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# Birmingham Elementary Student Handbook

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## SECTION 1: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Birmingham 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, Wylie ISD does not discriminate on the basis of race, religion, color national origin, gender, or disability in providing education services, activities, and 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 gender: Dr. McClendon, Assistant Superintendent, 951 S. Ballard, Wylie, TX 75098, 972.429.3000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Farler, Assistant Superintendent 951 S. Ballard, Wylie, TX 75098, 972.429.3000.
- All other concerns regarding discrimination: Dr. Fuller, Superintendent, 951 S. Ballard, Wylie, TX 75098, 972.429.3000.

### PARENTAL INVOLVEMENT

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. 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.
- Ensuring that your child completes all homework assignments and special projects and 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.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed. Contact the Birmingham office staff at 972.429.3420 to sign up for Parent Access so that you can view your child's grades online.
- 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 972.429.3420 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. Contact your child's teacher or PTA President, Nancy Whitney, for more information.
- Participating in campus parent organizations such as PTA and WatchDOGS.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of education goals and plans to improve student achievement.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction
- Attending Board Meetings to learn more about district operations.

## PARENTAL RIGHTS

You may review your child's student records. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- 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.

As a parent, you may grant or deny any written request from the school 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 co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

You may 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 requirements as determined by the school and by the Texas Education Agency.

As a parent, you may 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.

## PARENTS OF STUDENTS WITH DISABILITIES

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parents.

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 Robin Boggs at 972.429.3420.

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.

### **ACCOMMODATIONS FOR CHILDREN OF MILITARY FAMILIES**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

### **SERVICES FOR TITLE I PARTICIPANTS**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Lynda Maynard and may be contacted at 972.429.3420.

### **STUDENT RECORDS**

Both federal and state laws safeguard student records from unauthorized inspection or sue and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents-whether married, separated, or divorced-unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; or a person or company with whom the district has contracted or allowed to provide a particular service of function (such as an attorney, consultant, auditor, medical consultant therapist, or volunteer).
- Various governmental agencies
- Individuals granted access in response to a subpoena or court order.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible students who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 951 S. Ballard, Wylie, TX 75098. The address of the principal's office is 700 W. Brown, Wylie, TX 75098.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing.

If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records-such as a teacher's 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.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

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

### **DIRECTORY INFORMATION**

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information 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 your child's first day of instruction for this school year.

### **BACTERIAL MENINGITIS**

State law specifically requires the district to provide the following information:

- What is meningitis?  
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?  
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?  
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?  
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead,

most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov> , and the Department of State Health Services, <http://www.dshs.state.tx.us/> .

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

### **ARRIVAL/DEPARTURE**

Supervision of children begins at 7:00 am. For your child's safety, security and well being **please do not send your child earlier than 7:00 am**. Students in Kindergarten, First Grade and Second Grade who arrive before 7:20 am are to report to the cafeteria for supervision. Students in Third Grade and Fourth Grade who arrive before 7:20 am are to report to the gym for supervision. School hours are from 7:30 am to 2:30 pm.

Students will be dismissed at 2:30 pm. Each child's homeroom teacher should know the transportation arrangements. **Any changes should be made in writing** to the teacher prior to dismissal time. We appreciate the fact that students are picked up promptly! Please do not request that students be allowed to remain at school. **Students who walk home should cross only at the crosswalk and use the sidewalk**. Students at Point North should not walk along Brown Street to go home.

**As always, the safety of your children is extremely important to us. For this reason, during dismissal, we are requesting that all parents wait for your children in the designated parking areas.**

### **ATTENDANCE**

Regular school attendance is essential for a 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's, 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. They are discussed below.

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. Students enrolled in prekindergarten or kindergarten are required to attend school. State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument. A

student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

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; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons approved as exemptions listed above will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled 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.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given 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 board of trustees by filing a written request with the superintendent.

**UPON RETURNING TO SCHOOL AFTER AN ABSENCE, THE STUDENT MUST BRING A NOTE SIGNED BY THE PARENT THAT DESCRIBES THE REASON FOR THE ABSENCE.** A student absent for

more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. AN ABSENCE NOTE SHOULD INCLUDE THE DATE OF THE ABSENCE, YOUR CHILD'S FULL NAME, REASON FOR ABSENCE, AND PARENT NAME.

Students who are later than 7:30 a.m. are **tardy** to class. Please refer to the Birmingham Elementary Tardy Policy that is posted on our website in addition to a paper copy your child will receive during the first week of school.

Repeated student absences are hard on everyone; however, there are times when a child should not be in school. This list is intended to be helpful in deciding when to keep your child home.

1. Illness that keeps the child from participating in daily activities
2. Fever above 101 degrees
3. Vomiting twice or more in 24 hours
4. Diarrhea
5. Mouth sores accompanied by drooling
6. Pink eye and/or a white or yellow discharge from the eye
7. Impetigo, a skin infection marked by weepy, scaly or crusty rash, until 24 hours after treatment
8. Strep throat, until 24 hours after treatment
9. Head lice, until the child's hair is free of nits
10. Chicken pox, until five to six days after the rash appears, or until all lesions have dried and crusted

### **BIKE RIDERS**

Bicycle riders should follow all safety rules; including wearing a helmet and using designated roadways. Bike riders **MUST** walk their bikes when they arrive on school grounds. Bike racks are located at the front of the building and at the northeast corner of the building. Scooters, skateboards, rollerblades, and shoes with rollers will not be allowed inside the building. Safety and storage are our major concerns.

### **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment. The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.

### **CAFETERIA SERVICES**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about student's participation is confidential. See cafeteria manager, Lora Lennon, or registrar, Tammie Hogue, to apply. The district follows the federal and state guidelines regarding foods of minimal nutritious value being served or sold on school premises during the school day.

### **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement 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 e-mail and other electronic communications using district computers are not private and will be monitored by district staff.

## CONDUCT

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules. Some general school rules include:

1. With the exception of the playground area, students shall be expected to walk on campus.
2. Students shall respect the property of the school and other students.
3. Students shall demonstrate cooperation and respect to all teachers, aides, and parent volunteers working in the classrooms, library, and lunchroom.
4. Students shall not fight or use abusive language at school.
5. Lunchroom manners are expected to reflect those manners used at home, i.e. get food and be seated without unnecessary delay, talk in quiet voices, sit in designated areas, pick up any food or articles dropped on the table or floor, and dispose of trays in an appropriate manner.

## COUNSELING SERVICE

The school counselor is available to assist students with a wide range of personal concerns, including areas such as social, family, or emotional issues. The counselor conducts guidance activities, helps students with organization and study skills, and serves as a friend to students. Parents or teachers may request the counselor to schedule a visit with students. Parents may make an appointment with the counselor, Robin Boggs, by calling her voice mail number (972) 429-3429.

## CREDIT BY EXAMINATION

A student in any grade (K-12) may use examination in lieu of course work for acceleration to advance one grade level or to earn credit in an academic subject. Questions regarding these examinations and procedures for kindergarten acceleration may be discussed with Robin Boggs, Counselor, at 972.429.3429. If a student plans to take an exam, the parent must register with the counselor no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates at the parent's expense.

## DRESS

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students shall maintain a neat appearance. All clothing should be of appropriate fit and length and in good taste. Students may wear shorts, skirts or dresses no shorter than three inches above the knee. Spandex bicycle shorts or sleeveless tops of any kind are not permitted. Please refer to the [FNCA \(Local\) – Dress Code](#) for further information.

## ELECTRONIC DEVICES

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. A student who uses a telecommunications device during the school day shall have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal's office.

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The parent may pick up the electronic device from the principal.

**The district will not be responsible for damaged, lost, or stolen telecommunications or other electronic devices.**

## EMERGENCY CARE PROCEDURE

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, 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 numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or teacher needs to know.

## ENROLLMENT

New students to Wylie ISD will need the following records for enrollment:

1. Birth Certificate – The school will copy your record and return the original.
2. Record of Immunizations – The immunizations are: **Diphtheria/Tetanus/Pertussis, Polio, Measles (Rubeola), Mumps, Rubella, Hepatitis A, Hepatitis B, Varicella (Chicken Pox) and Meningococcal.**
3. Previous School Report Card
4. Copy of Social Security Card
5. Proof of Residency

## GRADES/REPORT CARDS/PROGRESS REPORTS AND CONFERENCES

A uniform grading system is used in the elementary schools. Kindergarten and first grade report cards will be as follows: C-Concern; D-Developing; M-Mastered; and A-Advanced. The following numerical marks will be used on report cards for grades 2<sup>nd</sup> through 4th: 90-100 (A); 80-89 (B); 75-79 (C); 70-74 (D); below 69 (F); S-Satisfactory; N-Improvement Needed.

Report cards with each student's grades or performance and absences in each class are issued to parents once every six weeks. At the end of the first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any subject at the end of the grading period, the parent will be requested to schedule a conference with the teacher. Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, and course. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

Note: Report cards must be signed by the parent and returned to the school within five (5) days.

## HOMEWORK

Our school encourages homework by the student when it is needed to supplement or strengthen regular class work. Time in the classroom is set aside for guided and independent practices in order to observe the study and work habits of all students in the class. **To keep a good line of communication open, agendas and citizenship charts will be sent home daily. Parents are required to check and sign daily.** You are encouraged to ask questions and schedule conferences.

## IMMUNIZATIONS

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a US licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

### LAW ENFORCEMENT AGENCIES

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- 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.

### LUNCHES

The Food Service Department and Birmingham Staff encourage students to eat a balanced nutritional lunch. The district participates in the National School Lunch Program and offers free and reduced price meals based on a student's financial need. Information on this program can be obtained from Food Service at (972) 429-3465. Individual type A lunch is \$2.00 a day. Breakfast is \$1.25. An adult lunch is \$3.00. Additional items are available from the cafeteria on a per item cost. Students may pay for lunch by the day or by the month. Throughout the school year, parents, grandparents, and friends are strongly encouraged to eat with their child. Please let your child's teacher know of your plans, so that adequate food preparations can be made. A lunch menu will be posted on the WISD and Birmingham websites weekly. Milk and juices are offered daily through the cafeteria for all students whether they bring their lunch or purchase a school tray. Students who have special dietary needs should contact the school office for special arrangements.

### MAKEUP WORK

For any class missed, the teacher may assign the student makeup 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 makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. 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.

### MEDICATION

For the safety of all children, all medications will be stored in the school clinic. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, **along with a written request.**

- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student’s individualized education program (IEP) or Section 504 plan for a student with disabilities.

Prescription medication may be left at school for the duration of the prescription. 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. 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 for information.

**MEDICATION BROUGHT TO SCHOOL BY A STUDENT THAT DOES NOT MEET THE ABOVE CRITERIA FOR DISPENSATION WILL NOT BE SENT HOME WITH THE STUDENT NOR WILL IT BE GIVEN. IT WILL BE HELD IN THE CLINIC FOR AN ADULT TO PICK UP. IF THIS MEDICATION IS NOT PICKED UP WITHIN 3 WEEKS, IT WILL BE DISCARDED.**

### **PARENT CONFERENCES**

The school day begins at 7:30 a.m. and concludes at 2:30 p.m. A conference may be scheduled at any time by contacting teachers through their voicemail numbers. All teachers will schedule a conference with the parents/guardians of their homeroom students during the second and fourth six-week periods.

### **PARTIES/BIRTHDAYS**

Room parties will be held during the school year starting at 2:00 p.m. PTA volunteers will contact you about assisting with parties. Special deliveries will not be made to students during the school day as this can be a disruption to the learning environment. Students receiving a special delivery should pick it up from the office at 2:30 p.m. **Due to new state regulations, Foods of Minimal Nutritional Value (cookies, cupcakes, cake, etc.) cannot be brought to school to be distributed to students except on official school party days. This policy applies to birthdays. You are welcome to bring these items for your child only. They cannot be shared with the class.** Refreshments will not be served during instructional time. Party invitations should not be brought to school for distribution unless all students (or all boys/girls) in your child’s class are receiving one.

### **PHYSICAL ACTIVITY AND ASSESSMENT**

The district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to Coach McCrary to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

### **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in other silent activity during that minute so long as the silent activity does not interfere with or distract others.

### **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, the recommendation of the student’s teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. In grades 2-4 promotion is based on a student attaining for the year an overall

average of 70 or above, which is derived by averaging the final numerical grade for mathematics, social studies, science, and language arts. In addition, a student must attain an average of 70 or above in language arts and/or mathematics. These grades must reflect work on the child's appropriate grade level.

### PTA

T. F. Birmingham Elementary's Parent-Teacher Association is an exciting and important part of the school. The organization provides support for the instructional program through volunteer programs, various committees, and materials. The PTA section of the newsletter will report frequent PTA activities and school events. Join us as full partners in your child's education! For information regarding PTA, please contact Nancy Whitney, PTA President, or Sherry Betts, Principal.

### 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 who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. A parent must have a picture ID to pick up a student. The student will be called to the office to meet the parent. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### SAFETY

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 ensuring 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 any safety hazards, such as intruders on campus or 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.

### 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. Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by 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.

### SCHOOL PARKING

Parents' cooperation with school parking is extremely important to ensure the safety of all students. **The circular drive in front of the school (south) is for morning drop off for all vehicles. For afternoon pick-up, the circular drive is for daycare and bus pick-up only. Parents picking up students at dismissal time may not park in the circular drive.** In picking up students, parents are asked to use the drive-through on the side of the building (east). Please pull along the curb as directed and a staff member will assist your child to their car.

### **SEX OFFENDER NOTIFICATION**

Wylie I.S.D. has a policy that supports the Ashley Law related to sex offender notification. A form will be provided at registration asking each parent to indicate their desire to receive or not receive sex offender information when the district receives it. Parents are encouraged to visit the Texas Department of Public Safety's Website (<http://records.txdps.state.tx.us/>) where complete and up-to-date information on sex offenders can be found.

### **SEXUAL HARASSMENT**

Students must not engage in unwanted and unwelcomed verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is a word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked to stop. For information about your rights and grievance procedures, contact the Title IX coordinator: Dr. Cole McClendon at 972.429.3000.

### **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

### **STRUCTURAL PEST CONTROL**

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Don Pool at (972) 429-2320.

### **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

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

- Mathematics, annually in grades 3-11
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11

### **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

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

### **TRANSPORTATION**

Birmingham Elementary is a two-mile school. As a result, bus transportation to and from school is not available. 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.

### 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 for years to come-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*.

### VISITORS

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 principal's office and must comply with all applicable district policies and procedures. Visitors to individual classrooms during instructional times are permitted only with approval of the principal and teacher and only 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.

### WITHDRAWING 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. The parent may obtain a withdrawal form from the principal's office. On the student's last day, all records (library, cafeteria, textbooks) must be clear and up-to-date.

## **BIRMINGHAM ELEMENTARY WILL:**

**B**UILD THE FUTURE, ONE CHILD AT A TIME, BY PROMOTING

**E**XCELLENCE IN EDUCATION WHILE

**S**TRIVING TO DO OUR BEST THROUGH

**T**EAMWORK OF STUDENTS, PARENTS, STAFF AND COMMUNITY.

## **BIRMINGHAM ELEMENTARY STUDENT MISSION STATEMENT**

**I promise to do my best by being a Top Kid in academics and citizenship every day.**