

## **PREFACE**

To Students and Parents:

Welcome to school year 2008-2009!

For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this.

The Godley ISD Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into two sections:

- Section I-Required Notices and Information for Parents
- Section II—Information for Students and Parents

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Godley ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and available in the principal’s office.

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 communication.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provision of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents 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 acknowledgment and consent/opt-out forms so that we have a record of your choices. (See Obtaining Information and Protecting Student Rights.)

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District’s policy manual is available in the Superintendent’s office or online at the District Web Site: [godleyisd.net](http://godleyisd.net).

## **SECTION I—REQUIRED NOTICES AND INFORMATION FOR PARENTS**

- This section of the Godley Elementary Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### **STATEMENT OF NONDISCRIMINATION**

In its efforts to promote nondiscrimination, Godley ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964 , as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Paul Smithson, Superintendent @ 817-389-2536.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Melinda Reynolds @ 817-389-2382.
- All other concerns regarding discrimination; See the superintendent, Paul Smithson @ 817-389-2536.

### **PARENTAL INVOLVEMENT**

#### **GODLEY ISD PARENT INVOLVEMENT POLICY**

##### **STATEMENT OF PURPOSE**

Godley ISD is dedicated to providing a quality education for every student in our district. To accomplish this objective, the district will develop and maintain partnerships with parents/caregivers, patrons, and community members; moreover, the district will involve parents/caregivers in all aspects of the various local, state, and federal programs offered in Godley ISD. The district believes that establishing and maintaining open lines of communication will expand and enhance learning opportunities and create the best learning environment for every child.

##### **PARENT INVOLVEMENT IN POLICY DEVELOPMENT**

The Godley SBDM (Site-Based Decision Making) Committee is comprised of parents, members of the community, teachers, the school principal, and the district superintendent. This committee will discuss the design and implementation of the Godley Parent Involvement Policy.

The SBDM Committee will actively recruit volunteers for the advisory committee through various avenues of publicity. Committee selections will produce a diverse parent population that will include all student groups serviced by the district; Hispanic parents will be involved and the committee will arrange for translators to help with communications. Meetings will be planned at convenient times and locations for all members of the committee.

##### **ANNUAL MEETING FOR TITLE I PARENTS**

Godley ISD uses Title I funds to provide school-wide services for all students. Godley will hold at least one meeting annually to review Title I guidelines and services offered through the district. Copies of the district's

current Parent Involvement Policy and the Godley Parent-Student-Teacher Compact will be distributed at the meeting. Parents will be encouraged to become involved in the revising and updating the policy as necessary and parent volunteers will be recruited for the various district committee appointments.

The meeting will be held at a convenient time and location; notice of the meeting will be provided through written invitations to parents/caregivers and through public notices. Translators will be available to help with Non-English speaking parents/caregivers.

#### PARENT-STUDENT-TEACHER COMPACTS

In accordance with Title I regulations, the Godley SBDM Committee has developed and will annually update a Parent-Student-Teacher Compact. This compact will provide an outline to enable the school and parents/caregivers to share responsibility for student performance and success. This compact explains how students, parents/caregivers, and staff will share responsibility for promoting student achievement.

The compacts are designed so that both the student and his/her parents can sign this compact. Students and parents are encouraged to discuss the contents of the compact; they are also encouraged to sign that they are in agreement with the compact and return them to the school. NOTE: Parents and/or students are not required by law to return the compacts to the school.

#### PARENTAL INVOLVEMENT OPPORTUNITIES

Godley ISD will support many varied ways of parental involvement as it strives to develop and maintain an optimum learning environment for all students:

- Spanish translators will be provided for parents when needed.
- Information will be provided in Spanish when needed.
- Parents may contribute through volunteer programs.
- Parents may contribute by creating a supportive home environment.
- Parents are invited to participate in parent-teacher conferences.
- Parents are invited to help plan parties and classroom activities.
- Parents are invited to attend field trips as space allows and to provide transportation for non-driving parents, if possible.
- Parents are invited to serve on various committees.
- Parents are surveyed to get their input about school.
- Parents are invited to eat meals with their children.

#### STAFF AND PARENT COMMUNICATION

Parents/caregivers will be informed of school activities through various avenues of communication throughout the school year; they will be consulted in the design, development and implementation of the Title I program. Parents will be invited to participate in workshops and staff development programs that will meet the unique student and parental needs of the Godley community.

Godley ISD website, teacher notes, the school marquee, conferences, personal contacts, phone calls, calendars, and/or written notices will be used to establish and maintain open lines of communication with parents/caregivers.

Godley staff members will be trained in positive communication activities as well as effective ways to work with parents, students, and members of the community. Godley staff will maintain a record of parent contacts throughout the school year.

At the beginning of each year, each teacher will distribute the learning goals (TEKS) and objectives (TAKS) to the parents of each of their students. All students will be expected to work toward mastering these goals and objectives. Godley ISD recognizes the fact that some students will need modifications, accommodations, and/or extra assistance to achieve their full potential; these will be

provided to students through the Title I Program and/or other educational services offered through the district or through district contracts.

## EVALUATION

The SBDM Committee will review and evaluate all aspects of the parent involvement program. Parent surveys including questions about the effectiveness of the program will be distributed and the results tabulated. Teacher surveys and teacher contact records will be used to determine the number and kind of interaction between school and parents. The SBDM Committee will revise the district Parent Involvement Policy based on the results of this annual review.

### **Working Together**

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to you child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 817-389-3838 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school. ( See Report Cards, Progress Reports, and Conferences.)
- Becoming a school volunteer. For further information, see policy GKG and contact Godley Elementary Office.
  - Reading with students
  - Monitoring lunchroom
  - Assembly of portfolios (end-of-year)
  - Supervision of students on field trips
- Participating in campus parent organizations. Parent organizations include: Godley PTO
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. (See policies BDF, EHAA, FFA and School Health Advisory Council).
- Offering to serve as a parent representative on the District-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact:  
Toni O'Dowd, Principal
- Attending Board meetings to learn more about District operation. (See policies BE and BED for more information.) The Godley ISD Board meets the 4<sup>th</sup> Monday of each month at 6:30 p.m. in the Godley ISD Administration Building.

## **PARENT NOTIFICATION OF TEACHER/PARAPROFESSIONAL CERTIFICATION**

### **GODLEY INDEPENDENT SCHOOL DISTRICT**

Parent Notification

Compliance with P.L. 107-110, Section 1111(h)(6)(A)

To: All Parents  
From: Godley Independent School District

Date: 8/16/04  
Subject: Notification to Parents of Teacher Qualifications

As a parent of a student at Godley Independent School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Paul Smithson at 817-389-2536.

### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation-funded in whole or in part by the U. S. Department of Education-that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. (For further information, see policy EF.)

### **Parent and Student Rights under FERPA**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting

another school official in performing his or her tasks. A school official has a legitimate educational interest if the official need to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request,]

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

#### **“Opting Out” of Surveys and Activities**

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

#### **Display of your child’s artwork, projects, and other special work products:**

As a parent, if you choose that your child’s artwork, special projects, photographs, and the like not be displayed to the community on the district’s Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

#### **Parents also have a right:**

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine released test that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.(See Student Records.)

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a cocurricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.
- To request the transfer of your child to another classroom or campus if your child has been determined by the Superintendent 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. See the Superintendent for information. (See policy FDB).

## **STUDENT RECORDS**

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, and “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Godley ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student’s e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of instruction for this school year. (See the acknowledgement form attached to this handbook.)

Virtually all information pertaining to student performance, including grades, test results, and disciplinary record, is considered confidential educational records. Release is restricted to:

- The parents-whether married, separated, or divorced-unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency-such as a prospective employer, or for a scholarship application-will occur only with parental or student permission as appropriate.

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 512 Links Drive. The address of the principals' office is 604 N. Pearson.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. (See Student or Parent Complaints and Concerns for a overview of the process.)

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

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 District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records-such as teachers' personal notes about a student that are shared only with a substitute teacher do not have to be made available to the parents or student.

## **Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services that are available to all students. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensator, 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 n the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services

Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

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

Contact Person: Toni O’Dowd, Principal or Sherry Eldridge, Diagnostician

Phone Number: 817-389-3838

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. (See policy FDB-LOCAL).

## **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 potential for serious, long-term complications. It is an uncommon disease, but required 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, the 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 Texas Department of Health office to ask about 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 Texas Department of Health, <http://www.tdh.state.tx.us>.

## SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS AND OTHER DESIGNATED STAFF YOU MAY NEED TO CONTACT INCLUDE:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: High School Counselor, 817-389-2265
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Toni O'Dowd, Elementary Principal, 817-389-3838
- Federal Programs Coordinator, Dr. Joe Danna, Assistant Superintendent, 817-389-2536

## EXCUSING A STUDENT FROM RECITING THE PLEDGES TO THE U.S. AND TEXAS FLAGS

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. 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 pledges. Each 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. (See policy EC for more information.)

## GRANTING PERMISSION TO VIDEO OR AUDIO RECORD A STUDENT

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. 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 cocurricular or extracurricular activity;
- When it relates to media coverage of the school.

## **REQUESTING TRANSFERS FOR YOUR CHILD**

As a parent, you have a right :

- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent 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. See the superintendent for information. (See policy FDB)
- To 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. (See policy FDD (LOCAL).
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.(See policies FDD (LEGAL) and (LOCAL).

## **REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS**

As a parent, 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. (See FDB (LEGAL).

## **SECTION II--INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Toni O'Dowd at 817-389-3838.

### **ARRIVALS AND DISMISSALS OF STUDENTS**

The traffic flow for arrivals and dismissals of students must be regulated for the safety of the students and effectiveness. Please follow the rules as stated below:

1. All drop-off students and students that walk in with parents are to enter at the South entrance (Teacher Parking Lot). If you need to come into the building, park on the far south side of the lot. Do not park next to the curb. Also, leave the first two rows of parking for the Godley Elementary staff.
2. All bus students will be admitted through the Cafeteria doors; no other traffic will be allowed through the front drive between the hours of 7:30 A.M. to 8:30 A.M. and 2:30 P.M. to 3:30 P.M.
3. Upon arrival all students will go directly to the cafeteria and wait (until the bell at 7:45 A.M.) or eat breakfast. (Breakfast is served from 7:30 A.M. to 8:15 A.M.---students are to eat breakfast before going to the classroom.)
4. Afternoon pick-up for all grade levels will be at the South entrance. You must show your student identification card to pick-up a child. If you do not have it, you will have to park your car and go to the front office to get permission to pick-up a child---you may be asked for identification. Please keep the traffic moving—do not park cars.
5. Dismissal of Students—Parent pick-up @ 3:20. P.M.
6. Bus students will remain in the classrooms until their bus arrives.
7. The building is not opened until 7:30 A.M. and the doors are locked at 3:30 P.M. School begins at 8:00 A.M. and ends at 3:20 P.M.
8. If you pick up students at other campuses after you have picked up your elementary child, please keep your elementary student in your vehicle. Students cannot play at the other campuses unsupervised. Also, elementary students are not to walk to the other campuses to meet their ride home because there will be no supervision for them and they could be injured or picked up by the wrong person.

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education-to benefit from teacher-led and school 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. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

### **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and district-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be considered trespass.

If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to accelerated reading instruction program as a result of the reading diagnosis test. (See EHBC(Legal).)

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction by the state") 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.
- A student under age 6 must comply to the attendance guidelines, if enrolled in school . FEA (Local)

### **Attendance for Credit**

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 fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- 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 an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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. Court papers will be filed on students that have missed 18 or more days in a six month period to comply with the 90% attendance guidelines. **Only a doctor's note, court orders, or holy days are excused absences that will not be filed on.**

- 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 unless the student is 18 or older. All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. (See policy FEB)
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- 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 an 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 District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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.

**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 (this absence will be considered unexcused until a doctor's note is provided.)** A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. A doctor's note is required if a student is absent for four (4) consecutive days.

### **Make-up Work**

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. (See policy EIAB)

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.

A student will be permitted to make up tests and to turn in projects due in any class missed because of 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.

### **AWARDS AND HONORS**

Perfect Attendance

- Pencil and certificate each six weeks from the office
- At semester, a pennant or zipper pull is given if the student had perfect attendance for all three of the six weeks.
- At the end of the year, students will receive a trophy for perfect attendance for the entire year.
- Monthly tags to keep on necklace for attendance by the month.

#### Honor Roll

- Pencil and certificate each six weeks from the office.
- At semester, a magnet is given if the student has been on the “A” Honor Roll all three of the six weeks.
- End –Of-Year trophies will be given for “A” Honor Roll
  - Lamp of Knowledge on column---6 of 6
  - Lamp of Knowledge on base---5 of 6
- Certificate for Honor Roll all year.

#### Awards Assemblies

- Two assemblies---one at the end of each semester: One public announcement assembly at end of the first semester; one at the end of the last semester (school-wide).
- Honor Roll and Perfect Attendance only at school-wide assembly.
- All other awards (highest averages, room mother recognition, Accelerated Reading Awards) will be given in the classroom.

**Conduct Grades of N or U, keeps a student off the Honor Roll.**

### CHECK ACCEPTANCE POLICY

In the event that a check written to any GODLEY ISD campus, club, or organization is returned unpaid by your bank, GODLEY ISD or it’s agent (CheckSmart) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$25.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGEMENT** and **ACCEPTANCE** of this policy and its terms.

### COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain disease are not allowed to come to school while contagious. The school nurse or the principal’s office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students **must** be “fever free” for 24 hours before returning to school.

### 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 their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

(For additional information, see policy CQ.)

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Student need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Social Events**

School rules apply to 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.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District’s policy manual.

### **Disruptions**

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 nonstudent—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 within 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 any misconduct.
- Interferes with the transportation of students in District vehicles.

### **Radios, CD Players, Cell Phones, and other Electronic Devices and Games**

Students are not permitted to possess telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games during instructional times (7:30 A.M. to 3:10 P.M.) unless prior permission has been obtained from the principal. Without such

permission, 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. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. ( See policy FNCE). The school district is not responsible for loss or theft of these items.

For safety purposes, the District permits students to possess cell phones that do not have camera or text messaging capability. However, cell phones must remain off during the instructional day.

### **Student Valuables (Money, toys, etc.)**

Students are not to bring large amounts of money, toys, etc. to school. If a student wears glasses, watches, retainers, etc., he/she is expected to keep track of them at all times. The students, not the school or the teacher, are responsible for their personal property. All items belonging to the student (i.e. backpacks, jackets) should be marked with student's name and grade. If it is necessary to bring any type of valuable to school, leave it in the office for safekeeping.

## **COUNSELING**

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the classroom teacher. Parents may contact the counselor at 817-389-3838.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. (For more information, refer to policy FFE and FFG(EXHIBIT).)

### **CREDIT BY EXAM—If a Student Has Not Taken the Course**

In accordance with Texas Education Code 28.023 and Godley ISD district policy EEJB (Legal), a student will be permitted to take an exam to advance to a higher grade for which the student has no prior instruction. Students must score at the 90 percentile or above on a criterion-referenced examination to receive credit in the subject area. The dates on which exams are scheduled during 2007-2008 school year will be established by the Region XI ESC. Please contact the elementary counselor at 817-389-3838.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test purchased by the parent from a State Board-approved university on a date other than the published dates. (For further information, see EEJB.)

The criteria for acceleration of a student not yet six years old at the beginning of the school year is stated in Local Policy EEJB.

## **DISTANCE LEARNING**

At the elementary level, Distance Learning is used as an extension of what has been or will be taught in the classroom. The classroom teacher will prepare the students in advance for the topics covered.

## **DISTRIBUTION OF PUBLISHED MATERIAL OR DOCUMENTS**

### **School Material**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The school yearbook is available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Nonschool Materials...from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing written material, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered and nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the front office as the location for approved nonschool materials to be placed for voluntary viewing by students. (See policy FNAA).

The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts materials without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### **Nonschool 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, any nonschool 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 principal for prior review. The principal 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 policy DGBA, FNG, or GF). The principal has designated the main office as the location for approved nonschool materials to be placed for voluntary viewing by other students.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Students are expected to wear appropriate school dress whenever they are representing Godley Elementary (i.e. field trips and other school-sponsored activities done as a group with the school).
- Students may wear shorts that are loose fitting and at a length that is not disruptive to the classroom. No cutoffs are allowed—they must have a finished hem. Shorts must be worn under dresses.

- Muscle shirts, tanks tops, halter tops, strapless garments, bare sundresses, see-through garments, and bare midriff garments shall not be worn. (No spaghetti straps or cropped tops.)
- Sleeveless apparel with a finished edge may be worn: the garment must touch the shoulder and have a standard sized armhole.
- Clothing shall not have risqué prints or vulgar or suggestive language or designs. Advertisements dealing with drugs, alcohol, or tobacco products are prohibited on all apparel and accessories. Any garment that is offensive or inflammatory to other groups is prohibited. No chains may be worn.
- Hair should be groomed and kept out of the student’s eyes—hair should not disrupt class nor be a disruption in class. Hair should be a natural human hair color. No Mohawks or unusual haircuts or hairstyles.
- Any head covering worn by a student shall be removed when entering the building (boys & girls).
- The only visible body piercing allowed will be girls with earrings. Boys are not allowed to wear earrings.
- No visible tattoos (permanent or washable).
- No shoes with wheels (including “heelies” or “spinners”).

**FIELD TRIPS**

Parents must take their own transportation because of liability insurance and emergencies that may arise. No small children will be allowed on field trips. Adults must wear proper clothing following school guidelines. (Parents will receive a field trip form before each field trip with specific information.)

**FREEDOM FROM DISCRIMINATION**

(HARASSMENT, SEXUAL HARASSMENT, BULLYING, SEXUAL ABUSE)

The District believes that all students learn best in an environment free from harassment and their welfare is best served when they can work free from discrimination. 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 those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race; religion, color, national origin, gender, sex, age, or disability. (See policy FFH). 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. A copy of the District’s policy is available in the Superintendent’s office.

Examples of prohibited discrimination may include, but are not limited to , derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; bullying; threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as “jokes”), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student (or the student’s parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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 will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited

harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by District policy.

If the District’s investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

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

In its efforts to promote nondiscrimination, the District makes the following statements:

Godley ISD does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:  
Godley ISD Superintendent, 512 Links Drive, Godley TX  
817-389-2536
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:  
Melinda Reynolds, Godley Intermediate School, 817-389-2382.

## **FUND-RAISING**

Student clubs or classes, outside organization, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event.

Except as approved by the Principal/Superintendent, fund-raising by nonschool organizations is not permitted on school property. (For further information, see policies FJ and GE.)

## **GRADING GUIDELINES**

In grades Pre K – 2, achievement is reported to parents as:

- Grades Pre K and Kindergarten: Report cards are based on a checklist.
- Grades First and Second: Grades are reported to students and parents each six-week period. Numerical grades that are passing range from 70 to 100. Failing grades are below 70. “I” or “Inc.” means incomplete. These will need to be made up within two weeks unless extenuating circumstances prevent the student from doing so. The year average will be determined by adding each six weeks grade and dividing by six. Letter grades are given for Social Studies, Science and Health, Music, PE, and Conduct (The Reporting Code is given on the student’s report card. (Each teacher in grades 1 and 2, will take two (2) grades per week per subject.)
- First and Second Grade will receive a Language Arts grade that will include Reading, English, and Spelling.
- First and Second Grade will receive a Reading Level based on performance during their small group time and DRA testing. The First Grade goal for the end of the year is 16-18 and the Second Grade goal is 28-30.

At the end of the first three weeks of a grading period, the school district shall send notices of progress to the parent or guardian. If a student has a grade average lower than 70 or is deemed borderline, the student has until the end of the six weeks period to bring the grade up to 70 or above. If a grade is not brought up to 70 or above, the student will be suspended from extracurricular activities. Parents need to schedule a conference with their child's teacher when the child has a grade less than 70.

Tutorial services will be provided for students who do not maintain a 70 average after the first six-weeks reporting period. Students and parents will be notified when classes will be held. All tutorial classes will be scheduled before or after regular school hours. Attendance to tutorial classes is on a voluntary basis and parents will be required to provide transportation for students attending tutorial classes.

If your child entered kindergarten in the 1999-2000 school year or afterward, he/she will have to pass the TAKS Examination in 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grades---or pass an alternate test if he/she does not pass after three tries on the TAKS in order to be promoted to 4<sup>th</sup>, 6<sup>th</sup>, or 9<sup>th</sup> grades.

## **HEALTH-RELATED MATTERS**

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

In accordance with EHAB, EHAC, and FFA, the district 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. For additional information on the district's requirements and programs regarding elementary student physical activity requirements, please see the principal.

### **School Health Advisory Council**

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year may be obtained from the campus nurse.

### **Vending Machines**

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. (See policies CO and FFA).

### **Other Health-Related Matters**

Tobacco Prohibited—The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. (See the Student Code of Conduct and policy GKA).

Asbestos Policy—The Godley ISD Asbestos Management Plan is on file in each campus office. If you have questions, contact Bobby Reynolds, director of Maintenance at 817-389-2564.

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(ren)'s school assignment area may contact Bobby Reynolds, Director of Maintenance at 817-389-2564.

## **HOMEWORK**

Godley Elementary believes that homework is an important element of student learning and achievement. Students must be encouraged to become actively involved in learning and to accept responsibility for their own progress and achievement at home as well as at school. Homework is an essential element of the total instructional program which allows students extended time to master basic skills, concepts, and learning objectives. Homework must be planned to provide:

- Positive success experiences.
- Reinforcement and extension of learning.
- The opportunity to manage self-guided learning away from school.
- The possibility for communication with parents regarding learning, and others in the learning process.

Homework assignments in Godley Elementary will:

- Extend the learning and curriculum of the classroom.
- Relate directly to the curriculum and current learning objectives.
- Be on an appropriate level for the student.
- Be explained by the teacher so those students understand the objectives, procedures, content and expectations.
- Allow students time for other homework assignments and for family and community activities and responsibilities. Homework should not take more than 30 minutes at the elementary level. If your child is spending longer than this amount of time, please write a note to the teacher informing him/her of this.
- Encourage students to develop management strategies and the skills for life-long learning and independent study.

## **IMMUNIZATIONS**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or reasons of conscience, including a religious belief, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rebecca, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be 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 would be harmful to the health and well-being of the student or any 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 and the Department of State Health Services Web site:

[http://www.dshs.state.tx.us/immunize/school/school\\_info.shtm](http://www.dshs.state.tx.us/immunize/school/school_info.shtm)).

## **LAW ENFORCEMENT AGENCIES**

### **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 at school.
- The principal ordinarily will make reasonable efforts to notify the 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **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 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 released 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. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

#### Notification of Law Violations

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 arrested 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 has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

(For further information, see policy GRA.)

### **LICE POLICY**

Parents are requested to check their child's head two or three times each week for nits or live lice. The school will conduct head checks periodically and notify parents if children are infested with nits or lice.

*The parents must show proof of treatment before the child can come back to school. Please check with the nurse before leaving your child at school for permission to return to the classroom. To protect your child's emotional and social welfare, we ask that you make sure they are nit free.* (TASB Policy FFAD-Exhibit)

### **MEDICINE AT SCHOOL**

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

Authorized employee, in accordance with policy, and:

- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, for which 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 for treatment of the particular emergency; and
- When the parent has previously provided written consent to emergency treatment on the District's form.

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 to 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.

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.)

## **PARTIES**

There are three scheduled approved parties a year. The parties are held at Christmas, Valentine's, and Easter. Room mothers contact their teacher to see what help is needed. This will vary from grade to grade.

## **PHYSICAL EXAMINATION / HEALTH SCREENINGS**

Routine health screenings for hearing and vision will be provided by a registered nurse.

## **PRAYER**

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

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards in Math, Language Arts, Science, and Social Studies. Students must have an overall average of 70 for all subjects. In addition, students at certain grade levels will be required to pass the new Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

- In order to be promoted to grade 4 in school year 2008-2009, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 in school year 2008-2009 must perform satisfactorily on the Mathematics and Reading sections for the grade 5 assessment test in English.

In addition, students in grades 3,5,and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and 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 parents 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. 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 policy 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.**

### **PSYCHOTROPIC DRUGS**

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 will not 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.

"Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

**(For further information, see policies at FFAC.)**

### **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

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 has granted approval because of extenuating circumstances, a student will not regularly be 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.

### **Tardiness**

A student who is tardy to class by more than 30 minutes may be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action.

Godley Elementary School doors open at 7:30 A.M. All students enrolled in Godley Elementary will be counted tardy at 8:00 A.M. Attendance is taken and reported to the office at 9:10 A.M. If a student is tardy after 9:10 A.M., it will be counted as an unexcused absence. If a parent sends a written note, it will be counted as an excused absence. Tardies will be addressed per each six-week period as follows:

- Three tardies—letter to parents
- Four tardies---make up time in TAP during Recess
- Five tardies---make up time in TAP during Recess
- Six or more tardies---make up time in TAP during Recess and PE rotation

Anytime a parent needs to bring an article to his/her child, it is to be brought to the office and delivered from there.

## **Withdrawal from School**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

**A student who is 18 or older, who is married, or who has been declared by a court to be emancipated minor, may withdraw without parental signature.**

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Report cards with your child's grades or performance and absences in each class or subject are issued to you at least once every six weeks.

At the end of the first three weeks of a grading period you will be given a written unsatisfactory progress report if your child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject. ( See Working Together for how to schedule a conference.)

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 2 days.

## **SAFETY**

### **Accident Prevention**

Student safety on campus and 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. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- 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.

## **Accident Insurance**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

## **Drills: Fire, Tornado, and Other Emergencies**

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

## **Emergency Medical Treatment and Information**

If a student has 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, and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone number, allergies, etc.). Please contact the school nurse to update any information.

## **Emergency School-Closing Information**

In the event of snow/ice or other weather conditions, which would prohibit classes from being held, an announcement will be made on the following radio or TV stations:

- KCLE—Cleburne 1120 AM or FM 92.1 KTFW
- WBAP—Ft. Worth 820 AM
- KXAS—Channel 5
- WFAA—Channel 8
- KDFW—Channel 4

**When weather conditions make it dangerous for school buses to run, a decision on bus operations may have to be made shortly before regular bus departure time because it is impossible to predict the road conditions in advance. If you have not heard a Godley School closing or delay announcement by 8:00 A.M., please assume that school will be held at the regular time.**

## **SCHOOL FACILITIES**

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The students must be supervised by an adult.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of an adult students must leave campus immediately.

## **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before-or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Student are subject to the same rules conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

## **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. The Godley ISD Food Service serves a national school breakfast and lunch everyday. Children are encouraged to bring breakfast and/or lunch money on Monday for the week. Parents may pay for a week, a month, or a semester at a time by sending a check, cash or money order in an envelope to the school addressed to the Cafeteria. See Godley Elementary office staff or cafeteria manager to apply.

Breakfast will be served between 7:30 A.M. and 8:15 A.M. Each class has a scheduled lunch time (30 minutes in length). Students **must** eat breakfast **before** going to the classrooms.

Lunch Charges: Absolutely no charges will be permitted. A student will be given a peanut butter sandwich, fruit, and milk free of charge.

The District follows the federal law and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. (For more information, see policy CO).

No candy or snacks will be sold through the lunch line. Snacks, juice, and water will be sold at the end of the school day. Ice cream will be sold only on Friday at the end of the school day. The money for these items needs to be sent separately from the lunch money---it will be collected each morning and the student will receive a Snack ticket to get their snack at the end of the day. Proceeds from these sales will be used for student activities and needs.

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the scheduled library times.

## **Meetings of Noncurriculum-Related Groups**

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB (LOCAL).

A list of these groups is available in the principal's office.

## **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 damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **SCHOOL SAFETY CHOICE OPTIONS**

Each district receiving assistance under Title I, Part A of the Elementary and Secondary Education Act (10 U.S.C. 6301 et seq.) in accordance with the No Child Left Behind Act of 2001, 20 U.S.C. 7912, must allow a student to attend a safe public elementary or secondary school within the district, including a public charter school, if the student:

1. Attends a persistently dangerous public elementary or secondary school, as defined by the state's education agency; or
2. Becomes a victim of a violent criminal offense while in or on the grounds of the school the student attends.

## **SEARCHES**

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. Such searches are conducted without a warrant and as permitted by law.

### **Student's Desks and Lockers**

Student's 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 fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

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.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless 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, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Toni O'Dowd, principal @ 817-389-3838.

## **STATE ASSESSMENT**

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

- Reading assessment with a state approved instrument will be given at the middle of the year and end of the year for Kindergarten. First and Second grade will be given the state approved reading assessment at the beginning of the year, middle and end of the year. The TPRI (Texas Primary Reading Inventory) is the state approved assessment used for K-2. A report will be sent home to the parents at the end of the year to show student progress. The DRA (Diagnostic Reading Assessment) is given three times during the year---parents will receive a report at the end of the year on their child's progress.
- Mathematics, annually in grades 3-7 without the aid of technology and in grades 8-11 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5 and 10
- Any other subject and grade required by federal law.

## **STEROIDS**

Parents and students should be aware that 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.

Under state law, 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.

## **STUDENT FEES**

Materials that are part of the basic educational program are provided with state and local funds and are not charged to a student. 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 material for a class project that the student will keep.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books.
- Fees for Take-Home Notebooks

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal. (For further information, see policy FP.)

## **STUDENT OR PARENT COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed simply-by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's, superintendent's office or the District Web Site: [godleyisd.net](http://godleyisd.net).

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

## **SUMMER SCHOOL**

- Summer School is offered for students identified from the state approved reading assessment needing remediation.
- ESL Summer School for ESL students entering Kindergarten and First grades to maintain their academic skills.
- Migrant Summer School for any identified Migrant students to maintain their academic skills and/or to accrue credits as needed .

## **TELEPHONE**

The telephone is a business phone. Students are allowed to use it for emergencies only. The students will not be allowed to call to ask to go with another student—send a note that morning if something other than the student’s regular method of getting home will occur.

## **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## **TRANSPORTATION**

### **School-Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

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. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Godley Transportation at 817-389-2567.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

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 are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

**Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.**

### **VIDEOTAPING 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 tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.**

### **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office. Visitors will receive a visitor's tag and are required to have it in a visible position while in the building.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors and parents should dress appropriately at all school functions--this will be at the discretion of the principal.

### **WEAPONS**

Any type of weapon including pocketknives is prohibited at Godley Elementary. If a student has any such weapon in his/her possession, it will be kept in the office with the principal until a parent can claim it. If a threat or incidence occurs with the weapon, disciplinary action as determined appropriate by the principal will be enforced. Parents will be informed either by telephone or mail of any such incidence.

## **GODLEY ISD STUDENT BUS RIDING HANDBOOK**

Godley ISD  
Bus Rider's Safety Handbook  
2008-2009

Dear Parents,

Godley ISD provides bus transportation to and from school as a courtesy service for eligible students. Our primary goal is to transport students to and from school safely and efficiently by delivering the best possible transportation services.

To accomplish this goal, there are responsibilities and rules for the transportation system, staff, students, and parents to follow. We ask parents to become familiar with the rules and procedures and to discuss them with their child/children.

With your assistance, this school year will be a safe and successful one for all of our students.

Thank you for your support and cooperation.

Sincerely,

Dr. Joe Danna  
Assistant Superintendent

### **BUS RIDER'S SAFETY HANDBOOK PARENTS AND BUS RIDERS**

The goal of this Bus Rider's Safety Handbook is to help provide a safe and enjoyable experience for students who ride the school buses. Parents are responsible for reading and discussing the material in this handbook with their child. Riding the school bus is a privilege provided by the school district and should be treated as such. To ignore these rules will result in disciplinary action and/or suspension of the privilege.

#### **GENERAL RULES**

1. obey the instruction of the bus driver and/or monitor at all times.
2. Board and leave the bus at designated stops only.
3. Ride only the bus to which you are assigned.
4. Any student attempting to ride a bus to which he/she is not assigned must have a note signed by the parent/guardian, and approved by the principal/assistant principal.
5. Students may be required to meet at a group bus stop near their home.
6. Be respectful and follow all instructions of the driver and/or monitor at all times.
7. Stay seated facing the front with your feet in front of you.
8. Keep your hands, feet, and objects to yourself and inside the bus.
9. Scuffling, fighting, and use of obscene, vulgar or profane language and gestures are forbidden; a citation could be issued.

10. Once seated, do not change seats unless instructed by the driver and/or monitor.
11. Normal conversation is permitted; silence is required at railroad crossings.
12. Do not damage bus; students responsible for damage will be financially responsible for repair costs.

### **PROCEDURES FOR WAITING FOR THE BUS**

1. Be at the bus stop 5 minutes before scheduled pick up time, the driver will not wait.
2. Stand away from the roadway while waiting for the school bus.
3. Stand clear of the bus until it comes to a complete stop.
4. When the bus approaches, form a line and be prepared to load immediately.
5. If you miss the bus, go home immediately.
6. Parents should instruct their child on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student missed the bus.

### **BOARDING THE BUS**

1. Do not push or shove.
2. Use the handrail and take one step at a time when entering the bus.
3. Go to your seat immediately; driver will not proceed until all students are seated.

### **UNLOADING THE BUS**

1. Stay seated until the bus comes to a complete stop.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait your turn to exit the bus.
4. Stay clear of the bus when the bus is moving; do not chase or hang onto the bus.
5. If any item falls near or under the bus, do not retrieve it; ask the driver for help.

### **CROSSING THE STREET OR HIGHWAY**

1. When crossing the street or highway, wait for the driver to signal that it is safe to cross; always cross in front of the bus.
2. Check in both directions and walk directly across the road.
3. When crossing a street or highway loading or unloading, be aware of vehicles that do not stop.

### **PROHIBITED ITEMS**

1. Tobacco of any kind
2. Live animals or insects
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, fireworks, harmful drugs or chemicals
6. Open flames of any kind (matches, lighter, etc.)

7. Any object (musical instrument, shop or science projects) too large to be carried by the student and held in the lap.
8. Food or drink with the exception of water in a plastic bottle.
9. Helium filled/floating balloons
10. Cell phone usage

### **TRANSPORTATION DISCIPLINE**

The school bus is an extension of the classroom therefore all school rules apply while being transported. Students are encouraged to ride school busses in a safe and orderly manner and follow all transportation rules regarding bus riding safety. Violations will result in consequences ranging from campus disciplinary actions through suspension of bus riding privileges for up to the remainder of the school year. Godley Independent School District administrators will administer all discipline.

**Violations of any rules that endanger the health and/or safety of others will result in the immediate suspension of the student's bus riding privilege for the remainder of the school year.**

**School attendance is still mandatory for students whose bus riding privileges have been revoked and the student must remain in compliance with the state compulsory attendance law (TEC 25.085).**

**Only students are allowed to board the school bus. It is a violation of state law (TEC37.125 and 37.136) for any person to board a school bus and prevent, disrupt, or interfere with the transportation of students to and/or from a school or school activity.**

APPENDIX I  
ACKNOWLEDGMENT FORM

My child and I have received a copy of the Godley Elementary Student Handbook (and the Student Code of Conduct) for 2008-2009. I 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 Student Code of Conduct.

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 directory information about the student. If you do not want Godley ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of the child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

Directory information includes my child's:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height or members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_, **(do give)** **(do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX II  
ACKNOWLEDGMENT FORM

My child and I have received a copy of the Godley Elementary Student Handbook dated 2008-2009. I understand 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 Student Code of Conduct (in Student Handbook). I have received Emergency Operations Procedures and the Godley ISD Student Bus Riding Handbook (in this Student Handbook).

Print name of student: \_\_\_\_\_  
Signature of student: \_\_\_\_\_  
Signature of parent: \_\_\_\_\_  
Date: \_\_\_\_\_

## MISSION STATEMENT

It is the mission of Godley Elementary School to ensure that each student develops to his/her fullest potential, capable of functioning in today's rapidly changing world. We face this challenge by involving parents and community in the growth of each student in order that we produce productive, self-sufficient and motivated learners for a lifetime.

This handbook is endorsed by the Godley ISD Board of Trustee.

Godley ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational

Services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Si usted necesita ayuda en leer o entender este Documento Por favor de venir a la escuela para asistencia.

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GODLEY ISD STUDENT CODE OF CONDUCT

APPENDIX 1: ACKNOWLEDGMENT FORM

APPENDIX 2: ACKNOWLEDGMENT FORM

PARENT COMPACT