

Legacy Elementary School Godley ISD

2023-2024 Student Handbook



Welcome to Legacy Elementary School. New and inspiring adventures are ahead for all of us. We are so glad you are a part of our school family. We look forward to working with you to help all students grow academically, as well as as personally. Throughout the school year, information will be sent home to keep you in the loop, so keep an eye out. We are excited about the journey ahead; our story begins at:

Legacy Elementary School, Godley ISD

Legacy Elementary School.

Section III: LEGACY ELEMENTARY SCHOOL

RICH DEAR - SUPERINTENDENT

JASON KARNES - ASSISTANT SUPERINTENDENT

AMMIE HILL - PRINCIPAL

JAYME DUCKETT - ASSISTANT PRINCIPAL

Federal and State laws require that school districts maintain a Child Find system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) within its jurisdiction who are in need of special education or related services. Children 0-3 are referred to Early Childhood Intervention. Children ages 3-21, who reside within the boundaries of Godley ISD, are referred to the Johnson County Shared Services Arrangement. If your child attends public, private, or a home school in Godley ISD or if you know of a child residing in a foster home or other residential facility within Godley ISD and you believe the child has or may have a disability, please contact one of our campuses. You may also contact the JCSSA at 817-866-3950. Godley ISD and JCSSA will work with you to ensure that every child receives an appropriate evaluation and determine which children have a disability that qualifies for services. If you have further questions, please call Godley ISD at 817-592-4300.

Legacy Elementary

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Student Handbook

School Hours

7:00am: Building Opens

Breakfast is served: 7:00am - 7:30am (K-5th)

7:35am: First Bell: MORNING ASSEMBLY

7:45am: Tardy Bell

3:35pm: Dismissal

Front Office Hours: 7:30am-4:00pm

Please note the following:

****Students dropped off after 7:45am** will need to be escorted into the building and signed in by an adult to receive a tardy slip for class.

(Please do not drop-off/drive-off after 7:45am.)

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****Students not picked up by 4:05 will wait for the parents in Cub Club.**

Repeated use of Cub Club could result in fees.

Legacy Elementary School
Godley ISD
309 N. Pearson
Godley, Texas 76044

Front Office Staff:

Principal	Ammie Hill
Assistant Principal	Jayne Duckett
PEIMS/Principal's Secretary	Stormi Bailey
Front Desk Receptionist	Sarah Zaidle
Counselor	Stephanie Moss
Counselor's Assistant	Darlene Dickerson
Diagnostician	Heather Kennedy
Nurse	Amanda Ponce
Instructional Specialist	Jana Plemons
Speech Teacher	April Votsmier
TAP	Hillary Mercer

Arrival & Dismissal Procedures for Students

THIS INFORMATION WILL BE DELIVERED TO YOU AT MEET THE TEACHER.

Attendance

We take attendance very seriously at Legacy Elementary School. Obviously we do not want students at school if they are sick, however we need students at school every possible day. Legacy

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Elementary will follow the district's attendance policy and will meet with parents if students are not in attendance 90% of the school days. The 90% rule applies to **excused and unexcused absences**. If your child is absent from school, parents shall provide the attendance clerk with documentation in the form of a written note from the parent/guardian or a doctor within 5 days of the absence. The student's absence will be unexcused until appropriate documentation is received.

Awards & Recognitions

Below you will find the awards issued per nine weeks. We would like to make you aware of these awards early on so you can help encourage your child's participation and effort. It is up to them to earn the awards.

Each nine-weeks students will be recognized as follows:

- *E-Citizenship: E's in all areas No S's
- *Steps and/ or books read
- *Perfect Attendance: (with No more than 2 tardies in the grading period; doctor's notes do not count.)

***Wildcat Kid Awards: Students will be recognized during Lunches at the end of each nine-week grading period.** Students will vote on classmates who have demonstrated the Wildcat R.O.A.R.S. qualities (Respect, Ownership, Attitude, Responsibility, Safety) during the 9 weeks. Parents will be notified and invited to attend.

End of Year Reception for Special Awards:

- *Perfect attendance for the year
- *Total steps and/ or books read for the year
- *Each teacher and classroom will have additional awards at the end of the year
- * Perfect Attendance for the whole year. (No more than 2 tardies per grading period; doctor's notes do not count.)

Cell Phone Use

The use of a cell phone, or other electronic devices, is prohibited unless permission is granted by a school employee. The first offense is a **warning** and a phone call or email to parents/guardians. A written warning contract will also be filled out and kept on file in the Assistant Principal's office. The second offense and any additional offenses: the device will be confiscated, parents/guardians are contacted, and will only be relinquished to a parent/guardian for a \$15 fee (cash) paid to the office.

Chromebooks

Parents are responsible for damaged, lost or stolen Chromebooks.

- 1st Incident is \$30
- 2nd Incident is \$60
- 3rd Incident is \$100

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- 4th Incident is \$150
- 5th Incident is \$200

The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device. Devices assigned through the take home program will be given with a charger for home use. Students will be required to purchase a replacement charger if the assigned charger is lost or broken.

Classroom Transfers

The principal is authorized to transfer a student from one classroom to another. Many factors must be considered when deciding if a transfer can occur or not occur.

Credit By Exam

Credit by exams will be offered on the following dates:

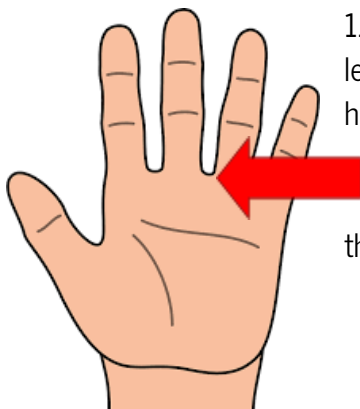
Last Day to order	Test Dates
Oct 20	November 13-17
February 9	March 4-8
May 17	June 17-21
June 14	July 15-19

These must be ordered by the "last day to order" if you wish for your student to take an exam. Please contact the office with any questions.

Dress and Grooming

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

Pants, Shorts, Skirts and Dresses: Finger length/palm rule - where the palm of the hand and base of fingers meet.



1. The length of shorts, skirts and dresses will follow the "finger length/palm" rule. When a student is standing in a relaxed stance with his/her hands at their side, no part of the shorts, skirt or dress should be shorter than where the palm of the hand and fingers meet.
2. Slits in dresses, skirts, and shorts may not be higher/shorter than the "finger length" rule.

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3. Rips in jeans, shorts, skirts or dress must be below the "finger length" rule. If there is a hole in the garment above the "finger length" rule **no skin** may be exposed.
4. Any clothing that exposes undergarments is prohibited. Any clothing that exposes where undergarments should be worn is prohibited.
5. Leggings, jeggings, yoga pants, tights etc. are prohibited; except when the over garment (top) is at least following the "finger length" rule and/or covering student's bottom or worn under shorts, skirts or dresses.

Shirts:

1. Muscle shirts, tank tops, halter tops, strapless, spaghetti straps, backless and bare midriff garments are prohibited.
2. Sleeveless tops must have a strap that is at least 3 of the students finger widths wide.
3. Shirts may be worn untucked, but must be appropriately sized in shoulders, sleeves and length.
4. All clothing that exposes undergarments or where undergarments should be is prohibited.
5. Midriffs may not be exposed when hands are extended straight out in front of the student.

Other Information on Dress Code:

1. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, etc.
2. All students must wear shoes. Cleated shoes are prohibited in the building.
3. No house shoes, pajamas, or blankets will be allowed at school (except on designated days).
4. No hats, caps, or any other form of head covering will be allowed to be worn in the building (except on designated days).
5. Clothing that advertises alcohol, tobacco, drugs, illegal activities, or prohibited substances such as beer, wine, liquor, or cigarettes is prohibited. In addition, clothing that advertises activities that are suggestive, lewd, vulgar, or obscene language, cults, satanic/demonic symbols, sex, racism or violent images or otherwise inappropriate is prohibited.
6. Spikes and chains of any type (including wallet chains, safety pins, fish hooks, and straight pins) are prohibited.
7. Any gang related attire is prohibited.
8. Appropriate undergarments shall be worn. Any clothing that exposes undergarments is prohibited.
9. Piercings are permitted only in the ear.
10. Dark glasses or sunglasses may not be allowed in the school building without a doctor's prescription.
11. Trench coats and dusters are prohibited.
12. Hair must be worn in such a way that it does not obstruct the view of the students' own eyes.
13. Hair must be a natural color and must be kept clean and neat.
14. Makeup shall not be worn in any grade level.
15. Students are expected to wear appropriate school dress whenever they are representing Legacy

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Elementary. (i.e. field trips and other school sponsored activities done as a group with the school.)

Spirit Days:

The dress and grooming code may be modified with administrative approval to accommodate extracurricular activities and special events.

If the principal or assistant principal determines that a student's clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to TAP for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Handbook and/or Student Code of Conduct.

The principal or assistant principal shall render judgment concerning appropriate attire when such judgment is needed. The principal or assistant principal shall have the right to appraise any current fashion or fad and determine its appropriateness for school wear.

The principal or assistant principal, in cooperation with the sponsor, coach, or other person in charge of an approved extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity. A sponsor, coach, or other person in charge, with the principal's approval, may establish dress standards for students that participate in those activities (ie. – Field Trips, UIL Academics, Awards Days, etc.)

1st Monday of the Month: First Responders Shirts or Support our Troops

All other Mondays of the Month: College Shirts or Military Shirts/Camo

Fridays: Godley Spirit Wear

Field Trips

*Field trips will be well-planned and are intended to be an extension of the classroom.

*We invite parents to be a part of these field trips in most situations. In instances where there is limited seating available or there is an expectation for quiet (such as a theater, etc.) we ask that you not bring younger siblings along.

*Only Godley ISD students and staff may ride school buses. Parents attending field trips must provide their own transportation.

Food Items for Birthday Parties

Food items for birthday parties must be approved through the nurse, principal, assistant principal, or office designee/classroom teacher. We have a lot of students on campus with food allergies and

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need to be mindful of what is being served. The nurse/teacher must have an ingredient list for items brought. **Individually wrapped items are preferred.** The classroom teacher may only share these food items with students at the end of the school day. Items should be delivered to the front office so the teacher may retrieve them at the appropriate time.

Grades and Grading Procedures:

- Grades should always reflect student mastery of the SEs /TEKS.
- Grades must be related to material in the lesson plans and student expectations in the curriculum to show student mastery.
- Report cards are available via Skyward Family Access.

Core Subject Grading Standards:

Guidelines for grading shall be clearly communicated to students and parents. Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the Texas Essential Knowledge & Skills. The student's mastery level shall be a major function in determining the grade for a subject or course.

Kindergarten, 1st Grade, and 2nd Grade:

Legacy Elementary will use a Standards Based report card for these grade levels. Report cards will be based on mastery of the Texas Essential Knowledge and Skill for each grade level.

3rd Grade, 4th Grade, and 5th Grade:

A minimum of 1 grade per week will be taken in each subject area for a total of 12 grades per content area each grading period. There will be a minimum of 9 minor grades and 3 major grades in each class for each 9-week grading period. At least 1 major grade must be taken during each progress reporting period.

Major grades will be weighted as 40% of the final grade and Minor grades will be weighted as 60% of the final grade.

Major grades 40% and Minor grades 60%

Major grades will comprise 40% of the student's grade and may include the following: tests, projects, and assignment or collection of assignments deemed major by the teacher.

A minimum of 3 major grades will be taken each grading period; one major grade will be recorded during the first three weeks of the grading period.

Minor grades will comprise 60% of the student's grade and may include the following: quizzes, daily classwork, and any assignment deemed minor by the teacher. A minimum of one minor grade will be taken per week. Variances in grades recorded will depend on how many weeks are in the grading period and content matter being taught and assessed.

Failing Grades: In accordance with grading guidelines, a student will be given a reasonable opportunity to participate in a reteach lesson prior to re-doing an assignment or making corrections to receive up to a 70.

The amount of re-do's is up to the discretion of the teacher.

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Academic Dishonesty: Students found to have engaged in academic dishonesty shall be subject to penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.

Homework

Homework can be a necessary and positive practice. Godley ISD is a low-homework district. We encourage students to participate in outside activities in order to be well-rounded, however, sometimes extra practice is beneficial. Teachers will provide specific details and expectations related to homework. Legacy Elementary asks its students to read each night to encourage reading development, stamina, and fluency in our students. In third and fourth grades, students are transitioning from "learning to read" to "reading to learn."

The only way to get better at reading is by reading!

House Bill 4545

For any student who does not pass STAAR tests in grades 3 - 5, an Accelerated Learning Committee will develop an individual educational plan for the student and monitor progress.

Students who do not meet the minimal standards for math or reading STAAR will receive 30 hours of supplemental instruction (tutoring) before or after school, or embedded in the school day (WIN time) for each subject not passed.

Late Pick Up

Students that are not picked up from campus by 4:05pm will be taken to Cub Club to wait to be picked up. Repeated infractions may result in Cub Club fees.

Late Work Policy

Students are expected to complete and turn in all assignments on time. A grade is intended to reflect the mastery of content taught. Not turning in assignments is not acceptable.

Many interventions will be utilized throughout the process to assist students who have difficulty turning in work on time. The interventions will be customized for each individual student based on his/her needs.

Students who are absent will be given the opportunity to do make-up assignments. Students will have one additional day for each day they are absent.

Morning Assembly at 7:35am

We will begin our school day at 7:35am in the cafeteria for our school wide morning assembly. During the morning assembly, we will perform pledges, have a moment of silence, have

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announcements, call birthday names, discuss the ROARS focus of the week and have other special recognitions.

Outdoor Weather Guidelines

Cold Weather Guidelines:

Please make sure your students are dressed for cold weather.

There will not be outdoor recess when:

- The temperature is 40 degrees or below.
- The wind chill is 40 degrees or below.
- There is rainfall or mud.

Hot Weather Guidelines:

- Do not allow outside activity on Heat Ozone alerts of orange or red.
- When the temperature is from 90-94 degrees, outside activity should not exceed 15 minutes.
- When the temperature is 95 degrees or higher outside activity should be avoided.

**See NOAA's National Weather Service Heat Index Chart on ClickList.

Parents Eating With Students

If you choose to bring food in and eat with your child there will be a designated table or area for you to eat with them. Please adhere to the guidelines below to give you a more personal setting with your child, and to help us stay in compliance.

- When bringing your child food, please ensure you are here prior to the start of lunch.
- If the food is not here in time the child may be sent through the serving line.
- Federal and State Guidelines prohibit sharing food with other students.
- There will be a designated GUEST TABLE for you and your child to enjoy your lunch. Other students will not be allowed to join at this table. You will be allowed to eat lunch with your student only.

Parent Teacher Organization (PTO)

Legacy Elementary has an active PTO and is always looking for members and volunteers. You can do as much or little as you would like. We would love to have you join PTO.. Joining does NOT mean you are signing yourself up to be badgered to come and offer your time. By joining you are just showing your commitment to help the students of Legacy Elementary and also support the staff.

Promotion/Retention Policy

If a student is being considered for retention, a parent conference will be held to discuss data and recommendations.

For students to promote to the next grade they must:

- Have 90% attendance
- Show mastery of the grade level TEKS

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Summer School

Students who participate in the English as a Second Language Program (ESL) may qualify for summer school during the month of June. Parents will be notified if their child is eligible.

Transportation and breakfast/lunch is provided Monday-Friday.

HB 4545: Students who do not meet the minimal standards for math or reading STAAR may receive 30 hours of supplemental instruction during summer school for each subject not passed.

Tardy Policy

Please help your scholar get off to a good start by arriving on time.

Tardies are issued immediately following the 7:45am tardy bell.

The school doors open for students at 7:00am. All students at Legacy Elementary will be counted tardy after 7:45am. The following procedures will be followed if your child has unexcused tardies:

5 Unexcused Tardies: letter mailed home and student will make up time.

7 Unexcused Tardies: will require the student's parents/guardians to come in for an attendance plan.

10 or more Unexcused Tardies: Will result in a meeting with the district truancy officer.

Tardies may be made up during lonely lunch, recess, TAP, and during Special Events depending on the amount of time and the number of tardies.

Excessive Tardies will also impact Perfect Attendance Awards.

Although the child is not officially tardy until 7:45am, we get our day started at 7:35am.

Truancy

At Godley ISD we work to mitigate truancy issues our students may be experiencing. Our plan to reduce and/or eliminate truancies for students is as follows:

5 Unexcused Tardies: letter mailed home to parents.

8 Unexcused Tardies: phone call and/or a letter mailed home to parents.

12 Unexcused Tardies: letter mailed home and student will make up time.

15 Unexcused Tardies: will require the student's parents/guardians to come in for an attendance plan and student will make up time.

20 or more Unexcused Tardies: will result in a meeting with the attendance review committee and student will make up time.

Tardies may be made up during lonely lunch, recess, TAP, and during Special Events (including field trips) depending on the amount of time and the number of tardies.

Should your child be tardy due to any type of doctor's visit, please send a copy of the doctor's note to the Attendance Clerk (Stormi Bailey) in the office.

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Visitors Entering the Building

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 main office and must comply with all applicable district policies and procedures. **When arriving on campus, all parents and other visitors should be prepared to show identification.** No visitor will be allowed past the office without presenting identification. Visitors will be issued a school lanyard with a visitor badge to wear while on campus. The lanyard is to be returned to the front office when leaving the building.

Visits to individual classrooms during instructional time 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. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors should be dressed modestly and appropriately for our school setting where children are present. Revealing or obscene attire is not permitted.

Volunteers

We welcome volunteers at Legacy Elementary School. If you would like to help in any way at the school, or plan to attend a field trip, you must complete a background check. These take 2 - 3 weeks to process, so do not wait to turn your form in. Please contact the teacher and let them know how you would like to assist. We always need help with small group or 1-1 practice, lunch monitoring, copying for teachers during their scheduled planning time, Book Fairs, Field Day, or other areas you may be interested in.

>>>Submit a background check through the front office.<<<

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered.

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Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS is the Texas Department of Family Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program.

Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act passed in December 2015.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local

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community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary, for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

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Appendix I: Freedom from Bullying Policy

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 11/15/2017

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples:

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

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Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report of bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and

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may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to the FDB for transfer provisions.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC (LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Legacy Elementary School, Godley ISD

Appendix II Godley ISD Bus Rider's Safety Handbook 2023 - 2024

Dear Parents,

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

To accomplish this goal, there are responsibilities and rules for the transportation system, staff, students, and parents to follow. We ask parents to become familiar with the rules and procedures and to discuss them with their child/children. **Transportation services are a privilege, not a right.** Therefore the rules established by this department must be followed to accomplish our goals.

Route information may be obtained by calling the Godley ISD Transportation Department at 817-389-3235 or 3237. With your assistance, this school year will be a safe and successful one for all of our students. Thank you for your support and cooperation.

Sincerely,
Daina Smith
Director of Transportation Services

BUS RIDER'S SAFETY HANDBOOK

PARENTS AND BUS RIDERS

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

ATTENTION: POLICY REGARDING PRE-K THROUGH FIRST GRADE RIDERS

Any student in the Pre-K through First Grade age group without an older sibling being dropped off with them, should have either a parent/guardian to greet them when dropped off from the bus or able to enter an unlocked house. Drivers will not leave a student this age that cannot get into their home. If a parent is not home for these students, the Driver will return the student to the District and parents must come pick their child up. Repeat offenses (beginning on the third one) will result in suspension of bus riding privileges for the student. The suspensions can last from one week, and up to a semester.

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GENERAL RULES FOR RIDING THE BUS

1. Be respectful and obey the instruction of the bus driver and/or monitor at all times.
2. Board/depart the bus at your designated stop only. The transportation department will designate these stops and they may change throughout the year.
3. Students will only be allowed to ride the bus to/from their permanent address. Guest riders will not be allowed.
4. Stay seated facing the front with your feet in front of you. Keep your back against the back of the seat. All "carry-on" items must remain in the student's lap.
5. Keep your hands, feet, and all parts of your body inside the bus. Throwing objects out of the window is prohibited.
6. Scuffling, fighting, and use of obscene, vulgar or profane language and gestures are forbidden; a citation could be issued.
7. Once seated, do not change seats unless instructed by the driver and/or monitor.
8. Normal conversation is permitted; silence is required at railroad crossings.
9. Do not damage the bus; student(s) who have caused damage will be financially responsible for all repair costs.
10. Students who allow their electronic devices, including cell phones, MP3 Players, I-Pods, hand-held game systems, etc., to become a distraction/disruption to the driver will be directed to put item(s) away until they exit the bus. Failure to do so will result in disciplinary action. Students are to have the sound "off" or use headphones that do not distract the driver. If a student cannot hear the driver because of the volume of the device, and the driver has to repeat directions, this will be viewed as a distraction to the driver. Recording of any kind is prohibited.

PROCEDURES FOR WAITING FOR THE BUS

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

BOARDING THE BUS

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

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UNLOADING THE BUS

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

CROSSING THE STREET OR HIGHWAY

1. When crossing the street or highway, wait for the driver to signal that it is safe to cross; always cross in front of the bus.
2. Check in both directions and walk directly across the road.
3. When crossing a street or highway loading or unloading, be aware of all vehicles and your surroundings.

PROHIBITED ITEMS

1. Tobacco, e-cigarettes, drugs, or alcohol of any kind.
2. Live animals or insects, with the exception of service animals.
3. Glass containers.
4. Weapons, explosive devices, fireworks, harmful drugs or chemicals.
5. Open flames of any kind such as matches, lighter, etc.
6. Any object too large to be carried by the student and held in the lap such as a musical instrument, shop project, science project, etc.
7. Food or drink with the exception of water in a plastic bottle.
8. Helium filled/floating balloons. All balls that are used for play, recess, etc. are to remain in a backpack until the student enters their home campus.
9. Skateboards.
10. No use of personal hygiene products on the bus—this includes but is not limited to perfume, hairspray, nail polish, hand sanitizer, etc. Non-fragranced hand sanitizer is provided on all buses.
11. Sunglasses, hats or hoodies; such as any item that covers the face or obstructs the view of the student's face.

TRANSPORTATION DISCIPLINE

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

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

Transportation services may be discontinued at any time when it is deemed to be in the best interest of the District. This decision will be at the discretion of the campus and/or district administration.

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

Only students are allowed to board the school bus. It is a violation of state law (TEC 37.125 and 37.136) for any person to board a school bus and prevent, disrupt, or interfere with the transportation of students to and/or from a school or school activity.