

Wylie Early Childhood and Elementary Student Handbook

WYLIE SCHOOL PRINCIPALS

Wylie Early Childhood

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SCHOOL HOURS

Wylie Early Childhood

First Bell 7:50 a.m. Pre-Kindergarten release time 2:30 p.m.
First Bell 7:50 a.m. Kindergarten release time 3:00 p.m.

Wylie Elementary

First Bell 7:50 a.m. Release time 3:00 p. m.

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NON-DISCRIMINATORY STATEMENT

Wylie Independent School District is an equal opportunity institution and does not discriminate against anyone on the basis of race, creed, color, sex, handicaps, or national origin.

SERVICES AND PROGRAMS

A. Counseling Services

An elementary counselor is available to parents and students for conferences and consultations on student progress in a variety of areas: Educational, Social and Emotional. Referrals to the counselor may be made by teachers, parents and/or students. The counselor may see students in a variety of settings and for varying lengths of time. Although the counseling services are generally beneficial to the students served, they are not intended to provide psychological therapy or what is sometimes known as psychotherapy.

B. Gifted and Talented Program

This program is designed to serve academically gifted students in grades kindergarten through twelfth grade. The purpose of the G/T program is to help the gifted students better realize their potential. This is accomplished by providing opportunities for them to study topics that extend beyond the essential knowledge and skills being taught in the regular classrooms. Recommendation and testing is done annually. Please contact the school counselor for more information.

C. Title I

Title I is a federally funded program designed to help children with reading. The program is designed to supplement the regular reading program. Students work on the same comprehension skills that are taught by the foundation teacher except they are taught using different materials, during the time the student would normally be involved in independent practice in the regular classroom. To reach the ultimate goal of better reading, Title I teachers provide an environment where the development of a good self-concept and the motivation to read are major objectives. When these objectives are in place, the child can more easily master the skills of reading.

Presently, Title I services are provided at Wylie Elementary and Wylie Intermediate Schools. In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not highly qualified. It is the practice of Wylie ISD to hire teachers who meet the highly qualified standard.

D. Reading Recovery

Reading Recovery is a first grade reading program designed for the emergent reader. Students receive instruction that is designed to meet their needs. Daily lessons are provided in a one to one tutorial setting. Each lesson provides opportunities for the student to learn how to become a strategic reader and writer. Lessons are approximately 30 to 40 minutes in length. The goal for each student is to help accelerate the process of learning how to read.

E. English as a Second Language

English as a Second Language (ESL) is a program designed to support limited English speakers in the regular classroom. The purpose of this program is to make the acquisition of English easier through academic accommodations.

F. Special Services

Special Education in Wylie ISD provides evaluation, instruction, and related services for those students in our district who have a handicapping condition requiring some form of special help. Screening for evaluation is available to any child from three through age 21.

Programs and services designed to meet the individual needs of the child range from assistance in the regular classroom through highly structured and individualized special education classrooms. The counselor at each campus has all of the information necessary to initiate a referral for special education evaluation.

If a child is experiencing learning difficulties, the parent may contact the counselor 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 RTI has the potential to have a positive impact on the ability of 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 45 school days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

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 district in a companion document A Guide to the Admission, Review, and Dismissal Process.

G. Section 504 Services

Section 504 is a part of the Rehabilitation Act of 1973. The purpose of this statute is to prevent discrimination toward any disabled person. Wylie I.S.D. provides 504 services to all qualifying students. If you have any questions regarding 504 services, please contact the school counselor.

FEDERAL / STATE REGULATIONS

A. Reporting to Parents

Reporting to parents has become an essential function of the teaching/learning process. A combination of a report card to be sent home each six weeks and parents conferences, when necessary, represent the best efforts to communicate this progress. Reports of failure or near failure will be sent at each third week of the six weeks.

B. Student Records

Both federal and state law safeguards student records from unauthorized inspection and/or provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education. The law specifies that certain general information about WISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

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

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

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

Release to any other person or agency - such as a prospective employer or for a scholarship application - will occur only with parental or student permission as appropriate. The principal or superintendent is custodian of all records for currently enrolled students at the assigned school. The principal or superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be inspected during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent's office is: 6249 Buffalo Gap Road, Abilene, Texas 79606

The address of the Wylie Early Childhood Principal's office is: 6249 Buffalo Gap Road, Abilene, Texas 79606.

The address of the Wylie Elementary Principal's office is: 7650 Hardwick Road, Abilene, Texas 79606.

A parent (or the student if he/she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requester has the right to request a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. Copies of student records are available at a cost often cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please Note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principals or superintendent's office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records - such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District - do not have to be made available to the parents or student.

C. Promotion/Retention Policy

The school district has established policies on promotion, retention, remediation and placement of students. In accordance with the Texas Education Agency, promotion is based on academic achievement. In grades 1st – 5th, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade level standards (TEKS) for all subject areas and a grade of 70 or above in Language Arts and Mathematics.

According to the Texas Education Code and The Texas Administrative Code, each school district must provide an opportunity for students who wish to accelerate their education. This is designed to provide students with an opportunity to advance without having had prior instruction in a course or a grade level. To accelerate in grades 1 through 6, students will need to take four tests; Language Arts, Math, Social Studies, and Science. Students must score 80% for each test in order to advance to the next grade level. (In grades 7-12 students may take course exams by semester to advance.)

Students who are five years of age and eligible for Kindergarten may also have the opportunity to accelerate. The parents of these students should contact the campus on which Kindergarten classes are held.

To comply with the Texas Education Code, Wylie Independent School District will adhere to the following schedule:

1. Four test administrations are required per year and the following test dates have been set:

Registration Date:	Test Dates:
<u>June 1st – 3rd</u>	<u>August 1st – 7th</u>
<u>October 1st – 3rd</u>	<u>December 1st – 7th</u>
<u>January 19th – 21st</u>	<u>March 1st – 7th</u>
<u>April 1st – 3rd</u>	<u>June 1st – 7th</u>

The test will be given only on the publicized dates.

2. Parents wishing to have a child tested must register the child during the registration window. Contact the campus counselor where the child currently attends school for exam registration.
3. Wylie ISD will use the test approved by the Texas Administrative Code and provided by Texas Tech University. In order to give parents an idea as to the difficulty of the exams Texas Tech University published a summary of a statistics report. The report states that 9% of the students taking the exam scored 90% or above.

The campus counselor should be contacted to answer specific questions.

D. Parent Conferences

Teachers will schedule conferences with parents to discuss progress and/or discipline. Parents may wish to have an additional conference with their child's teacher. In this event, the parent should contact the school office and schedule a conference time with the teacher.

E. Tutorial Program

The purpose of the tutorial program is to provide additional direct instruction and other assistance for students experiencing difficulty in the classroom. Parents will receive additional information on the tutorial program from the teacher if their child is having difficulty mastering the TEKS. This service is provided at no cost to the parent.

F. Change of Enrollment Information

In the event that any of the enrollment information (home address, home telephone, work telephone, work address, guardianship, legal custody, etc.) changes, it is imperative that the school be notified immediately. It is important the school be able to contact a child's parent or guardian when the need arises.

G. Visiting the School

Parents are always welcome to visit the schools. State law provides that all visitors register in the office as they come to the campus. This procedure is the best method in locating your child as well as ensuring the best protection for your child. This practice will assist in the school's compliance with HB72, which stresses uninterrupted instruction. Examples of times, which require no interruption, are standardized testing periods and formal classroom-teacher observations by district appraisers.

Children who are not enrolled in the school should visit only when accompanied by a parent. The busy school program does not permit the school to assume the responsibility for the care and supervision of children other than students enrolled at the school.

H. Messages to Students

Only messages of an emergency nature can be relayed to students. The size of the elementary school dictates this requirement. Parents are expected to plan ahead with their children for unusual conditions that would alter the method in which children return home.

I. Use of Telephone

There are telephones in the office, which are to be used by students in case of **emergencies** only. These are business telephones and permission must be received before using these phones.

J. Standards for Grooming

The district's dress code is established to teach grooming and hygiene, prevent disruption, avoid safety hazards, and teach respect for authority. The code ensures that each student's appearance does not jeopardize their individual health or safety, and should not interfere with the teaching/learning process by creating disorder or possible disruption. The primary responsibility of good grooming and the appearance of each student rests with the parents and the student.

Children should not wear clothing that exposes the midriff. Girls are encouraged to wear shorts under skirts and dresses. Open toe shoes and flip flops are not appropriate for recess or P.E. class. Students should avoid extreme hairstyles.

K. Textbook Responsibility

Students have full responsibility for textbooks issued to them. Students will be charged for textbooks that are lost or have been damaged.

L. Baby Sitters and Child Care Centers

Please be certain that baby sitters and child care centers are informed of school holidays and early dismissals. School calendars are available at the school office. Parents should call the child care centers when their child is absent so that the childcare bus does not delay departure looking for the child.

M. Library Services

Hard cover and paperback books are available for all students use. Students must pay for lost or defaced books. A small fine may be charged for overdue books.

N. Lost and Found Articles

Lost and found articles should be turned in to the office. Students should check with the lost and found for lost items. At the end of each school year, unclaimed items are given to a charitable organization. **It is advisable that all sweaters, jackets, and hats be marked with the student's name.** Wylie ISD is not responsible for lost or stolen articles.

O. School Parties

Grades K - 2 have two parties each year. Check with your child's teacher for those parties. These parties are to be held during the last hour of the school day. If parents of children in grades K - 2 wish to provide a treat for their child's homeroom on their birthday, a simple treat (cupcake or cookie) may be served in the classroom or at break time outside the building. (Prior approval from teacher is required). **Teachers will not be responsible for giving out any invitations to personal parties.**

P. Early Release

School will be dismissed 2 hours early on all designated early release days. Example: If your child usually arrives home at 4:00 p.m., on early release days, they will arrive at 2:00 p.m.

Q. Academic Awards

Beginning in first grade, Wylie I.S.D. recognizes academic excellence with an awards assembly. In order for a child to receive an academic award he/she must have an overall grade average of 95 in the core curriculum subjects: (Language Arts, Math, Science and Social Studies) This average is calculated at the end of the fifth six weeks.

ATTENDANCE

A. Eligibility of Students

Eligibility to attend the schools of the district shall be determined on the basis of the state law, rules of the State Board of Education, regulations of the Texas Education Agency and policies of this district. **This district will not accept transfer students or ineligible students on a tuition basis.** In accordance with state law and regulations, **the residence of the parents / guardian shall govern** the student's eligibility to attend school in this district.

B. Ages of Attendance

A child who is a legal resident of the school district and meets the qualifying age limits, set by law, is eligible to attend the schools of this district. Legal resident is defined as living with either parent or designated guardian who is actually residing within the boundaries of the school district.

A child may enter any grade of school in the Wylie ISD after having satisfactorily completed the required course of study of the preceding grade in an accredited school.

Students of legal school age coming from a non-accredited school or home schooling will be screened for grade placement.

C. Age of Entrance

Kindergarten entries must be 5 years old on or before September 1st of the current school year. All first-grade entrees must be 6 years old on or before September 1st of the current school year.

Texas Education Code 16.003 states, that a child may be enrolled in the first-grade if he is at least 6 years of age at the beginning of the scholastic year (on or before September 1st) or has enrolled in the public schools in another state prior to transferring to a Texas Public School..

D. Attendance for Credit

A student must be in attendance 90 percent of the scheduled instructional days in order to be promoted to the next grade. Excessive absences and/or tardies impair student success.

E. Tardies

Our first bell is at 7:50 a.m. Students will be considered tardy after 7:50 a.m. If your child arrives late, please check him/her into the office to ensure they are not counted absent. Excessive tardies will be reflected in a child's citizenship grade. Instruction begins as soon as possible after going to the classroom. A child who is tardy is missing important daily instruction.

F. Grading Policy/Make-up Work

Grades reflect a child's mastery level. Grade level objectives shall relate to and reflect the appropriate TEKS as adopted by the State Board of Education. These objectives shall address skills needed for successful performance in each grade.

Grades are weighted, with tests counting more than daily work. Corrections on daily work, projects, and homework, whether it is done with teacher or parent help, can raise a failing grade to 70. If a student fails a test, material on the test will be re-taught, and the student may be allowed to retest.

Students are expected to make up work missed as the result of absences. Students should expect to do more paperwork than those who were in attendance because it is necessary to make up for classroom experiences missed. Teachers are willing to help students make up as much work as possible. Parents of elementary students should request homework through the office or homeroom teacher one day prior to the time they wish to pick up the work.

All missed work will receive one day of make-up time for each absence.

- 1 day absence - day following return to school
- 2 day absence - 2 days after return to school
- 3 day absence - 3 days after return to school
- 4 day absence - 4 days after return to school
- 5 day absence - 5 days after return to school

Students absent more than five days must make arrangements with their teachers for extra and reasonable make up time.

REGISTRATION

A. New Students

New students from Pre-K -12 living in the Wylie ISD should register at the Administration office with their **parent or Legal guardian.**

B. Documents to be Submitted

The Administration office shall verify the age of students enrolling in the district for the first time. Parents should present a report card from a prior school. Proof of residency (electric, water or gas bill), birth certificate, social security card, legal parent or guardian's driver's license and current immunization records must be presented at time of enrollment. The nurse will check all immunization records.

C. Verification of Residence

If at registration there is a question of residency, the Administration office may ask for a house lease, deed, electric bill, or letter from person leasing the home or apartment. If both parent and student live with a relative or friend in the Wylie ISD, the parent or the person with whom they reside must submit a notarized statement verifying the residence.

D. Social Security Number

Social Security numbers will be used to identify student records. If the parent chooses not to share their child's social security number with school officials, a number provided by the Texas Education Agency will be assigned by the district to identify the student's records.

E. Former Students

Students who were enrolled in this school district the previous school year are preregistered in May at the close of the school year. Forms that are required for the new school year are sent home with your child at the beginning of the next school year and should be returned immediately.

F. Student Leaving and/or Returning During the Day

If for some reason your child needs to be taken out of school during the day, please send a note to the child's teacher in the morning stating the reason and time of departure.

In the event a child is infected with head lice, the parents will be notified by the school nurse and be asked to pick up their child. In order for the child to return to school, the parent must bring the child to the nurse's office for inspection and approval.

All students must be signed out in the office by an adult. Upon arrival back at the campus, the child needs to be signed in by an adult.

Legal Custody - Children will not be released from school to any person other than the one having legal custody, unless otherwise stated by the parent or guardian. Legal papers must be on file regarding any custody issues. **Current legal documents must be provided and on file in the school office. It is the parent's responsibility to provide the school with current legal documents when custody rights have been determined by a court of law.**

TRANSPORTATION

A. Bus Riders

Wylie ISD provides transportation for all students to and from school. Because of the large number of students transported, permission must be obtained from the principal to ride to scouts, birthday parties, babysitters, etc. **Students are expected to ride their assigned bus at all times.** Permission to ride another bus in case of an emergency must come from the principal. Parents must provide written permission to the bus driver in order for a student to be transported to any regular bus stop other than his own regular bus stop.

B. Conduct on Buses

Bus safety is of great importance to the people of this school district. Disruptive or destructive behavior that interferes with the student's safety cannot be tolerated. Therefore, we **do not** allow children to transport pets on the bus. Bus riders will be responsible for their actions at the bus stops as well as on the bus. The bus driver has the right to assign seats and/or take reasonable actions to ensure the safety of the students.

Drivers are in complete charge of buses and will report students who refuse to cooperate in carrying out safety and conduct regulations. Buses are an extension of the school, and rules of conduct will be observed and enforced.

Students and parents should realize that school bus transportation is a privilege not a right, and that a principal may suspend students from riding on any school bus for violations of rules of conduct.

School buses shall be considered an extension of the classroom and students are expected to conduct themselves accordingly. Students being transported in school owned vehicles shall comply with the Student Code of Conduct. Behavior, which is not permitted includes but is not limited to the following:

1. Being disobedient or disrespectful to the driver.
2. Standing or moving around while the bus is in motion.
3. Sticking the head or hands out of a window.
4. Throwing object(s) out of a window.
5. Loud talking or laughing.
6. Using tobacco.
7. Scuffling or fighting.
8. Using obscene and unacceptable language.
9. Littering the bus.
10. Disturbing others.
11. Eating or drinking on the bus.
12. Tampering with the bus and/or equipment
13. Possessing or being under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or a look-alike (something represented to be a prohibited substance).

Should the rules be broken, the following consequences will be invoked:

- **First Bus Report**

The student will have a conference with the principal, or designee, and/or other disciplinary action may be taken. The student will retain bus privileges contingent upon not receiving another bus report. The parent will be notified of the offense, the conference, or other disciplinary action. **

- **Second Bus Report**

If the student receives a second bus report within the same semester (or within a short space of time); hc/she will lose bus privileges for up to five days. **

- **Third Bus Report**

The student will lose bus privileges for up to 10 days. **

- **Fourth Bus Report**

The student may lose bus privileges for the remainder of the semester. After returning to the bus in the second semester, if the student receives another bus report, he/she will lose bus privileges for the remainder of the school year. In each instance the parent will be notified.

**** In the event of initiation and/or participation in a major offense, a student may lose bus privileges for an undetermined length of time.**

SCHOOL CAFETERIA

A. Cost

The Wylie ISD serves nutritious meals daily in the school cafeterias. Nutritionally balanced lunches are served in every school. Lunch menus are available at www.wylie.esc14.net under the food service tab .

Breakfast is served in the cafeteria every morning **before** school at a cost of \$1.75.

Prices for school lunches at elementary schools are as follows: Milk is served with all cafeteria meals.

\$2.50 - Students

.50 - Extra Milk

\$3.25 –Adults

The Wylie ISD does have a policy to make free and reduced priced meals available to children unable to pay the full price for meals. The criteria for determining eligibility for free or reduced-price meals may be obtained from the school office.

Wylie food service is set up on a computerized debit system. All lunch accounts are individual accounts. The system allows cashiers to debit meal costs from students' prepaid accounts. Students may use prepaid money for breakfast, lunch, milk or extra items sold in the serving lines. You can access your family account online to see when your children are eating and check your account balance. Go to www.wylie.esc14.net, click on family access and follow instructions to get your password. Please call Wylie ISD child nutrition office, 692-1958, if you have questions about how to access your account.

In the event a student does not have funds to pay for lunch, they will be offered a sandwich and a milk at no charge.

B. Behavior

Students are expected to practice good manners by abiding by the following rules:

- Be courteous to the cafeteria staff and monitors.
- Be seated and remain seated at your table until dismissed by the monitor.
- Students may talk at lunchtime. However, yelling or screaming is not acceptable.
- Students will not throw any object, of any kind, no matter how small, or however short a distance.
- Students will not run in the cafeteria.

HEALTH POLICY

A. Medicine at School

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

1. Authorized employees, in accordance with policy, and;
2. If the medication is prescription, it must be provided by the parent, along with a written request, and be in the **original, properly labeled container**, (no baggies).
3. If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the **original, properly labeled container** and age appropriate.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it's required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

** A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

B. Immunization Requirements

In order to meet requirements for school attendance in Texas, students are required to present proof of immunizations as listed below.

1. DPT, DT / TD (Diphtheria, Pertussis /Tetanus) - At least FOUR doses of the vaccines are required with at least one dose that has been received on or after the fourth birthday. (Pertussis vaccine is not required for children who are 5 years of age and older.) Booster doses of TD are required every 10 years.
2. OP, IPV - (polio) - At least THREE doses are required, with at least one dose being given on or after fourth birthday.
3. Hibb - (Hemophilias influenza type b) - ONE dose of vaccine will be required for

children 18 months through 4 years of age.

4 MMR- (Measles, Mumps, Rubella) - TWO doses required with first dose on or after their first birthday.

5. Varicella- (Chicken Pox) - ONE dose required, received on or after first birthday - or a written validated history of varicella illness by a physician giving day, month and year.

A physician's verification of history of illness may be substituted for vaccine.

All immunizations may be obtained from a private physician or the Abilene Health Department. By law, proof of immunization consists of a physician's signed statement, a properly validated health clinic card, or an official school health card. The record, by law must contain the day, month and year the vaccine was given. Students whose records are not complete may be excluded from school. Exemptions from compliance are allowable on an individual basis for medical and religious reasons. For further information, please contact the appropriate school nurse.

Parents must fill out a "Parent's Request For Administration of Medication By School Personnel" in order for our school nurse or medically untrained designate of the principal to administer any medication. All prescribed medication must be in a pharmacy labeled bottle. Over the counter medication must be in the original container.

C. Communicable Diseases / Conditions

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal's office so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Hepatitis A (acute)	Ringworm of the scalp
Campylobacteriosis	Impetigo	Rubella (German Measles), including congenital
Chicken pox (varicella)	Infectious mononucleosis	Salmonellosis, including typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles (Rubella)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease, invasive (group A or B)
Giardiasis	Mumps	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)

Bacterial Meningitis

State law requires the District to provide the following information:

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is Bacterial Meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have Bacterial Meningitis?

You should seek prompt medical attention.

Where can you get more information?

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

D. Pesticides

Pesticides are applied periodically at this school or campus. Please contact Nick Pruitt, Integrated Pest Management Coordinator for Wylie ISD, if additional information is needed.

E. Asbestos Management Plan

The School Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the WISD Administration office. If you have any questions, please contact Nick Pruitt, at 325-692-4353.

F. Food Allergies

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

DISCIPLINE MANAGEMENT PLAN

Texas Education Code, Section 21.701 requires that each school district in Texas have in place a discipline management program. In compliance with that law, Wylie Independent School District has assembled a plan which has been reviewed and approved by the Texas Education Agency. The following is the portion of that plan that most often concerns grades pre-kindergarten through second.

STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate supplies and assignments.
3. Being properly attired.
4. Exhibiting respect toward others and the property of others, including district property.
5. Conducting themselves in a responsible manner, including making a reasonable effort toward academic goals.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the Code of Student Conduct.
8. Obeying all rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

TEACHERS

Rights and Responsibilities of Teachers:
Teachers have the responsibility to:

1. Use discipline management techniques developed in the district's discipline management plan.
2. Ensure good student discipline by being in regular attendance and on time.
3. Be prepared to perform their teaching duties with appropriate preparation, assignment, and resource materials.
4. Comply with district and school policies, rules, regulations, and objectives.

5. Maintain an orderly classroom conducive to learning.
6. Use the standards of performance required by the district.
7. Establish rapport and an effective working relationship with parents, students, and other staff members.
8. Teach students to strive toward self-discipline.
9. Encourage good work habits that will lead to the accomplishment of personal goals.
10. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

PRINCIPALS

Administrators have the responsibility to:

1. Respond to discipline problems referred to them by the teachers.
2. Promote effective training and discipline to all students.
3. Encourage parent communication with the school, including participation in parent/ teacher conferences.
4. Provide appropriate assistance to students in learning mature discipline.
5. Assume responsibility and instructional leadership for discipline and evaluation of the discipline management plan.
6. Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.

PARENTS

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey rules.
3. Ensure their child attends regularly and reports and explains absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences.
6. Attend parent training workshops for home reinforcement of study skills.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Ensure their child is appropriately dressed at school and school-related activities.
10. Discuss report cards and school assignments with their child.
11. Bring to the attention of school authorities any learning problems or condition that may relate to their child's education.
12. Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school.
13. Cooperate with school administrators and teachers.
14. Ensure their child attends tutorials when required or as the need arises.
15. Submit a signed statement that they understand and acknowledge the responsibilities outlined in this plan.
16. Control their child. Under Family Code 533.01, a student's parent is legally liable for property damage proximately caused by (A) the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or (B) the willful or malicious conduct of a student who is at least 12 but under 18 years of age.
17. Become a school volunteer.
18. Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.

CATEGORIES OF OFFENSES

State law requires certain disciplinary actions for certain offenses. Offenses that require placement in an alternative education program are:

1. Conduct that contains elements of simple assault or terrorist threat.
2. Selling, giving, delivering to another or possessing, using, or being under the influence of:
 - a. Marijuana or controlled substance in amount not constituting felony.
 - b. Dangerous drug in amount not constituting felony.
3. Selling, giving, delivering to another or possessing, using, or being under the influence of alcohol.
4. Conduct containing elements of offense related to abusable glue or aerosol paint or relating to volatile chemicals.
5. Conduct containing elements of public lewdness or indecent exposure.
6. Conduct that is a felony that occurs on or off school property.
7. Retaliation against a school employee, either on or off school property and when not combined with another offense.

Offenses that require expulsion are:

1. Using, exhibiting, or possessing a firearm, prohibited knife, club, or prohibited weapon.
2. Conduct containing elements of aggravated assault; sexual assault, aggravated sexual assault; arson; murder; capital murder, or criminal attempt to commit murder or capital murder; indecency with a child; aggravated kidnapping; conduct related to alcohol or drugs that is punishable as a felony.
3. The District will expel a student for retaliation against an employee involving any of the offenses listed above.

The District may expel for:

1. Continued serious or persistent misbehavior following placement in an alternative education program for disciplinary purposes.
2. Criminal mischief, if punishable as a felony.

In addition, the principal may expel a student immediately on an emergency basis if the principal reasonably believes the action is necessary for the protection of persons or property.

Minor Offenses

Minor offenses shall first be remedied by using one or more discipline management techniques. Teachers and the campus discipline person shall have discretion to determine which techniques are reasonable and appropriate to the offense. Persistent, defined as two or more within a semester, violations of the Code in general or repeated occurrences of the same violation shall result in proceedings to remove the student to an alternative education program.

Prohibited Activities

Students at school or school activities are prohibited from:

1. Cheating or copying work of another student.
2. Throwing objects, outside supervised activities, that can cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, including failure to comply with lawful directions from school personnel or school policies, rules and regulations.
6. Committing arson.
7. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by other students or district employees.
10. Engaging in misconduct, as denied by district policies and regulations, or school buses.
11. Fighting or hazing.
12. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate substantial disruption of the school program or incite violence.
14. Engage in inappropriate sexual contact disruptive to other students or the school program.
15. Engaging in other conduct that disrupts the school environment or educational process.
16. Smoking or using tobacco products at any school related or activity on or off school property (H.B.858).
17. Having pictures, emblems, or writing on clothing that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverage, drugs, or any other substance prohibited by law.

Discipline Management

When imposing discipline, district personnel shall adhere to the following guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:

- A. Seriousness of the offense.
- B. Student's age.
- C. Frequency of misconduct.
- D. Potential effect of the misconduct on the school environment.
- E. The student's attitude.

Discipline Management Techniques

Discipline management techniques are always available when assessing penalties for violations of the Code of Conduct, regardless of the offense. Discipline management techniques shall include:

1. Counseling by teachers, special services, or administrative personnel.
2. Parent-teacher conference.
3. Cooling-off time or "time out".
4. Behavioral/Social contracts.
5. Assigned school duties or other class tasks.
6. Verbal correction.
7. Withdrawal of privileges, including recess.
8. Sending the student to the office or other assigned areas.
9. Detention.
10. Corporal Punishment (Administered at the office and with the presence of a witness).
11. Probation.
12. Rewards and Demerits.
13. Referral to outside agency or authority.
14. Temporary confiscation of items that disrupt the educational process.
15. Assignment to in-school suspension (isolation) for no more than three days at a time.
16. Seating changes in the classroom.
17. Parental pick-up.

Each handicapped student's individual education plan (IEP) shall address the students specialized needs on discipline, including which of the discipline management techniques can appropriately be used with the student.

Electronic Communication & Data Management

1. Privilege

The use of the Wylie I.S.D. electronic network and Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Wylie Independent School District, may determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.

2. Acceptable Use

The purpose of the Wylie I.S.D. electronic network and Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. The Wylie Independent School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.

- 2.1 Applying for a user ID under false pretenses is a punishable disciplinary offense.
- 2.2 Sharing your user ID with any other person is prohibited. In the result that you do share your user ID with another person, you will be solely responsible for the actions that other person appropriated.
- 2.3 Deletion, examination, copying, or modification of files and/or data belonging to other users without prior consent is prohibited.
- 2.4 Attempts to evade or change resource quotas are prohibited.
- 2.5 Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
- 2.6 Use of facilities and/or services for commercial or political purposes is prohibited.
- 2.7 Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction *is* a violation regardless of system location or time duration.

3. Monitoring

The Wylie Independent School District reserves the right to review any material on user-accounts and to monitor fileserver space in order for the Wylie Independent School District to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and fileserver space, the Wylie Independent School District shall respect the privacy of user-accounts.

4. Security

Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

- 4.1 Use of systems and/or networks in attempts to gain unauthorized access to remote systems prohibited.
- 4.2 Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local, is prohibited.
- 4.3 Decryption of system or user passwords is prohibited.
- 4.4 The copying of system files is prohibited.
- 4.5 The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- 4.6 Intentional attempts to crash Network systems or programs are punishable disciplinary offenses.
- 4.7 Any attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses.
- 4.8 The willful introduction of computer viruses or other disruptive/destructive programs into the organization network or into external networks is prohibited.

5. Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, and destroy district equipment or materials, data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as

the persistent annoyance of another user, or the interference of another users work. Harassment includes, but is not limited to, the sending of unwanted mail.

6. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

6.1 BE POLITE. Never send, or encourage others to send, abusive messages.

6.2 USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear; use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

6.3 PRIVACY. Do not reveal your home address or personal phone number or the addresses and phone numbers of others. Do not communicate any credit card number, bank account numbers, or any other financial information.

6.4 ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

6.5 DISRUPTIONS. DO not use the network in any way that would disrupt use of the network by others.

6.6 OTHER CONSIDERATIONS:

- Be brief.
- Fewer people will bother to read a long message.
- Minimize spelling errors and make sure your message is easy to understand and read.
- Use accurate and descriptive titles for your articles.
- Tell people what it is about before they read it.
- Get the most appropriate audience for your message, not the widest.
- Remember that humor and satire are very often misinterpreted.
- Remember that if you post to multiple groups specify all groups in a single message.
- Cite references for any facts you present.
- Forgive the spelling and grammar errors of others.
- Keep signatures brief.
- Remember that all network users are human beings.
- Don't attack correspondents; persuade them with facts.
- Post only to groups you know.

7. Updating Member Account Information

The District may periodically require new password, registration, and account information from systems users to continue service. System users must notify the District of any changes of account information, such as address and phone number.

8. Information/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student knowingly bringing prohibited materials into the school's electronic environment may be subject to a suspension and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policy.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policy.

System users may order services or merchandise from individuals and agencies not affiliated with the District but that may be accessed through the District's system. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees, and deliveries are solely between the seller and the system user. The District makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. District employees and administration will not be party to any such transaction or liable for any costs or damages arising out of, either directly or indirectly, the actions or inaction of sellers.

9. Disclaimer

The District's system is provided on an, as available basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

10. Interactive Television Waiver

I understand that in an interactive television environment, including but not limited to, distance learning, virtual field trips, and video conferencing my voice, physical presence, and participation in activities will be transmitted to distance sites. I hereby agree that my voice, presence, and participation in these activities will not be a violation of my personal rights and hereby release any claims for the use of such during the duration of the interactive television activities.

AGREEMENT:

I have read the District's electronic communication system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications systems and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation the type of damages identified in the District's policy and administrative regulations.

Note: This policy addresses bullying of District students. 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.

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. 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; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, as name calling, rumor sault, demands for money, destruction of property, theft of valued possessions, 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

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 or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES

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, counselor, principal, or other District employee.

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.

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, 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 alleging 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 may take corrective action reasonably calculated to address the conduct.
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 the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if 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 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 Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

**Wylie ISD Student Complaint form for Bullying,
Cyberbullying, Sexual Harassment or Dating Violence**

Name: _____ Grade: _____

Time: _____ Date: _____

Date(s) of incident: _____

Please answer the following questions about the most serious incident:
List the name of the student(s) accused of bullying, cyberbullying, sexual harassment, or dating violence:

Relationship between you and the accused student: _____

Describe the incident:

Where and when did it happen?

Were there any witnesses? yes no If yes, who?

Is this the first incident? yes no If no, how many times has this happened before?

Other information, including previous incidents or threats:

I certify that all statements made in the complaint are true and complete. Any intentional misstatement of fact will subject me to appropriate discipline.

Signature of student: _____ Date: _____

Dear Parents:

We want to take this opportunity to welcome you to our school. We are looking forward to a wonderful year. We have an excellent group of people waiting to serve you and your child.

We encourage you to read and review the following information with your child. As with any successful organization, we have rules to protect the safety and welfare of everyone. We look forward to working with each of you to assist your child in becoming all that he/she can be.

If you have any comments or concerns, please feel free to contact us.

Sincerely,

Lisa Salmon, Principal
Wylie Early Childhood

Robin McPherson, Principal
Wylie Elementary School