

STUDENT & PARENT INFORMATION 2023-2024

WINDSONG Elementary FRIENDSWOOD I.S.D.

**2100 W. Parkwood
Friendswood, TX 77546
(281) 482-0111**

www.fisd12.net/ws

WELCOME!

Dear Stallion Students and Families:

On behalf of the Windsong Elementary staff, I would like to say WELCOME to the 2023-2024 school year! Windsong takes great pride in creating an educational atmosphere where students can learn in a caring and creative environment. Together our staff encourages students to engage in a lifelong love of learning. As we focus on student achievement, we will provide a variety of academic and educational experiences that promote student growth and learning throughout the year.

I look forward to getting to know each of you and your families. Make this your best year yet! Stallion Proud!

Wendy McAshlan
Windsong Elementary Principal

These people are here to help you:

Principal	Mrs. McAshlan
Assistant Principal	Mr. Barron
Counselor	Mrs. Hoover
Nurse	Mrs. Pipes
Secretary	Mrs. Pitman
Registrar	Mrs. Smith
Receptionist	Mrs. McCain
Media Integration Specialist	Mrs. Boyer

SCHOOL TIMES AND BUILDING ACCESS HOURS

Our school hours are 8:05 AM until 3:20 PM. The tardy bell will ring at 8:10 AM each day. Students may have access to the building from 7:40 AM until 3:40 PM each day unless they are in a supervised special program. Students who leave materials at school may return after school to their classrooms only until the time considered the end of the teachers' work day (3:40 PM).

ATTENTION PARENTS

Please visit our website at www.myfisd.com and create an account to access your student's grades, lunch account, attendance records, and calendar events.

GENERAL INFORMATION:

ADMISSION & RELEASE

Release during the school day

If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you must sign the child out through the main office. The child will be called to the office at the time of your arrival. Please note the following: The emergency contacts on the school records have the ability to pick up a child without a write statement from the parent (s).

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Please inform the office of any legal custody situation procedures for a child. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special citation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation and obtain notice of approval.

Signing a student out for lunch is discouraged and will be marked as an unexcused part of day absence.

We do not allow students to be signed out after 3:00 pm.

ATTENDANCE, TRUANCY, AND TARDY POLICIES

Attendance is one of the major indicators of student success. Official attendance is taken each day and affects state funding for our schools. In addition, children who arrive promptly show respect to their teachers and classmates. Attendance is taken at 9:50 a.m. Send a note with your child when he returns to school, explaining the reason for the absence. Kindergarten-5th grade students are subject to compulsory attendance laws. Please make every attempt to schedule appointments outside of school time. However, if your child is absent due to a medical appointment, please bring a note from the doctor upon your return to school. If the child returns the same day with the doctor's note, he will be counted "present" for the day. Please schedule vacations during holidays and have your child attend school every day unless ill. Please be aware that state law requires students to be in attendance 90% of the school year to be promoted. All students absent from school more than 18 days will have to apply for credit from the School Attendance Committee. At the attendance meeting a "truancy prevention plan" may be developed. If the truancy absences continue to mount, the school may file a complaint with the truancy court.

REQUEST FOR ASSIGNMENTS

When a student is ill for two or more days or will be out for two or more days, a request for assignments may be made. Please call the office early in the morning of the second day to make the request and plan to pick up the assignments between 3:20 and 3:40 p.m. Students are responsible for completing assignments in a timely fashion. Students have as many days to make-up work as they are absent. The maximum make-up time allowed is five days. **Students who are absent are responsible for requesting missing assignments.**

BICYCLES

A bicycle rack is located on campus. Students must lock and secure their bikes at all times. For safety reasons, students must walk their bikes while on campus and are not permitted to cut through the parking lot. **Students should wear a helmet.**

BULLYING

The district does not tolerate bullying, and any student or parent of a student who believes a student has engaged in bullying is highly encouraged to immediately report the incident.

Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited. Reports of an alleged bullying incident may be submitted orally or in writing, to a teacher, counselor, principal or other district employee. Reports may also be submitted electronically, either anonymously or non-anonymously through the district website – Bullying – report it at www.myfisd.com under Parents and Students or through the See Something Say Something link on the FISD website.

BUS TRANSPORTATION

Bus rules have been formulated to provide the safest and most efficient transportation of students to and from school and/or related activities. In order to comply with state laws regarding student transportation, students may only be picked up or dropped off at their residence, the residence of a grandparent, or a licensed child-care facility. Parents should designate the point of pickup and drop-off at the beginning of the year. Bus drivers will not be allowed to change the point of pickup or drop-off. Notes for special transportation arrangements will not be accepted by FISD bus drivers. **Should a child need to be picked up or dropped off at a point different than that designated by the parent, then transportation must be provided by the parent. Students may ONLY ride their assigned bus.** Additional bus regulations are found in the Student Code of Conduct. Further information may be obtained from the Transportation Office at 281.996.2500.

CAFETERIA

A regular lunch tray and a snack bar of nutritious snacks will be available. Lunch money accounts can be paid in advance. Please put your child's and child's teacher's name on the check. A menu will be sent home monthly. Adult lunches are also available for purchase. Parents may create an account for their child by accessing the link (www.myschoolbucks.com) found under food services (under parent link) on the FISD website. Our school participates in the federal child Nutrition Program which provides free and reduced price lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program, please contact the Director of Food Services at 281.996.2596.

Immediate family members are allowed to eat lunch with their child in the cafeteria on Wednesdays, Thursdays, and Fridays. Parents will be allowed to sign up for lunch visits using Sign-up Genius link that will be shared at the beginning of year, allowing two lunch visits per nine weeks. **Due to state law, parents are only allowed to send and/or bring food for their own child.** Windsong will not accept any deliveries from restaurants, as we cannot verify the origination of the order. Visitors are restricted from the cafeteria during the first three weeks of school, the last three weeks of school, and during weeks when state assessments are given.

COMMON AREAS

Halls, bus areas, cafeteria, or other areas on campus are designated common areas. Rules in Common Areas are:

1. Follow all directions given by staff.
2. Walk at all times.
3. Use appropriate voice level (silent to soft as directed).
4. Keep hands, feet, and objects to self.
5. Keep school grounds clean.

CONDUCT AND DISCIPLINE

The Student Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the types of disciplinary action school officials can take in response to violations of the rules for student conduct. The Code of Conduct can be found online at www.fisd12.net under the parent tab.

COUNSELOR

The counselor will provide a comprehensive counseling program for all students. Information is available to parents through the counseling office. Students may request an appointment with the counselor by using student referral forms available in the counseling office or from their teacher.

DELIVERIES TO SCHOOL

Student work delivered during the school day will be placed in the appropriate teacher's mailbox. This may not prevent the assignment from being considered late. Lunches and lunch money may be left at the front desk, and it will be the responsibility of the student to pick it up on his/her way to the cafeteria. Please refrain from having flowers, balloons, etc. delivered to school.

ELECTRONIC DEVICES

Use of cell phones, smart watches and other electronic devices in the building is at the discretion of the teacher and may only be used for educational purposes in the classroom. During school hours, students may not use these devices in the cafeteria, gym, or on the playground. **At no time will students be allowed to take pictures and/or videos with their personal devices.** Students who use electronic devices for other purposes or without permission will be disciplined according to the Student Code of Conduct. Students bring personal electronic devices at their own risk, considering possible issues such as theft, misuse, and damage.

EMERGENCY DRILLS

Students will follow posted and announced procedures during an emergency signal. Emergencies and their respective signals include:

Fire: Alarm
Severe Weather: Public Address
Lock down: Public Address
Shelter in Place: Public Address
Return: Public Address

For the protection and safety of all students and school personnel, all drills must be taken seriously. Students must follow all directions given by staff.

GUM CHEWING

Gum is **not permitted** in the school building or on school grounds at any time.

HEALTH

For the protection of all students, the following health rules have been set up and will be followed at all times. **A child cannot remain in school with:**

- Fever of 100 degrees or over
- Undiagnosed rash or weeping sores
- Vomiting and /or diarrhea
- Red, discharge from eyes, or
- Any illness making him/her feel too badly to participate

A student having any of the above symptoms **BEFORE SCHOOL SHOULD STAY AT HOME** for observation and care. A student will not be sent home without special arrangements and permission of the parent. Any illness or injury which causes the student to miss three consecutive days of school must return with a note from the health care provider authorizing the return to school. The school nurse is not in a position to diagnose or treat illness. For questions about diagnosis or treatment, a medical doctor should be consulted. *****Students should be free of fever (without the use of Tylenol or Ibuprofen), vomiting, and /or diarrhea for 24 hours before returning to school.**

WELLNESS (PE) EXCUSES:

Wellness (PE) excuses from parents or physicians must be **brought to the clinic before school.***** A note from a physician is required for any activity restriction lasting longer than **3 PE days**. **If a physician note is submitted, then a follow-up physician note is required to release the student for all physical activities.**

LOST AND FOUND

Students should check the front hallway. Students are expected to return found items to a staff member. All unclaimed items will be donated to charity at the end of the school year.

PARKING LOTS/DRIVEWAYS/STREET

Students are not allowed to walk across the driveway areas of the parking lot or the designated crosswalk area, **unless escorted by a parent, guardian, or teacher.** Parents should not drop off students in the bus lane area located in the front of the building. For safety reasons, students should also not cross FM 528 (West Parkwood) on foot, bicycles, or skateboards.

PARTIES

Windsong has three class parties during the school year: Halloween, Christmas, and Valentine's Day. **The room parent and selected parents will attend the parties.** Birthdays for the day will be acknowledged during morning announcements..

PICK-UP/ DROP-OFF PROCEDURES

Beginning at 7:40 am, students may be dropped off at the cafeteria entrance of Windsong. No drop-off in bus lanes. At dismissal, students must be picked up by car via the cafeteria side of the building.

Do not allow your child to walk in any parking lots unescorted and always use the crosswalks.

Drivers must have a "pick-up authorization card" to pick up a student (2 cards per family - issued in the first day folders).

Walkers/bikers

Windsong walkers and bike riders must never cross FM 528. They must stay on sidewalks located beside the school that lead to the adjoining neighborhoods. * **Students must be picked up via car on the cafeteria side of the building.**

PTO

Membership in the PTO (Parent Teacher Organization) is open to any parent who has a child attending our intermediate schools and to any faculty and staff member. Parents may join the PTO online at www.fisd12.net and are encouraged to sign up for the Newsflash to receive timely reminders about events.

RECESS

Students may not participate in contact sports of any kind (including football, soccer, and tag) during recess.

SALES

Students are prohibited from selling items on campus without permission from the principal.

SCHOOL SAFETY

FISD is committed to keeping all of our students, staff members, and visitors safe while on our campuses. Key cards are used to ensure all authorized personnel have access to the building through designated entrances. All staff members and visitors are required to wear identifying badges or name tags. Windsong is equipped with security cameras along the perimeter of the building and all throughout the hallways, gym, and cafeteria. School personnel are trained and well-equipped for emergencies of all types.

SEE SOMETHING SAY SOMETHING

Students and parents are our first line of defense for reporting unusual activity or safety concerns. FISD's **See Something, Say Something** is an anonymous reporting system immediately alerting administration when sent. The form asks you to specifically describe what you saw: What did you see? When did you see it? Where did it occur? Why was it suspicious? You are always encouraged to call 911 if you believe it is an emergency. The See Something, Say Something link can be found on the homepage of the FISD website, www.myfisd.com

SOCIAL BEHAVIOR

Inappropriate displays of affection are not permitted. Bullying and physical and/or verbal abuse will not be tolerated. Students who believe they have been harassed by fellow students or district employees are encouraged to promptly report such incidents to the campus principal, assistant principal or counselor. If the campus principal is the subject of a complaint, the student shall report the complaint directly to the superintendent.

STUDENT PROPERTY

Students are responsible at all times for their personal property. It is unwise to carry large amounts of money or valuable items. Personal property is not covered by school insurance.

STUDENT'S LEGAL NAME

While we recognize that there are circumstances when a parent may wish his or her child to enroll under a name other than the child's legal name, we are required to maintain all school records under the child's legal surname as shown on the birth certificate, or other recognized document to prove the child's identity, or as shown in a court order changing the child's name.

SUPPLIES

Each grade will have its own supply list. Students will be expected to maintain supplies throughout the year and replace them as needed. Teachers may occasionally ask for additional classroom supplies on their wish list on their webpage.

TARDY POLICY

Friendswood ISD regards punctuality as essential to the successful operation of a learning program. Excused tardies will be for personal illness, physician or dental appointment, or hazardous road or weather conditions. When a student is tardy, he/she should bring a note explaining the reason for the tardy, so the school can determine whether the tardy is excused or unexcused. **On the 15th unexcused tardy, truancy changes may be filed.**

TELEPHONE MESSAGES

Students are not permitted to use classroom telephones or personal cell phones. Students will be allowed to use the school phone located in the main office for **eyeglasses, lunch money or lunch, or transportation questions**. Students must bring their organizer with important phone numbers listed in the front in order to use the phone.

TUTORING

Each teacher schedules tutorial times for his or her students. Students requiring extra assistance should attend these tutorial sessions. If tutorials are before school, a tutorial pass written by the teacher must be in the student's organizer. Transportation to and from tutorials is the responsibility of the student and parent.

UNAUTHORIZED ITEMS

Students are not permitted to possess unauthorized items at or on the school campus. Unauthorized items include, but are not limited to: weapons of any kind, knives (including pocket knives and kitchen knives), fireworks, chemicals, lighters, laser pointers, bullets, and matches. **Skateboards are prohibited.**

Please do not have any balloons or flowers delivered to the school. These items disrupt the learning environment. **Also, please refrain from bringing food and/or drinks into the cafeteria or gym before/after school.**

VISITORS ON CAMPUS

Visitors are welcome. Upon entering the school, visitors must sign in at the main office and obtain a visitor's badge which is **visibly** worn on the chest area before continuing to other locations in the school building. A valid driver's license may be required to sign in. *Please also see FISD Visitor on Campus-V-Soft Procedures.* **Parent/teacher conferences are held by appointment only and scheduled through the office.**

VOLUNTEERS

Friendswood ISD utilizes Volunteer Tracker for managing volunteers. Volunteers are able to select schools where they wish to serve, identify activities that they wish to participate in and will be the first to be notified when volunteer opportunities arise in each of the areas selected.

In an effort to maintain the safety of our students, FISD requires ALL Volunteers/Chaperones to complete an annual criminal history background check. New volunteers seeking approval will need to create a Volunteer Tracker profile and submit an application. Existing volunteers that already have a profile will be asked to renew.

You will need to do a background check if you are any of the following:

- A PTO/Booster Club officer or a committee chair who deals with money or merchandise.
- You would like to volunteer/chaperone for a school sponsored event or activity where you will have direct contact with students. This can include field trips, guest readers or volunteers assigned duty with a group of students.

WHITE/BLUE DAY SCHEDULE

The Wellness/Fine Arts schedule is on alternate days. Students will participate in one area on WHITE days and the other on BLUE days.

ART

Students will utilize a variety of materials and techniques and gain exposure to artists, artwork, and culture. Working with many creative processes, students will acquire knowledge to solve problems in art and other subject areas in their everyday life.

MUSIC

All students will participate in music classes. They will learn music through a variety of lessons including recorders, dulcimers and dance.

WELLNESS

Students will need to wear appropriate shoes and clothing for safe and comfortable participation in Wellness class. If a student is sick or injured, he/she must take a written excuse to the nurse's clinic before school. If physically able, students will have the option to participate in Wellness activities on a limited basis or do written assignments for class participation. The FitnessGram physical fitness assessment will be offered to all 4th and 5th graders in Fisd. It is an assessment designed to establish a baseline of a healthy fitness zone from which students can set goals and check their progress (non-competitive) to plan for lifelong physical activity and to maintain and improve their fitness level. Health-related fitness assessment measures student aerobic capacity, muscular strength/endurance, flexibility and body composition. A copy of the Fitness Gram will be sent home to the parents. Fisd remains diligent in adhering to all state/federal P.E. requirements.

K-5 Grading Practices 2021-22

FISD Strategic Plan Goal 2: We will redefine the measure of student success.
[FISD Grading True North](#) (Beliefs about grading in FISD established in Spring 2021)

Grade	Reading/Writing/Language (ELA)	Math	Science	Social Studies
Kindergarten	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents
1st grade	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents
2nd grade (Standards Based Pilot Classrooms)	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents	Standards Based (ongoing evidence collection through teacher created rubrics and checklists) *minimum weekly communication of progress on standards to parents

<p>2nd grade</p>	<p>Combination of Reading + Language for a total of 10 grades. 50% reading, 50 % writing, with Spelling counting for no more than 20% of the Language grade</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p> <p>For campuses that split science and social studies into 4.5 weeks per 9 weeks, a minimum number of grades is 10 total for Science and SS with a minimum of 5 per subject per 9 weeks. In accordance with EIA (Local),there should be a sufficient number of grades that reflect relative mastery on assignments related to standards. Consideration for fewer numbers of grades and impact on average must be considered.</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p> <p>For campuses that split science and social studies into 4.5 weeks per 9 weeks, a minimum number of grades is 10 total for Science and SS with a minimum of 5 per subject per 9 weeks. In accordance with EIA (Local),there should be a sufficient number of grades that reflect relative mastery on assignments related to standards. Consideration for fewer numbers of grades and impact on average must be considered.</p>
<p>3rd grade</p>	<p>Combination of Reading + Language for a total of 10 grades. 50% reading, 50 % writing, with Spelling counting for no more than 20% of the Language grade</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p> <p>For campuses that split science and social studies into 4.5 weeks per 9 weeks, a minimum number of grades is 10 total for Science and SS with a minimum of 5 per subject per 9 weeks. In accordance with EIA (Local),there should be a sufficient number of grades that reflect relative mastery on assignments related to standards. Consideration for fewer numbers of grades and impact on average must be considered.</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p> <p>For campuses that split science and social studies into 4.5 weeks per 9 weeks, a minimum number of grades is 10 total for Science and SS with a minimum of 5 per subject per 9 weeks. In accordance with EIA (Local),there should be a sufficient number of grades that reflect relative mastery on assignments related to standards. Consideration for fewer numbers of grades and impact on average must be considered.</p>
<p>4th grade</p>	<p>Combination of Reading + Language for a total of 10 grades. 50% reading, 50 % writing, with Spelling counting for no more than 20% of the Language grade</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p> <p>For campuses that split science and social studies into 4.5 weeks per 9 weeks, a minimum number</p>	<p>Minimum of 9 grades per 9 weeks</p> <p>Grades are not weighted.</p> <p>For campuses that split science and social studies into 4.5 weeks per 9 weeks, a minimum number</p>

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5th grade	Combination of Reading + Language for a total of 10 grades. 50% reading, 50 % writing, with Spelling counting for no more than 20% of the Language grade	Minimum of 9 grades per 9 weeks Grades are not weighted.	Minimum of 9 grades with a balance of lab and science skills Daily work: 70% Tests: 30% (minimum 2 tests per nine weeks)	Minimum of 9 grades per 9 weeks Grades are not weighted.

* 504 and IEP paperwork is individualized to meet students' needs and must be followed as outlined in the ARD meeting.

**Grades should be updated in Skyward by each Monday at 8:00 a.m. to reflect an accurate average in each subject area

***Grades 2nd-5th - students with daily grades below a 70 should be provided timely remediation and an opportunity to raise daily assignment grade to a 70.

**** Students who fail a test (unit tests or Curriculum Based Assessments) will be provided the opportunity for additional practice/instruction before making corrections or retaking the test. A grade of 70 is the maximum that can be earned for reassessment

***** Curriculum Based Assessments can be used for a grade if all material has been covered. Benchmarks should not be used for a grade.

***** All assignments that are graded should align to grade level standards or TEKS.