ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs.

### **Pledges of Allegiance**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

State law requires students in grade 3-12 to recite a portion of the Declaration of Independence during Celebrate Freedom Week (the week of September 17<sup>th</sup>). Parents may submit a written request that their child be excused from this recitation if applicable.

### **Right to Pray**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the delivery of instruction 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.

### **Search and Seizure**

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, District officials may from time to time conduct searches.

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are responsible for the security and contents of the assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

## **Sexual Harassment/Sexual Abuse**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about expectations in this area with a teacher, counselor, principal or designee.

Unwanted and un-welcomed conduct of a sexual nature--words, gestures or any other sexual conduct, including requests for sexual favors--directed toward another student or a District employee is unacceptable.

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual Abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantial complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. *See the Student Code of Conduct.*

## **Harassment**

Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors and discriminations that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

The District will not tolerate harassment. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. A substantial complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools.

## **Retaliation**

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

## **Reporting Procedures**

Any student who believes he or she has experienced discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.



If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **Bullying**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

## TECHNOLOGY

### **Computer Resources**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be given a copy of the District's *Acceptable Use Policy*.

Students who abuse the computers or do not follow the *Acceptable Use Policy* as specified in the Bellville ISD Student Code of Conduct Handbook will lose the privilege of using a computer. Abuse and misuse of the computers may result in disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

If you **do not want** to allow your child access to the Bellville ISD computer network and the Internet, you need to send a note to your campus office. You need to state in the note that you do not want your child to participate in the electronic educational resources that Bellville ISD provides through the Internet.

*Students and parents should be aware that electronic communications--e-mail--using District computers are not private and may be monitored by District staff.*

### **Computer Access**

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as the Internet. Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

Students who want to use computers in the library must have special computer passes stating their assignments as well as the signature of the teacher making the assignments. This rule does not apply when a teacher accompanies an entire class to the computer lab to work on a project.

## TRANSPORTATION

### **School Bus**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students; its cost is reimbursed by the

state of Texas. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the BISD Transportation Department at (979) 865-3673. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely.

**When riding school buses, students must:**

- 1. Follow the driver's directions at all times.**
- 2. Board and leave the bus in an orderly manner at the designated bus stop nearest home.**
- 3. Be seated while the bus is moving.**
- 4. Keep books, band instrument cases, feet, and other objects out of the aisle.**
- 5. Do not deface the bus and/or its equipment.**
- 6. Do not put head, hands, arms, or legs out of the window, or hold any object out of the window or throw objects within or out of the bus.**
- 7. Observe all usual classroom rules.**
- 8. Do not smoke, possess or use any form of tobacco.**
- 9. Fasten seat belts (if available on the bus) at all times.**
- 10. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.**

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. Students will receive one warning. The second offense will require a parent conference in person or via telephone. The third offense will result in the student being removed from the bus for 1-3 days. On the fourth offense, the student will be removed from the bus for one week or more (up to the remainder of the school year), depending on the offense. Fighting, disrespect to the driver, and destruction of property may result in the loss of bus privileges on the first offense. Parents will be notified about these bus write-ups.

Students at bus stops should be monitored by parents if possible. There may be incidents that occur while waiting for the bus, or after departing the bus, over which the school has little control.

**Travel-School Sponsored** Students who participate in school-sponsored trips are required to use the transportation provided by the school to and from the event, unless prior arrangements have been made through the principal's office.

**Drop Off/Pick Up Procedures**

**SAFETY REMINDERS MORNING DROPOFF:**

- ✓ Tardy Bell rings at 8:05. If the student is not in their classroom at that time, a tardy is received.
- ✓ DO NOT go around the car line to get to a parking space.

- ✓ A Staff Member will unload children.
- ✓ All West End Students need to be dropped off at the front of the school.
- ✓ If you are dropping an older child in the back to catch a bus, DO NOT block the area for the buses and DO NOT allow your child to run in front of a bus. NO WEST END STUDENTS MAY BE DROPPED OFF IN THE BACK OF THE SCHOOL!

**SAFETY REMINDERS AFTERNOON PICKUP:**

- ✓ Pick up your child between 3:30 - 3:45. Other arrangements MUST be made with the principal if you will be late.
- ✓ Parents choosing to walk up to get their student need to park in the grassy area to the right of the cafeteria and use the sidewalk to get their child.
- ✓ DO NOT go around the car line to get to a parking space.
- ✓ A Staff Member will escort children to the car.
- ✓ NO STUDENTS SHOULD BE PICKED UP AT THE BUS AREA.
- ✓ If you need to change your child's transportation mode, please call the school by 2:30 PM.

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# ACKNOWLEDGMENT FORM

## Student Handbook

My child and I acknowledge that the West End Elementary Student Handbook is online on the school's website at <http://we.bellvilleisd.org> under the School Resources tab. We have read the documents and understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Handbook and District Code of Conduct.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Check if applicable to your family:

☐

We would like to receive a hard copy of the WE Student Handbook. I have the following siblings at this school.

Name of Sibling

Grade

Name of Sibling

Grade

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### NOTICE TO PARENTS: DIRECTORY INFORMATION

“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 Bellville ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 7. Bellville ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, honors and awards received, date and place of birth dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and enrollment status.”

**Remember that the student directory is to be used by parents for party invitations. NO INVITATIONS OF ANY KIND ARE TO BE HANDED OUT IN SCHOOL OR SCHOOL PARKING LOT.**