

SOUTHWEST
S C H O O L S

Mangum Elementary



Mangum



Parent/Student Handbook 2020 - 2021

Non-Discrimination Policy

Southwest Schools admissions and enrollment shall be free from discrimination based on sex, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend under state law.

Table of Contents

WHO’S WHO..... 3

MANGUM ELEMENTARY ADMINISTRATION..... 3

CALENDAR OF IMPORTANT DATES..... 4

GENERAL CAMPUS INFORMATION 5

ATTENDANCE POLICIES AND PROCEDURES..... 6

DRESS CODE AND PERSONAL GROOMING..... 7

OTHER STUDENT PROCEDURES 8

ACADEMIC PROGRESS.....10

HEALTH AND WELLNESS 13

SAFETY AND SECURITY..... 14

TRANSPORTATION 19

RIGHTS OF PARENTS AND STUDENTS.....20

STUDENTS WITH SPECIAL NEEDS..... 22

COMPLAINTS..... 23

RECEIPT OF PARENT/STUDENT HANDBOOK..... 24

Who's Who?



Spyros Catechis, Ed. D.
Chief Executive Officer
Founder

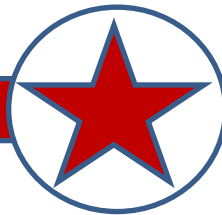
Dr. Felicia Adams
Superintendent

Rose Norman
Chief Operations Officer

Tracey Urban
Chief Finance Officer

Uyen Nguyen
Chief Academic Officer

Natalie Hernandez
Interim Director of Human Resources



Rolando Gonzalez
Principal

Kristin Ray
Assistant Principal

Aleyda Salgado
Administrative
Assistant

Calendar Of Important Dates

School Day (Students)
7:40 am – 3:30 pm
Breakfast is served from 7:15 am – 7:30 am

Early Dismissal (Every other Wednesday)
7:40 am – 1:15 pm



Academic Calendar Year 2021 - 2022

21	July 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2021 - (E-15 S-10) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2021 - (E-21 S-21) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	October 2021 - (E-20 S-19) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 2021 - (E-17 S-17) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December 2021 - (E-13 S-12) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26
22	January 2022 - (E-20 S-19) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 2022 - (E-20 S-20) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March 2022 - (E-18 S-18) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
	April 2022 - (E-19 S-19) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2022 - (E-21 S-21) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June 2022 - (E-3 S-2) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

KEY E- # =Employee Days S- # =Student Days New Teacher In-Service Days Teacher In-Service Days District Welcome Back First and Last day of School Holidays Early Dismissal for Students Professional Dev. Days (No Students) End of Six Weeks Teacher Prep. Days (No Students) First day of Second Semester Make-up Days		HOLIDAYS Labor Day Fall Holiday Thanksgiving Winter Break MLK Day Spring Break District Observance of Chavez/Huerta Day Spring Holiday Memorial Day	Report Cards Dates September 6, 2021 October 11, 2021 November 22-26, 2021 December 20-31, 2021 January 17, 2022 March 14-18, 2022 April 1, 2022 April 15, 2022 May 30, 2022
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SIGNIFICANT DATES First Day for New Teachers/New to SWS August 6, 2021 First Day for Returning Teachers August 11, 2021 First Day of School August 18, 2021 Last Day of First Semester August 17, 2021 First Day of Second Semester January 4, 2022 Last Day of School June 2, 2022 Last Day for Teachers June 3, 2022	MAKE-UP DAYS June 3, 2022 First make up day if needed, moves Teacher Prep Day to June 6 th . June 6, 2022 Second make up day if needed, moves Teacher Prep Day to June 7 th .	SEMESTER DATES First Semester August 18, 2021-December 16, 2021 Second Semester January 4, 2022-June 2, 2022
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Six Weeks Grading Periods					
Cycle I	8/18/21-9/27/21	28 Days	Cycle IV	1/4/2022-2/14/2022	29 Days
Cycle II	9/28/21-11/8/21	28 Days	Cycle V	2/15/2022-4/8/2022	33 Days
Cycle III	11/9/21-12/16/21	23 Days	Cycle VI	4/11/2022-6/2/2022	37 Days

GENERAL CAMPUS INFORMATION

School Hours

Monday – Friday 7:30 AM – 3:30 PM

Early dismissal Wednesday – 7:30 AM – 1:30 PM

Students who arrive after 7:35 AM will be counted tardy.

Meal Services

Breakfast - Served from 7:00 AM – 7:30 AM

Lunch –

GRADE	TEACHER	TIME
K	Varela	10:45 AM-11:15 AM
K	Vacant	10:47 AM-11:17 AM
K	Vacant	10:49 AM-11:19 AM
1st	Shell	10:51 AM-11:21 AM
1st	K. Lopez	10:53 AM-11:23 AM
1st	R. Lopez	10:55 AM-11:25 AM
2nd	Guglielmo	10:57 AM-11:27 AM
2nd	Sanchez	10:59 AM-11:29 AM
2nd	Vacant	11:01 AM-11:31 AM
3rd	Preston	11:03 AM-11:33 AM
3rd	Guillen	11:05 AM-11:35 AM
3rd	Cerna	11:07 AM-11:37 AM
4th	Hilton	11:09 AM-11:39 AM
4th	Flores	11:11 AM-11:41 AM
4th	BUSTAMENTE	11:13 AM-11:43 AM
5th	Stiner	11:15 AM-11:45 AM
5th	Archie	11:17 AM-11:47 AM
5 th	Holden	11:19 AM-11:49 AM

- ❖ Please note that Southwest Schools has been approved for the Community Eligibility Provision which allows all students to eat a free breakfast and lunch.

Students may bring their lunch from home. Lunches must be in the students' backpack and brought to school with them. No lunches will be accepted through the office for drop-off.

ATTENDANCE POLICIES AND PROCEDURES

State law requires that students be in attendance 90% of the school year in order to be promoted at the end of the year. Each time a student misses a day of school he/she must bring a note that provides:

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

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

Tardy Arrivals

If a child arrives at school past 7:35 AM the parent must accompany the student to the front desk and sign the log acknowledging the tardy arrival. Parents may not accompany students to their classroom. The student will be given a 'tardy slip' and will not be allowed in the classroom without it. Frequent late arrivals interrupt classroom instruction and create a difficult transition for the tardy student.

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

Students who arrive after 9:00 AM without verification of a doctor's appointment will be marked absent for that day.

Early Departures

Parents may only pick-up their children early from school if there is a family emergency, if the student is ill, or if the student has a medical appointment that could not be scheduled during non-school hours. Parents must report to the front office and indicate the reason for requesting their child's early dismissal. If the request is approved by an administrator, the parent will sign their child out, and wait for a staff person to bring the student to the front. The practice of picking students up early is strongly discouraged as it negatively affects student learning.

Dismissal Due to Illness or Injury

School personnel will contact parents to pick up any student who has suffered a possibly serious injury, has an elevated temperature or who is experiencing vomiting or diarrhea. Students will be permitted back to school after all symptoms have cleared for at least twenty-four (24) hours. If parents cannot be contacted, a relative or emergency contact person listed on the enrollment card will be called and asked to pick up the child. Parents are expected to keep all contact information current as well as inform school administrators/faculty/staff of all medical conditions related to their child's health.

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

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

Bad Weather/Emergency School Closing Information

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

Dress Code and Personal Grooming

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

- All SWS students are required to be in uniform every day.
- All SWS students have the responsibility to become familiar with the school's standards and the responsibility to adhere to them.
- All SWS students will be required to visibly wear their student ID during the school day around their neck. The first ID and lanyard will be provided at no cost. After that, replacement ID's will cost \$3.00 and lanyards will cost \$1.00.
- Any non-religious head coverings (including but not limited to hats, caps, headbands over one inch wide, bandannas and hoodies) are not allowed on campus during school hours.
- Trench coats or oversized jackets are not allowed on campus during school hours.

Hair:

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

Shirts:

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

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

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

Shoes:

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

Make-up and Nail Polish:

Should not be worn to school by elementary students.

Jewelry:

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

Spirit or College Fridays:

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

OTHER STUDENT PROCEDURES

School Supplies

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

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

Toys and Other Valuables

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

Cell Phones and Other Electronic Devices

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

Class Celebrations

Class celebrations will be permitted for only a limited number of events each year. This procedure is mandated in order to minimize the intake of foods of minimal nutritional value (FMNV). This type of food item will be permitted during: 1) winter holiday classroom celebrations, 2) field

day/festivals/carnivals, and 3) end of the year celebrations. Specific guidelines will be issued prior to each activity. These policies are developed by the Texas Department of Agriculture and strictly enforced by the Texas Education Agency (TEA). Refer to the school’s wellness policy to understand what foods are considered to be of minimal nutritional value.

Birthday Celebrations

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

Media Release

All student photos and videos are for official Southwest Schools business. The personal social media of employees is not affiliated with Southwest Schools.

Search of Property and Students

Students are entitled to the guarantees of the Fourth Amendment of the U.S. Constitution, and they are subject to reasonable searches and seizures.

- Students have the responsibility not to carry or to have on school property or at school-sponsored events such items as drugs, weapons, alcohol, or other contraband materials in violation of school policy or state law.
- School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, or other materials (“contraband”) in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property such as lockers, desks, computers, and electronic devices shall remain under the control of school officials and shall be subject to search.
- Students do not have a reasonable expectation of privacy in the use of school lockers, school desks, school computers, District provided electronic devices, and SWS email accounts. SWS computers, electronic devices, and email accounts are subject to random inspection to insure compliance with acceptable use policies and compliance with network security procedures.
- The administration may utilize dogs and metal detectors as provided by SWS policies and applicable laws. Metal detectors and trained dogs may be used at random locations and times by SWS personnel as determined by SWS administrative and law-enforcement personnel.

Public Displays of Affection (PDA)

Inappropriate public display of affection (Public displays of affection deemed inappropriate by public standards) Lewd or inappropriate—kissing, touching, fondling, holding hands, etc., --- are not allowed in Southwest Schools Charter District and they will be dealt with at the discretion of an administration based on the severity of the incident. Inappropriate displays of affection are a typically considered a Level II or III misconduct in accordance with the *Code of Student Conduct*.

Sexual Harassment

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence such as rape, sexual assault, sexual battery, and sexual coercion.

Southwest Schools Charter District does not discriminate on the basis of sex in education programs and/or District activities, and any member of the SWS community should promptly report any instances of harassment or violence.

Sexual Harassment by Student

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual Harassment by Employees

District employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

Dating/Relationship Violence

The District prohibits sexual harassment, dating violence, and harassment based on a person's age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, political affiliation, sexual orientation, gender identity, and/or gender expression. Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Corporal Punishment

Southwest School Charter District policy prohibits corporal punishment as a disciplinary method within the School District. Certain physical acts against a student by school personnel (such as choking, kicking, punching, pinching, hitting with an object, etc.) are not authorized and will be considered a violation of the corporal-punishment policies when used as a disciplinary measure.

ACADEMIC PROGRESS

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

Promotion Requirements

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

All Grades

- Students must meet the Texas Compulsory Attendance requirement and be in attendance 90% of the school year. Reminder: All absences rather excused or unexcused are still reported as an absence.

Kindergarten

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

1st and 2nd Grade

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

3rd, 4th, and 5th Grades

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

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

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

Grading System

Southwest Schools Mangum Elementary grading system is as follows:

Kindergarten:

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

+	Exceeds Expectations
✓	Meets Expectations
-	Improvement Needed
/	Not Taught this Term
M	Modifications in Level of Curriculum

A	Accommodations in Delivery of Instruction
MA	Modifications and Accommodations

Grades 1 – 5:

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

	Academic Subjects		Conduct
A	90 – 100 (Excellent)	E	Excellent
B	80-89 (Good; Above Average)	S	Satisfactory
C	75-79 (Satisfactory; Average)	N	Needs to Improve
D	70-74 (Poor; Below Average)	U	Unsatisfactory
F	0-69 (Failing; Unsatisfactory)		

Subject grades are calculated using the following weights:

Test/Assessment	40%
Classwork	50%
Homework	10%

Please refer to the 2020 – 2021 School Calendar for the dates that progress reports and report cards will be sent home for parent review. All reports should be signed by parents and returned to the teacher within two days.

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

Cheating/Plagiarism Policy

Cheating is defined as any act of deceit, trickery, or fraud on an assignment or test. It includes the using or copying of another person’s work or lending one’s work to another. It could also include, but is not limited to using written notes on a test; giving or receiving hand signals; looking at another student’s test; or allowing another student to copy one’s answers. Collaborative assignments or group assignments made by a teacher will not be considered cheating. Plagiarism is defined as using another person’s original ideas or writing, as one’s own without giving credit to the true author. If a student plagiarizes or cheats on an assignment, he/she will be assigned a mandatory lunch detention to redo the original plagiarized assignment and receive a grade no higher than 80%.

Homework

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

Suggested Time Frames for Homework:

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

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

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

Field Trips

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

Parent Conferences

Students or parents who have questions or a concern should first address the problem with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the teacher and the Site Administrator. Parents wishing to set up a conference with a teacher may do so by contacting the school office. Teachers are available for conferences and to return phone calls only during their conference periods, before and after school. Parents should report to the office when arriving for any conference.

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

HEALTH AND WELLNESS

Special Diets/Allergies

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

First Aid

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

Medication at School

Southwest Schools Charter District prohibits schools from furnishing medication. Prescription medication can only be administered by an administrator or his/her designee.

- The ‘Medication Administration Form’ must be completed and signed by the parent/guardian **AND** the physician. State law forbids school personnel from administering medication to a student unless the medication is in its original container. A form filled out by the physician is required for **any** medication change.
- Over the counter medications should be administered by the parent/guardian before and/or after school. School personnel will be allowed to administer over the counter (OTC) medications **only** if a medical physician has completed and signed the required form. Please see the school’s administrative assistant for the appropriate forms and additional medication guidelines and procedures.

Head Lice

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

Health Excuses for Physical Education

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

SAFETY AND SECURITY

Authorization for Student Pick-Up

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

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

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

Changes in Transportation

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

Release of Students

A student will be released to either parent (mother or father) as named on the child's birth certificate unless notarized court documents are filed in the student's permanent record indicating the sole custody of only one parent/guardian. If in doubt, the school Site Administrator or his/her designee reserves the right to detain the parent/guardian and contact the Houston Police Department to resolve the conflict.

Late Pick-up

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

Emergency Contact Information

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

Closed Campus

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

Visitors

All visitors to the campus will be required to provide a State issued ID which will be subject to criminal screening using the Raptor system. A person with a clear screening will be issued a visitor pass. Visitors/volunteers discovered to not be in possession of an appropriate visitor pass will be asked to return to the front office to receive one before being allowed to continue to move about the school grounds.

School Speed Zones

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

on school premises. It is also important for parents to refrain from using cell phones when they are delivering their children to or from school.

Walking To and From School

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

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

Unattended Children in Parked Vehicles

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

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

- **Faculty/Staff**
All personnel are required to wear an I.D. badge during school hours. Badges should be visible at all times.
- **Students**
All students are required to wear an I.D. badge during all off-campus activities such as field trips. Student badges will not contain a photo or the student's name. I.D. badges will provide school information (school name, school telephone number and what to do in the event a student is lost).
- **Parent/Guardian/Visitors/Volunteers**
All visitors to the campus are required to check-in at the school office and be issued a visitor's badge. Visitor badges must be worn and visible at all times. Faculty/Staff who observed visitors on our campus who are not displaying a badge are required to direct visitors to the front office to sign-in and receive a visitor or volunteer badge.

Student Photographs

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

Criminal Background Checks for Volunteers

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

Bullying Prevention Policies and Procedures

"Bullying":

(A) means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Subsection (a-1), and that:

- (i) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
 - (ii) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
 - (iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
 - (iv) infringes on the rights of the victim at school; and
- (B) includes cyberbullying.

(2) "Cyberbullying" means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

(a-1) This section applies to:

- (1) bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- (2) bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- (3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - (A) interferes with a student's educational opportunities; or
 - (B) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

(b) Repealed by Acts 2017, 85th Leg., R.S., Ch. 522 (S.B. 179), Sec. 15, eff. September 1, 2017.

(c) The board of trustees of each school district shall adopt a policy, including any necessary procedures, concerning bullying that:

- (1) prohibits the bullying of a student;
- (2) prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
- (3) establishes a procedure for providing notice of an incident of bullying to:
 - (A) a parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
 - (B) a parent or guardian of the alleged bully within a reasonable amount of time after the incident;
- (4) establishes the actions a student should take to obtain assistance and intervention in response to bullying;

- (5) sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
 - (6) establishes procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;
 - (7) prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
 - (8) requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).
- (d) The policy and any necessary procedures adopted under Subsection (c) must be included:
- (1) annually, in the student and employee school district handbooks; and
 - (2) in the district improvement plan under Section [11.252](#).
- (e) The procedure for reporting bullying established under Subsection (c) must be posted on the district's Internet website to the extent practicable.
- (f) Each school district may establish a district-wide policy to assist in the prevention and mediation of bullying incidents between students that:
- (1) interfere with a student's educational opportunities; or
 - (2) substantially disrupt the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Weapons

Southwest Schools Charter District is a weapon-free school. A student shall not go onto the school premises with a firearm, explosive weapon, or illegal knife.

Students are also prohibited from bringing to school or to a school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include:

- Firearms
- Pellet guns, B.B. guns, etc.
- Knives of any size, including pocket knives
- Razors
- Metallic knuckles
- Chains
- Stink bombs
- Jewelry with metal spikes
- Fireworks of any kind
- Any other object used in a way that threatens to inflict bodily injury to another person or self

Students should be aware that possession of any facsimile of any of the above mentioned weapons could incur a disciplinary consequence by the school.

Possession of a firearm, an illegal knife, a club, or a prohibited weapon under Section 40.06 of the Penal Code will result in immediate expulsion from school for the remainder of the school year or up to one year from the offense. The police will be called, charges will be filed, and the student will be prosecuted to the fullest extent of the law.

Policy/procedures are designed to provide a safe campus and environment geared toward learning. The Southwest School Southwest District Administration and School Board reserve the right to amend any/all policies or procedures.

Trespassing/Loitering On School Property

- Any person loitering on school property after being warned to leave by a person in charge will have criminal trespass charges filed against him or her.
- School property for the purposes of this act shall include the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or for other activities.
- Students are not to sit in parked vehicles on campus, vacant classrooms, or other unsupervised areas.
- Parents and other visitors are welcome to visit Southwest Middle and High School. All visitors must first report to the office. Visits to individual classrooms during instructional time shall be permitted only with the administrator's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.
- Students are never to visit other school campuses (in or out of school) during school hours or immediately before or after school.

Transportation

Carpool Drop-Off/Pick-Up

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

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

Parents are to follow these rules:

1. Morning carpool begins at 7:00 AM and ends at 7:30 AM
2. Afternoon carpool begins at 3:30 PM and ends at 3:45 PM
3. Students will not be released to go home after 2:30 PM, so we can prepare for dismissal.
4. Carpool line may begin to form no earlier than 3:00 PM
5. Please watch for children and adults.
6. Please watch for additional traffic.
7. Should you want to park, walk, and pick up your child, please park in the parking lot and walk to the designated patio area by the side door of the cafeteria, bringing the **walker/carpool placard**.

Hold up the placard so that the name and grade is showing. School staff will call for your child to meet you at the designated patio area.

8. Teacher conferences should be scheduled before school, after school or during the teachers scheduled planning period, not at arrival or dismissal times. If a teacher conference has been scheduled, please park car in parking lot, not in carpool line.

Daycare Vans and Private Bus Drivers

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

Bus Rules and Regulations (Mangum, Discovery, and Empowerment)

Students are expected to assist in ensuring that buses remain in good condition and that transportation is provided safely. When riding the bus, students are held to the following behavioral standards:

- Follow the Driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated stop.
- Keep feet, books, band instrument cases and other objects out of the aisle.
- Do not deface the bus or its equipment.
- Do not put head, arms, or legs out the window.
- Do not hold any object out the window or throw any object in or out of the bus.
- Do not possess or use any form of tobacco product on the bus.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten your seat belt when available on the bus.
- Wait for the Driver's signal upon leaving the bus and before crossing in front of the vehicle.

Misconduct on the bus or at the bus stop will be punished in accordance with the Student Code of Conduct and the Consequences chart below. Bus riding privileges may be suspended

RIGHTS OF PARENTS AND STUDENTS

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

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Southwest District to disclose directory information from your child's education records without prior written

consent, you must notify the district in writing by, Friday, September 6, 2019. Southwest District has designated the following information as directory information: student's name, address, date of enrollment, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institutional attended, and participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

Parental Rights

Parents have the following rights:

- To inspect all instructional materials, textbooks, and other teaching aids used in your child's classroom
- To have access to all written records of a school district concerning your child
- To request information regarding the professional qualifications of your child's teachers
- To inspect a survey created by a third party before the survey is administered or distributed to your child
- To grant or deny any written request from the district to make a videotape or voice recording of their child. State law, however, permits the school to make a videotape or voice recording or a photograph without parental permission when it is used for school safety, relates to classroom instruction or a co-curricular or extracurricular activity, or when it relates to media coverage.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the state flag. The request must be submitted in writing. The State law does not allow your child to be excused from participation in the required moment of silence of silent activity that follows the pledge.

Student Confidentiality

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

Student Religious Expression in Classroom Assignments

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

Student Right to Pray

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

OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION SERVICES

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

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

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

If the District determines that the evaluation is not needed, the District will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the District. The District is required to give parents the [Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities](#). Additional information regarding the IDEA is available from the school in a companion document [A Guide to the Admission, Review, and Dismissal Process](#).

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

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

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

Complaints

The governing body (“Board”) of Southwest Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board. This policy governs student and parent complaints, employee grievances, and citizen complaints.

For purposes of this policy, “days” means school calendar days.

With the exception of a complaint against the CEO/Superintendent of Schools, each complaint must initially be brought at the lowest level of review, at the Campus Principal Review level. The Board encourages all complaints to be resolved at the lowest level possible.

Section 1. Campus Principal Review of Complaint

Where a(n) Southwest Schools employee, student, guardian of a student, or a member of the public has a complaint or concern regarding Southwest Schools, the individual shall first bring their complaint or concern in writing to the appropriate campus principal. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The principal must hear the complainant, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The principal must respond to the complainant and issue a final decision in writing within 10 days of the principal’s receipt of the complaint.

Section 2. Superintendent Review of Complaint

If the individual bringing the complaint is not satisfied with the campus principal’s final decision, then the individual may file a written appeal to the CEO/Superintendent of Southwest Schools. This written appeal shall be filed with the CEO/Superintendent’s office within 10 days of the individual’s receipt of the campus principal’s final decision. The complaint shall include a copy of the written complaint to the campus principal along with a copy of the campus principal’s final decision. A copy of the appeal shall also be delivered to the campus principal. The appeal must be specific, and where possible suggest a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint expressed to the campus principal. The CEO/Superintendent, or designee, shall respond to the complaint and issue a final decision in writing within 15 days of receipt of the written appeal.

Section 3. Board of Directors Review of Complaint

If the individual bringing the complaint is not satisfied with the CEO/Superintendent’s final decision, then the individual may appeal their complaint in writing to Southwest School’s Board of Directors within 10 days of receiving the CEO/Superintendent’s final decision. The complaint shall be directed to the President of the Board, and shall include a copy of the written complaint to the CEO/Superintendent of Schools along with a copy of the CEO/Superintendent’s final decision. A copy of this appeal shall also be delivered to the CEO/Superintendent of Schools.

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



SOUTHWEST

S C H O O L S

RECEIPT OF PARENT/STUDENT HANDBOOK

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

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

Your signature acknowledges that you have received a copy of the 2018-2019 handbook and have read and discussed its contents.

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

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

Parent name: _____

Parent signature: _____ Date: _____

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

Student name: _____

Student signature: _____ Date: _____