

Friendswood
JUNIOR HIGH SCHOOL
2016-2017
STUDENT HANDBOOK



ADOPTED BY THE FISD BOARD OF TRUSTEES

MISSION STATEMENT

FRIENDSWOOD JUNIOR HIGH 2016-2017

The staff, students, parents and community of Friendswood Junior High School are devoted to Academic Excellence and the cultivation of Individual Strengths and Talents for all students.

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of Friendswood Junior High School, as the contents now appear in the handbook or may be amended in the future.

The Friendswood Independent School District is an equal opportunity employer and offers equal education opportunities, as requested by the Title IV of the Civil Rights Act of 1964, as amended, Title IX of the education amendments of 1972, the Age Discrimination Act of 1975, as amended, and section 504 of the Rehabilitation Act of 1973 as amended. The Friendswood Independent School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicapping condition in the employment, assignment and promotion of personnel nor in the admission of students to any educational program or activity, except as may be authorized by law or regulations. The Friendswood Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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FOREWARD

To Parents

In order for a student to have maximum academic success at FJH, four key components should be considered:

1. Student motivation
2. Home study and homework
3. Regular and punctual attendance
4. Open and continuing communication among parents, students and teachers.

Student motivation begins at home and can be facilitated to some extent by programs available at FJH. A student's attitude is an integral part of his/her ability to succeed and your involvement in this aspect of the process is extremely important.

The amount of homework varies greatly, from course to course and from day to day. It is reasonable to assume that most students will have homework most nights. You can contribute greatly to your person's success in school by providing for home study.

Regular and punctual attendance is of inestimable importance to success in school; therefore, your first concern should be that your daughter/son attends school every day. Permitting a young person to be absent from school unnecessarily not only places a handicap upon the student's opportunity to succeed in his/her studies, but also encourages poor attitude toward work and obligations.

With regular attendance, home study and a good attitude, your young person is indeed poised for success. The fourth component is essential – that of communication between home and school, and it is with that in mind that this handbook has been developed. Information for you and your student has been gathered and condensed as much as possible. Being familiar with policies, procedures, opportunities and expectations of FJH will ensure a positive academic experience for your young person.

You are welcome at FJH. Your interest and presence at school functions will have a profound, positive effect on your student and on the school as a whole.

To Students

This handbook of information about FJH is planned to serve as a guidebook to the students who come to this school. The handbook will prove to be a source of information of which you will learn to refer to when questions arise concerning school.

We want *YOU* to feel that this is *YOUR* school and take part accordingly. To become a good citizen in any group, one must have knowledge of the rules under which he works and plays, and then live according to these rules.

Standard of Student Conduct

Students and parents also need to be familiar with the Student Code of Conduct. The Standards of Student Conduct, which sets out the consequences for wrong or inappropriate behaviors, is required by state law and its intended to promote school safety.

PURPOSE of the HANDBOOK

The purpose of this Student Handbook is to give Friendswood ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Friendswood public schools a positive educational experience.

School district administrators have developed the Student Handbook with assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.



FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT NOTICE OF PARENT AND STUDENT RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. SEC 1232G

The Friendswood School District maintains general education records required by law. A student’s school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order termination of these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school business hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is: 302 Laurel Drive, Friendswood, Texas 77546. The address of the principals’ offices are: Cline Primary, 505 Briar Meadow; Westwood Elementary, 506 W. Edgewood; Bales Intermediate, 211 Stadium Lane; Windsong Intermediate, 2100 West Parkwood; Friendswood Junior High, 1000 Manison Parkway; Friendswood High School, 702 Greenbriar.

Parent of a minor or a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a

student's records. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board of Trustees; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist or School Resource Officer); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or employees, agents of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan (IEP); (3) compiling statistical data; or (4) investigating or evaluating programs. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else unless the District has received a validly issued subpoena or court order, or if another exception contained in FERPA applies. When the student reaches 18 years of age, the right to consent to release records transfers to the student.

The parent's or 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 that only contain information about an individual after he or she is no longer a student in the district do not have to be made available to the parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor 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, parents and students are not allowed to contest a student's grade in a course through this process. Parent or 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 the law regarding student records.

Copies of student's records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams and dates of attendance, awards received in school, and most recent previous school attended.

The district's complete police regarding student records is available from the principal's or superintendent's office.

THE INFORMATION IN THIS NOTICE SHOULD BE TRANSLATED FOR, OR EXPLAINED TO, THE PARENTS OF STUDENTS WHOSE PRIMARY OR HOME LANGUAGE IS NOT ENGLISH.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Friendswood ISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Friendswood ISD** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Friendswood ISD** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey **Friendswood ISD** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Notice Concerning Privacy of Student Directory Information

The Family Educational Rights and Privacy ACT (FERPA) of 1974 is a federal law governing the privacy of educational records. It grants specific rights that schools obtain written permission from students before releasing educational records. In certain well-defined circumstances, some information may be released without written permission from the student.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Friendswood Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 4, 2009. Friendswood ISD has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, the most recent educational agency of institution attended, high quality or award-winning student work and interviews given by students about honors, awards and school activities.

The District uses this type of information about students in publications such as, but not limited to, school telephone directories, yearbooks, playbills, graduation programs, sports activity sheets and programs, Friendswood ISD publications, the Friendswood ISD web site and news releases to the media. The District is proud to feature students and their accomplishments and uses a variety of resources to publicize district events and school news. Friendswood ISD may publish a child's name, photograph, and student work as well as allow a student to be interviewed and videotaped by the media. Please note that the media may include newspapers, newsletters, television stations, radio stations and web sites.

A parent or guardian may not want any types of information within the definition of directory information to be subject to release. A parent or guardian has the right to instruct the District not to designate any or all of the information described above as directory information about the student by using this form to notify the District by September 20, 2013. The District recognizes that a parent may not want some directory information released but may want other information to be made available. Therefore, the District has divided directory information into two categories.

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has requested that the information not be disclosed without their prior written consent.

PRIVACY FORM FOR NEW STUDENTS TO FISD

Please fill out form below and return to the campus IF YOU WANT TO EXCLUDE YOUR CHILD FROM ONE OR MORE AREAS OF COVERAGE. Please note that once completed, it is kept on file and remains active unless you complete another form.

Directory Information — General Student Data

I do not want my child’s address, telephone listing, date and place of birth, dates of attendance, enrollment status and most recent educational agency or institution attended to be released.

Student’s Full Name _____ School _____
Grade _____ ID # _____
Parent/Guardian Signature _____ Date _____

Directory Information—Student Publicity

I do not want my child’s name, photograph, grade level, participation in officially recognized activities and sports, weight and height if a member of an athletic team, honors and awards received, interviews and/or student work to be published or released to the media. **If you indicate that you would like this information kept private, your student’s information will NOT be included in publications such as the yearbook, sports roster, or graduation program.**

Student’s Full Name _____ School _____
Grade _____ ID # _____
Parent/Guardian Signature _____ Date _____

Directory Information—Military Recruitment/Institution of Higher Learning

I do not want my secondary student’s name, address, and telephone number released to a military recruiter or institution of higher learning.

Student’s Full Name _____ School _____
Grade _____ ID # _____
Parent/Guardian Signature _____ Date _____

Only return this form if you want your student’s information kept private.

STUDENT RECORDS

Admission, Release, Withdrawal

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student's parents must live in the district, even if the student does not live with that parent.
 - a. To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessor conservator for the child.
 - b. The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessor conservator.
2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the person the student lives with and the parent.
3. A parent, legal guardian, or adult resident who has a valid Power of Attorney for the student must enroll students under the age of 18. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
4. The adult enrolling the student must present current immunization records or make arrangements to begin immunizations as soon as possible.
5. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustee's budgets as an expense per student.

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

Assessment and Testing Programs

The Student Assessment Calendar for the **2016-2017** school year can be accessed on the FJH website: www.myfisd.com/jh/

Grading and Report Cards

Teachers establish his/her grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher.

Progress reports will be issued at the end of the 3rd and 6th week of each grading period. Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences.

Parents have 24-hour access to student grades via Skyward.

<https://skyward.fisd.k12.net/scripts/wsisa.dll/WService=wsStu/seplog01.w>

FJH Grading Policy

NUMBER OF GRADES – A student will receive a minimum of 17 grades per 9 weeks with a minimum of 2 grades assigned to major tests or major projects.

MAKE-UP WORK – Make-up work is outlined by district policy.

Every teacher is willing to help a student make up as much work as possible, which was missed due to an absence. It should be kept in mind, however, that students cannot completely make up a missed day of school, regardless of the willingness of all persons involved. It is the responsibility of each child to make up work missed because of an absence. He/she should consult with the teachers to find a convenient time at which this work may be done. A student has as many days to make-up work as absent with a maximum of five days. Example: If a student is absent on Friday, all make-up work must be turned in by Tuesday. If a student is absent six days or more, all make-up work must be completed within a maximum of five school days after his/her return. Otherwise, no credit will be given for the assignment in question. Work that has been assigned prior to the student's absences is due upon their return. However, work will not be called for the day the student returns if he/she was not in school for the assignment. The teacher may request that the work be made up any time during the five-day make-up period. Teachers will occasionally make a long-term major assignment with a designated due date. When this is the case, students must make arrangements, even if absent the date due, to have the work turned in to the teacher by 3:45 p.m. the afternoon when due.

EXTRA CREDIT – Extra credit is only allowed if it is available for every student in the class. It must be given within the 9 week grading cycle. It cannot be added exclusively to the 9 weeks average, but rather averaged with the other 9 weeks grades to determine the final average.

INCOMPLETES – Incomplete grades must be cleared one week after the grading period ends. Extenuating circumstances must be cleared through administration.

PERCENTAGES – Each department will submit their percentages for major and minor grades to the Principal before the beginning of the year. These percentages must be the same for each course, i.e., Alg. I, Spanish IA, Texas History, etc.

LATEWORK

6th GRADE

- Minus 30 pts for one day late (highest grade attainable is a 70)
- Minus 50 pts for every day late thereafter (highest grade attainable is a 50)
- Work will be accepted up until three weeks after the assigned due date. Work must be turned in during the nine weeks it was assigned.

7th GRADE

- Minus 30 pts for one day late (highest grade attainable is a 70)
- Minus 50 pts for every day late thereafter (highest grade attainable is a 50)
- Work accepted until the end of the unit.

OR

- Drop 3 grades excluding major assignments

8th GRADE

- Minus 30 pts for one day late (highest grade attainable is a 70)
- Minus 50 pts for every day late thereafter (highest grade attainable is a 50)
- Work accepted until the end of the unit

OR

- Drop 2 grades excluding major assignments

Teachers may make exceptions that would be more lenient but not more stringent.

Teachers will determine which option they will use prior to the beginning of the course and publicize it on their webpage and syllabus.

All “A” Honor Roll

To qualify for the All “A” Honor Roll, you must have all A’s for the 1st, 2nd, and 3rd nine weeks.

Promotion, Retention, Award of Credit

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

Academic Achievement, Retention, and Promotion

See Board Policy EIE (Local) Standards for Mastery.

Student’s Legal Name

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

DUTIES, RESPONSIBILITIES AND RIGHTS OF PARENTS

Academic Programs

You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and if there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect the child can perform satisfactorily in the class, the request will not be unreasonably denied.

Complaint Process

We realize situations may arise when parents disagree with a decision which affects their child or believe a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy from the principal's office. (See FNG Legal and /or FNG Local) In order for your concern to be resolved at the earliest possible level, you should put your complaint in writing before meeting formally with the principal.

Credit By Exam

See Board Policy EHDB (Local) EHDB (Legal).

Deliveries

Please do not have balloons or flowers delivered to the school. These items are disruptive to the learning environment of the classroom and will not be delivered.

Exemption from Instruction

You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child's teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

Lunch Deliveries

In order to minimize classroom disruption, parents are discouraged from making daily lunch deliveries. Please make every effort to send lunches with students in the morning. If you have to make a lunch delivery, please bring it to the front office, type in your student's name, label the lunch and leave on the table. Also, lunch, treats, and drinks may only be brought for your child.

Lunch Visitation

Lunch visitations will only be allowed on Wednesday, Thursday, and Friday, with the following exceptions:

1. No visitations the first and last 2 weeks of the school year.
2. No visitations for the weeks of testing (will be advertised)
3. No visitations on early release days.

Also, lunch, treats, and drinks may only be brought for your child. No high school age siblings may come to eat with their sibling unless accompanied by a parent.

Parent Organizations/Volunteer Opportunities

Every campus in the district has an active Parent-Teacher Association/Parent-Teacher Organization/Parent-Teacher-Student-Organization, and we encourage you to actively participate in the group at your child or children's campuses. At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities.

We encourage parents to volunteer in our schools. All volunteers must complete an application form for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

Psychological Examinations

We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect.

Records and Other Information

As we stated in the "Required Notices" section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on "Questioning Students at School," we must comply with a request or directive from a Child Protective Services investigator or law enforcement officials regarding contact with or information to parents about an investigation.

Standardized Testing (STAAR, EOC)

In order to maintain a quiet and secure testing environment, parents are requested to only check out students for doctor's appointments or funerals. Checking students out for unnecessary reasons leads to

interruptions in classrooms and excessive students in the hallways. This applies to ALL students, whether taking STAAR or not. We thank you in advance for your help.

Student Check Out, Last 15 Minutes of the School Day

It should be common practice to have your student bring a note when checking out during the school day. The student will show the note to their teacher to dismiss them from class and then sign out in the front office with the attendance clerk. This will allow for teacher instruction without unnecessary disruption. FJH does not check out students after 3:30pm.

Teaching Materials

You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

Video and Audio Recording

We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent neither is nor required before a recording that will be used only for:

- Safety purposes, including maintaining order and discipline in common areas of the school or on school buses; or
- A purpose related to a co-curricular or extracurricular activity; or
- A purpose related to regular classroom instruction; or
- Media coverage of the school.

Visiting School

You are encouraged to visit your children's schools; however, we ask that you comply with our policy requiring all visitors to go first to the front office and sign in to register. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers. We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the

child out from the principal's office. Unless we have possession of a court document that limits a possessor conservator's (that is the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

Parent Rights and Responsibilities

As a parent, you have a right:

- The Every Student Succeeds Act (ESSA) requires school districts to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.
- Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit, those waiting to take a certification exam, and individuals who do not hold any certificate or permit. Employees who have questions about their certification can contact the Human Resources department.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records, test scores, grades, disciplinary records, counseling records, psychological records,
 - Applications for admission,
 - Health and immunization information, other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence in policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a

- portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL) and the Student Code of Conduct.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all 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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Grade Level Counselor

Phone Number: 281-996-6200

**Friendswood ISD
Visitors On Campus – V-Soft
Registered Sex Offender (RSO)
Alert Action Steps**

If the RSO is a parent:

1. The receptionist/secretary or other person receiving the “ALERT” on the computer should immediately notify the Principal, Assistant Principal or other designated administrator on the campus about the presence of the RSO.
2. The principal, assistant principal, security personnel or designee should watch or stay with the RSO while he/she is on campus.
 - *At NO TIME shall any registered sex offender be permitted to mingle with the student population or walk through the school unescorted.*
 - *Registered Sex Offenders are not permitted to eat lunch with their children in the lunchroom. Those wishing to do so will be provided a separate area (not in the lunchroom and under supervision).*
 - *Registered Sex Offenders who require a teacher conference shall do so when other children are not in class and separated from the student population (i.e. before or after school in the office area).*
 - *Registered Sex Offenders shall conduct their business in the front office area only.*
3. If the RSO is not cooperative with the administrator’s directives, then the campus security personnel or district security manager should be notified via Nextel or telephone for assistance. If the situation escalates prior to response from security personnel, contact local law enforcement via 911.

If the RSO is not a parent:

1. The receptionist/secretary or other person receiving the “ALERT” on the computer should immediately notify the Principal, Assistant Principal or other designated administrator on the campus about the presence of the RSO.
2. If the RSO is a non-parent, including contractor or vendor, access to the campus or building should not be allowed.
3. If the RSO is not cooperative with the administrator’s directives, then the campus security personnel or district security manager should be notified via Nextel or telephone for assistance. If the situation escalates prior to response from security personnel, contact local law enforcement via 911.

NOTE: In all cases, end users should not panic. This person could be a parent with a past history, which may have happened a long time ago. End users should not react any differently than with other visitor

- While we are requiring visitors to produce a state-issued ID, we realize there may be some occasions where this is not possible. In that event, you may request another form of picture identification that provides name and date-of-birth.
- The V-Soft program will only check first name, last name and date-of-birth. Therefore, it is possible to have a “false match” of someone with the same name and birth date.

- Some states use age instead of date-of-birth as a database field. Therefore, it increases the chance of a “false match” in that a person may have the same first name, last name and be of the same age as a registered offender.
- Comparing the picture on the computer alert with the person checking in is the best way to determine if the match is legitimate or not.
- If there is no picture on the computer alert, the following items may be checked for verification: middle name, description (race, eyes, height, etc.), and incarceration status. *Note: The State of Indiana’s database contains many records with no photograph. It is not uncommon to get a match from Indiana without a photo.*
- When “false matches” are noted on the computer, Raptor Technologies verifies the submission and will contact the district if the match is, indeed, accurate.
- If you get a “false match” and the visitor becomes aware of the match, please assure them that the system only searches on name and date-of-birth. This should alleviate any concerns of identity theft.

DUTIES, RESPONSIBILITIES AND RIGHTS OF STUDENTS

Common Areas

Halls, bus area, cafeteria, car rider area, or other areas on campus:

1. Follow all directions given by staff.
2. Walk.
3. Do not make loud noises.
4. Keep hands, feet, and objects to yourself.
5. Keep school grounds clean.
6. Do not engage in horseplay or tangible courtship.
7. No open drink containers or chewing gum allowed.
8. No purchase of food or drinks between classes.
9. In the halls, students must keep moving unless they are at their locker.
10. Do not misuse stair handrails.

Conduct and Discipline

Along with this Student Handbook, your child has also received a copy of the Friendswood ISD Student Code of Conduct. The Code of Conduct contains the school district’s requirements for student conduct and behavior while at school or under the school’s jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child’s principal.

Parents will be contacted within two school days when a student is assigned to a disciplinary in-school suspension, out-of-school suspension, DAEP, or recommended for expulsion. School personnel may handle less serious offenses without such notification to parents.

FISD District Dress Code

The Friendswood Independent School District (FISD) maintains dress and grooming standards because students should dress and groom themselves in a manner considered acceptable and appropriate by the community. FISD believes the business of school is learning, and school dress and grooming standards should support the learning environment, along with promoting a safe, orderly learning environment. The FISD Dress Code is also established to teach grooming, hygiene, instill discipline and modesty, teach respect for authority, and prepare students for the future. School is a place of business, therefore the dress and grooming of a student should reflect the serious intent of one who is going to work. Accordingly, dress and grooming standards should promote a business-like atmosphere, which is comfortable, but not too casual, free from disruption, and easily enforced by teachers and administrators.

The parent and student shall be responsible for ensuring the student is in compliance with all aspects of the Dress Code when the student enters the school premises, and during the time the student is on school premises during school hours. Each student and parent shall be responsible for ensuring compliance with the standards presented in the campus Manual/Handbook. Failure to comply will result in the student being required to change clothes, and/or correct the infraction to meet the standards. Any clothing deemed inappropriate for the educational setting by the administration; along with the ruling of the building principal regarding compliance or non-compliance with the Dress Code and the corresponding consequences assigned for the violation are final. Students whose religious beliefs require exemptions from the District's Dress Code in any way may be granted an exemption, provided the student presents a written statement, expressing a religious objection to the Dress Code which the District determines valid.

The student and parent may determine the student's personal dress and grooming, provided the following standards are met:

1. Hair must be a color that can be grown naturally, neat and well groomed. Mohawk type haircuts, distracting styles, hair carvings, shaved designs or lines are not permitted.
2. Hats, caps, sport-type headbands, or any other types of head covering garments are not to be worn on campuses during school hours. No hooded sweatshirts should be worn with the hood on inside the building. Bandanas may not be worn or carried.
3. Students must be clean-shaven. Goatees, beards and moustaches or any other facial hair are prohibited.
4. A modest appearance must be maintained when standing, sitting, or bending.
5. Inappropriate clothing includes, but is not limited to strapless garments, spaghetti straps, low-cut shirts, tube tops, open underarm shirts, see-through/fishnet shirts, tank tops, pajama tops or bottoms, boxer shorts, and clothes which exposes the midriff or the underarm. *At the Pre-Kinder through 5th grade levels, tank tops are acceptable with straps wider than a 3-finger width strap. At the 6th through 12th grade levels, all shirts/blouses/dresses are to have a fully attached sleeve, shoulders must be covered at all times.*
6. Pants or shorts shall be appropriately sized and worn at the natural waist with or without a belt. Oversized or excessively baggy clothes are not permitted.
7. Shorts, skirts, or dresses, to include top of slit on short, skirt or dress, must be middle fingertip length.
8. Cut-offs and jeans with tears above the knee are not permitted.
9. Leggings, yoga pants, spandex, biking shorts, or similar material (except those that are worn in a school sponsored activity) cannot be worn unless they are covered by shorts, a skirt/dress or shirt, which meets the middle fingertip length.
10. Appropriate undergarments must be worn, and must not be visible at any time.
11. Full-length coats, such as those commonly referred to as "trench" coats are not permitted.
12. Non-wheeled shoes are to be worn at all times. House shoes/slippers are not permitted.

13. Permanent or non-permanent tattoos, along with writing, drawing or stamping on the skin cannot be visible.
14. Body piercings are limited to the ear. Plugs, tunnels, and spacers are not permitted, along with eyebrow, nose and tongue rings.
15. Jewelry, heavy chains or trinkets may not be noisy or distracting. Any accessory which could be deemed unsafe, to include, but not limited to spiked bracelets/chokers/watch-bands, dog collars, or locks are not permitted.
16. Any clothing or accessory, which may be deemed to represent gang affiliation (real or implied) are not permitted, along with any clothing or accessory, which may be deemed to be offensive or degrade any student population. This includes Gothic style dress.
17. Any clothing or accessory which advertises or is related to alcohol, tobacco, drugs, sex, or any other substances students are prohibited from having at school, are not permitted. Students may not wear suggestive or inappropriately located decorative patches, insignia, or clothing with improper advertising, pictures, slogans or statements.
18. Clothing or accessories that in any way suggest disrespect for the American flag are not permitted. Slogans or drawings representing local, country, state or federal detentions are not permitted.

8th Grade End-of-the-Year Celebration

Discipline: A student is prohibited from attending the End-of-the-Year Celebration if they fall into one of these two categories:

1. They receive an office referral resulting in more than a one-hour D-hall prior to Spring Break, then receives another one after Spring Break.
2. They receive two office referrals resulting in more than a one-hour D-hall after Spring Break.

Grades: A student is prohibited from attending if they are failing any subject five school days before the scheduled event.

Extracurricular Activities

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as Geography Bee, are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the band, cheerleading, and color guard.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced or honors course. (District Policy Applies) Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility per our UIL Eligibility Calendar.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those applying to all students. The minimum standards for extracurricular conduct are included in the FJH Student Code of Conduct. You and your child will be informed of any additional rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging you are aware of those standards and know that violation of those standards will result in

suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

Our secondary schools have established a limited open forum which permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings. Board approved groups, activities, and organizations are authorized extracurricular activities in Friendswood ISD. If a student advances to a post-district competition level, she or he is allowed up to five additional absences.

Leaving Campus after Arriving at School

Once a student arrives on school property, they may not leave without checking out through the office. Doing so will result in a short truancy.

Library Facilities, Hours, and Access

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. Students have access to the library during the school day and during posted hours before and after school.

Students will be charged \$0.10 per page for copying outside assignments.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process which allows you to explain your concerns and reach an understanding about your child's access to the questioned materials.

Lost, Damaged, or Stolen Personal Items

We ask you to discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, electronics (with the exception of BYOD devices), or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. It is important to understand the school district is not responsible for any personal items which are lost, damaged, or stolen at school or a school-related activity. Lost and found items not picked up by the end of the semester will be donated to a non-profit organization.

Plagiarism/Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade 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. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Procedures for Reporting Allegations of Bullying Friendswood ISD

The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying is not tolerated by the district, and any student or parent of a student, who believes the student or another student has experienced bullying or a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain an incident report form that may be used to submit the complaint.

Please note after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designation campus administrator during this time.

More information about the district's bullying policy can be found at the district website.
www.myfisd.com

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you promptly if our investigation shows your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation. Refusal to sign the discipline form, indicating they are aware of the write-up and discipline, will result in insubordination.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation which requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

Rumors

Students shall not make false accusation, spread rumors, or perpetrate hoaxes regarding students, staff, or school safety. Disciplinary action may be given.

Searches of Students, Lockers, and Vehicles on School Property

School officials may search a student or a student's property with reasonable suspicion or the student's free and voluntary consent. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given. Vehicles on school property are also subject to search.

Areas such as lockers and desks, which are owned and jointly controlled by the district, may be searched at any time. Students have no expectation of privacy in the lockers assigned to them. Students shall not place, keep, or maintain any article or material in school-owned lockers or desks that is forbidden by district policy or that would lead school officials to reasonably believe it would cause a substantial disruption on school property or at a school-sponsored function.

School officials may search a student's clothing and pockets if they have reasonable suspicion to believe the student has violated a school rule or possesses contraband. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband. Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

The use of sniff dogs, sometimes referred to as drug dogs, are limited only to objects under the school's control or situated at school, such as lockers, desks, cars and backpacks. Periodically, dogs will be brought into classrooms to search rooms, desks and student belongings, once the students have been removed from the room. The sniffing of objects of school property by dogs does not constitute a search under the Fourth Amendment to the U.S. Constitution. *Horton v. Goose Creek ISD*, 690 F.2d471 (5th Cir. 1982), cert. denied. 103 S. Ct. 3536 (1983). Therefore, an alert by a *sniff dog can provide the basis for a further search of the object.*

Sexual Harassment

We prohibit students from sexually harassing other students and from sexually harassing employees. Engaging in sexual harassment is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object.

If you or your child has a complaint about sexual comments, conduct, contact or any other inappropriate conduct by a school employee, do not hesitate to contact the school principal. We will listen to your concern, take a written statement, and conduct a prompt investigation. We also will look into reports that other students have been making sexual comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of sexual harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act) protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the actual discipline imposed on another student, unless that student's parents give us permission to disclose the information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrongdoing on the employee's part.

Your child's principal can give you a copy of the entire sexual harassment policy and complaint process and will be glad to answer any questions you may have about this subject.

Skateboards

Skateboards are not to be ridden on school property. Skateboards ridden to and from school must be put in locker immediately upon arrival.

Student Publications/Distribution of Materials

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where non-school publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute non-school publications or materials in the classroom or hallways.

Before non-school materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within 24 hours of the time the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent, who will decide within three days. The superintendent's failure to respond is interpreted as disapproval, and students can appeal to the board by making a written request for the board to consider the superintendent's decision at the next regular board meeting.

Summer School

Students needing summer school to raise grade averages will need to see his/her counselor.

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the year. State law requires that textbooks must be covered at all times. Students must pay for damaged or lost books. Adhesive covers are not permitted as they can cause damage to books.

Transportation Program

We provide transportation on school buses to and from school for all students. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

In order to comply with state laws regarding student transportation, students may only be picked up or dropped off at their residence, the residence of a grandparent or a licensed child-care facility. Parents should designate the point of pick-up and drop-off at the beginning of the year. Bus drivers will not be allowed to change the point of pick-up or drop-off. FISS bus drivers will not accept notes for special transportation arrangements. If a child needs to be picked up or dropped off at a point different than designated by the parent, then the parent must provide transportation.

Friendswood ISD Student Guidelines /Responsible Use Policy

Friendswood Independent School District provides a variety of electronic resources for educational purposes. District electronic resources are defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available. This also includes any access to Friendswood ISD electronic resources while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of district technology resources via off-campus remote access. Please note that the Internet is a network of many types of communication and information networks, including Web 2.0 resources (Blogs, Wikis, Podcasts, etc.), and is part of the district's electronic resources. Web 2.0 applications offer a variety of 21st Century communication, collaboration, and educational creativity opportunities. In a 21st Century school system, technologies, the Internet, and Web 2.0 tools are essential.

In accordance with the Children's Internet Protection Act, Friendswood Independent School District educates staff and students regarding appropriate online behavior to insure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. **It is each student's responsibility to follow the guidelines for appropriate and responsible use.**

SOME GUIDELINES FOR RESPONSIBLE USE

- Students must only open, view, modify, and delete their own computer files.
- Internet use at school must be directly related to school assignments and projects.
- Students may be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- Students must immediately report threatening messages or discomfoting Internet files/sites to a teacher.
- Students must use the district's electronic resources, including email, wireless network access, and Web 2.0 tools/resources to communicate only in ways that are kind and respectful.
- Students are responsible at all times for their use of the district's electronic resources and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.

SOME EXAMPLES OF INAPPROPRIATE USE

- Using any electronic resource for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing usernames and passwords with others; and/or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
- Electronically posting personal information about one's self or others that is inappropriate or too revealing.
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.

- Electronically posting media or accessing materials that are abusive, obscene, sexually oriented, threatening, racist, harassing, illegal or damaging to another's reputation.
- Electronically lobbying for political purposes.
- Wasting or abusing school resources through unauthorized system use (e.g., playing online games, downloading software or music, watching video broadcast, participating in chat rooms, etc.).
- Gaining unauthorized access to restricted information or network resources.
- Purposefully utilizing the district's electronic resources in any way that disrupts the use of any computers or networks by others.

EMAIL

1. Friendswood ISD staff may arrange for electronic communications, and electronic storage accounts for students on a limited basis for instructional purposes only. As the district provides these accounts, they are considered to be district accounts not personal accounts, and therefore governed by applicable district policies. All communications and data accessible from these accounts are not considered to be private and shall be monitored by district staff.
2. Messages and data in violation of this or other district policies may be archived and/or deleted without notification.
3. All users of any electronic mail either provided by the District or transmitted through the District's technology resources are required to comply with this Responsible Use Policy.
4. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

SPECIAL NOTE: CYBERBULLYING

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Facebook, Instagram or Twitter)
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Acquiring and/or sharing media, sometimes manipulating it to embarrass the target.

CONSEQUENCES FOR INAPPROPRIATE USE

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the district's electronic resources.
- Revocation of the district's electronic account(s); and/or
- Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against user.
- Possible criminal action.

**Friendswood Independent School District
Policy for Responsible Use of Computers and Networks
Student's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Friendswood Independent School District Policy for Responsible Use of Computers and Networks. I understand that to gain access to the Friendswood ISD electronic resources, I must return this form signed by me and my parent or legal guardian. I further understand any violation of the Policy for Responsible Use of Computers and Networks is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Student Name _____

Student Signature _____

School _____

Date ____/____/____ Grade _____

**Friendswood Independent School District
Policy for Responsible Use of Computers and Networks
Parent or Legal Guardian's Agreement**

I have read, understand, and agree with the Friendswood Independent School District Policy for Responsible Use of Computers and Networks. I understand that by signing this form I give permission for Friendswood ISD to grant access to district electronic resources, including the Internet. I understand that this access is designed for educational purposes. I understand that Friendswood ISD has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

PRINTED Parent Name _____

Parent Signature _____

Date ____/____/____

DISTRICT ELECTRONIC PERSONAL MOBILE DEVICE POLICY

An **electronic personal mobile** device is any personally owned device used to communicate, access, create or share media via the internet or an individual's personal data plan. It is our goal for students and teachers to collaborate in rich, engaging learning experiences using technology.

FHS & FJH

Students attending FHS & FJH will be allowed to bring an electronic personal mobile device to school and log on to the student wireless network, only. Devices may be used in the classroom upon teacher approval.

Elementary and Intermediate Campuses

Students may bring their own electronic personal mobile device to their classroom when the teacher deems them appropriate for educational purposes. These devices will not be allowed to access Internet content through the district's wireless network while at school.

ALL PERSONAL DEVICES SHOULD BE CLEARLY LABELED WITH STUDENT'S FULL NAME.

Students are responsible for personal property brought to school and should keep personal items with self or in a locked space. Devices should be charged prior to bringing to school. Devices brought by students are not eligible for technical support and must adhere to these responsible use guidelines while on school grounds. The school is not responsible for students who bring their own Internet connectivity via air-cards or data-plan on a mobile device. In the event the technology is used inappropriately, normal disciplinary consequences may occur.

Disclaimers

1. Friendswood ISD and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, and intrusion by computer virus, or service interruption
2. Use of any information obtained via network access is at the risk of the user, and Friendswood ISD specifically denies any responsibility for the accuracy or quality of the information obtained.
3. Friendswood ISD cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
4. Friendswood ISD is not liable for an individual's inappropriate use of district's electronic resources or violations of copyright restrictions or other laws, or for costs incurred by users through use of Friendswood ISD's electronic resources.
5. Friendswood ISD is not liable for any individual's personal device lost, stolen or damaged while at school or on school property.
6. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic resources.

Students bringing electronic devices will be required to follow the Responsible Use Policy and the Bring Your Own Device Policy/Procedures located in the Fisd Administrative Policy section of this manual.

Included in the Responsible Use Policy are examples of appropriate and inappropriate use of cellular phones. A school telephone is available for students to use during regular school hours. Any violation of this policy during school hours will result in the following discipline:

First Offense:

- Electronic device confiscated and returned to parent.

Second Offense:

- Electronic device confiscated and returned to parent after 3 school days.

Third Offense:

- Electronic device confiscated and returned to parent after 5 school days.

Fourth Offense and All Subsequent Offenses:

- Subject to above and additional disciplinary action as determined by the designated administrator.
- Unclaimed electronic devices will be disposed of at the end of the school year.
- The District is not responsible for missing or lost equipment.

Students will be disciplined for insubordination if, upon confiscation of the electronic device, the student refuses to give the device to school personnel or the student attempts to remove the SIM card, the battery, or erase data before handing over the electronic device. School personnel may review data on a confiscated electronic device if a student is involved in an administrative investigation and the administrator has a reasonable suspicion that a search of the electronic device data will turn up evidence the student has violated the law or school Code of Student Conduct. Failure to provide an access code, any of the components, or anything else needed to view the necessary data will be considered insubordination.

Attendance and Punctuality

Texas state law requires children between the ages of 6 and 18 attend school each school day for the entire period the program of instruction is provided. Additionally, regular attendance is necessary if satisfactory schoolwork is to be done. Pupils should not stay out of school for trivial reasons. The education of youth is far too important to be put in second place. The school is held accountable for students residing within its district boundaries and must submit reports of attendance regularly to the Texas Education Agency.

Parents should notify the school when it is necessary for the student to be absent.

Friendswood Junior High School: 281-996-6200.

In addition to the phone notification, following ANY absence from school, the student must bring a written statement from the parent explaining the absence. **A note from the parent or guardian must be presented to the front office within three (3) days of the student's return to school. Notes turned in after the three-day limit will be dated and kept on file, but the absence will remain unexcused unless the principal gives his/her approval to accept the note late because of extenuating circumstances.** It is both a state and local requirement these statements (notes) are kept on file. A student who misses **more than three consecutive days** of school due to any illness or injury **MUST** present a statement from the physician or health clinic verifying the illness or other condition requiring the student's extended absence from school.

If a student misses class due to a medical appointment, the student must bring documentation from the doctor's office stating the date and time of the student's visit upon the student's return to school. If a student checks out of school through the nurse's office and misses more than the remainder of that day, he/she must bring a note to the front office regarding the absence.

Students must check in and out through the front office. Students arriving after classes have begun must sign in through the front office. Students leaving before his/her classes are over must check out with the front office. Failure to check in and out properly may result in disciplinary action being assigned.

The front office will not deliver messages to students unless approved by an administrator.

State law requires a student be in attendance at least 90% of the time a class is offered. If a student does not meet the attendance requirement, credit may be denied. Furthermore, by state law, your student may not receive a proof of enrollment to take driver's education, or receive or renew a driver's license without completing make-up hours.

Every 3 tardies a student accrues to a class will be recorded as an absence when determining final exemptions and determination in the possible denial of credit. Students who are more than 10 minutes late to any one class will be considered absent.

Attendance and Credit

Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law requires students to be "in attendance" for at least 90 percent of the days a class is taught during a semester or year.

FJH has an attendance committee which will review student attendance records. If the committee decides extenuating circumstances prevented a student from meeting the minimum attendance for credit standard, the committee can award credit or tell the student what additional work or time needs to be completed in order for the student to get credit for the grade level or course.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child's situation.

Release During the School Day

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office that has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, it should be common practice to have your student bring a note when checking out during the school day. The student will show the note to their teacher to dismiss them from class and then sign out in the front office with the attendance clerk. This too will minimize classroom disruptions.

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

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

GENERAL INFORMATION 2016-2017 Authorized Fees

All Jr. High Students:

Language Arts SAT Vocabulary Prep Book \$10
 Technology \$15
 PSAT 8/9 (8th only) \$10

The following courses have specific fees associated with them:

Art 6 th \$30 year	College and Career Connections \$5/Sem
Art I \$15/Sem	Construction Management \$15/Sem
Art II \$15/Sem	Construction Technology \$15/Sem
Art Portfolio \$15/Sem	Intro to Gateways to Technology \$5/Sem
Mustang Select \$30	Gateways to Technology A \$15/Sem
Chamber Choir \$30	Gateways to Technology B \$15/Sem
Concert Choir \$30	World Languages (8 th)
Mustang Choir \$30	French 1B \$10
Theater Arts 6 th \$30 year	German 1B \$10
Theatre Arts I \$15/Sem	Spanish 1B \$10
Children's Theater \$15/Sem	Yearbook \$10
Technical Theater I \$15/Sem	
Wellness/Athletics (7 th , 8 th) \$4	

Athletics/Band Fees

Participation fees will be collected once your child has made the team/activity. (All fees are per student, per activity – Individual maximum at Junior High: \$75, Family maximum: \$300)

<u>Tier 1 (\$75)</u>		<u>Tier 2 (\$50)</u>
Football	Girls' Track	Boys' X-Country
Boys' Basketball	Boys' Soccer	Girls' X-Country
Girls' Basketball	Girls' Soccer	
Tennis	Volleyball	
Boys' Track	Band	

IN ORDER TO RECEIVE A REFUND, YOU MUST HAVE A RECEIPT

NOTE: Certain fees are assessed for items which become property of students or in lieu of requiring students to provide certain consumable items which may be acquired by the school at a reduced cost and maintain consistency among school supplies.

All students enrolled in PreAlgebra, Algebra and Geometry will be required to have at their disposal a TI 84+ or equivalent graphing calculator.

Approved May 2016 Board Meeting

In addition, the following may apply to your student:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Security deposits for materials, supplies, or equipment that must be returned to the district.
- Fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- Fees for items of personal use or products a student chooses to purchase, such as student publications, annuals, and club participation materials.
- A reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- Fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, color guard and band uniforms.
- Fees for locker damage will be assessed with the following guidelines:
 - No decorations of any kind are allowed in/on the lockers.
 - No open containers (food, beverage, etc.) inside the lockers.
 - No individual locks are allowed on the lockers. Each locker is equipped with a combination lock. Individual locks will be removed by maintenance and the student is responsible for the \$5.00 fee.
 - A combination is issued at registration. For safety purposes, do not give your combination to anyone other than your parent. It is a good idea to ask your parent to keep your combo handy in case you need to call and ask for it. Also, do not write your locker number and combination down together. The following are end of year maintenance fees:
 - Exterior cleaning \$20
 - Interior cleaning \$20
 - Please encourage students to keep locker in good order to avoid charges.
- Fees for textbook use will be assessed according to the following:
 - \$10 bar code replacement fee for bar code that is adhered yet not able to scan due to tampering.
 - \$20 for defacement – if the book is still useable (includes missing barcode if book can still be identified as checked out to the student as verified by inside code number).
 - **Full cost of replacement** if text is lost/unusable due to defacement, destruction, or non-return (average replacement cost is \$50/book.)
- Report cards may be held until fines are cleared.
- You may request a waiver of any required fee you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

Counseling and Guidance Services

Professional school counselors provide an array of services for students. They implement a comprehensive school-counseling program that promotes and enhances student achievement. They offer small group and individual counseling, as well as academic planning and guidance. School Counselors are certified/licensed educators trained in school counseling with unique skills and qualifications to address all students' academic, personal/social and career development needs.

Curriculum Information

Friendswood ISD operates a Pre-K—12 programs which meets all state curriculum requirements. Schools are organized by grade level with separate campuses for: Cline and Westwood (pre-K—grade 2/3), Bales and Windsong (grades 3-5), Friendswood Junior High (grades 6-8) and Friendswood High School (grades 9-12).

Free and Reduced-Price Food Program

Our schools participate in a Child Nutrition Program, which provides free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact the Director of Food Services.

School Resource Officer

Through a memorandum of understanding involving the Friendswood Police Department and the Friendswood Independent School District, the School Resource Officer Program is available at Friendswood Junior High School. Our School Resource Officer (SRO) serves our students as a mentor and liaison to create a positive environment and relationship between the school and the police department.

Additionally, the SRO provides security for students and staff while serving in his/her capacity as a police officer in the enforcement of the laws of the state of Texas and the city of Friendswood. This may include issuing citations for infractions such as, but not limited to fighting, theft, truancy, profanity and assault.

Special Programs

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504 accommodations but still need some additional assistance to be successful in school. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve student's language and math skills.

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. When you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

Dyslexia Program: The philosophy underlying the Friendswood Independent School District's Instructional Program for students with dyslexia is predicated on the belief that children have a wide range of educational needs, varying greatly in intensity and duration and that there is a recognized continuum of educational settings which may, at a given time, be appropriate to meet an individual child's needs.

Gifted and Talented Students: The Friendswood Independent School District offers a program for gifted and talented students in grades K-12. Differentiated curriculum is offered in Language Arts, Social Studies, Science, and Math through Pre-AP courses.

REFERRALS

- A teacher, counselor, administrator, parent, student, or community member may nominate any student for the gifted and talented program. Once a nomination is made, a screening will be conducted. The screening committee will consist of a counselor, student's teacher, and one of the designated GT teachers. If the screening committee's recommendation is to formally test the student, then parent permission will be obtained first. District and/or contract staff at the campus completes testing.

SELECTION CRITERIA

- Students who have been recommended for testing will be considered using objective and subjective data. Upon receipt of parent permission, individualized and/or group testing will be administered. Generally, students scoring in the very superior range of intelligence, performing academically in the top percentiles nationally, and demonstrating other areas of giftedness, meet the criteria for placement. Teachers will complete a gifted characteristics rating scale, if needed, to supply additional information about the student.

TRANSFER STUDENTS

- When a student identified as gifted by a previous school district transfers into Friendswood Junior High School, the selection committee determines, by review of the student's records, if placement in FISD'S gifted and talented program is appropriate. The committee shall make its determination within 30 days of the student's enrollment in FISD, and shall base its decision on the transferred records, observations report of the FISD teaches who instruct the student and student and parent conferences. Additional testing may be necessary and will be conducted during this time frame. Parent permission will be obtained prior to testing.

FURLOUGHS

- The selection committee may place students who are unable to maintain satisfactory performance within the structure of the gifted and talented program on furlough. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. A furlough also may be granted at the request of the student and/or parent. A student may be furloughed for a period of time deemed appropriate by the selection committee. At the end of the furlough, the student's progress shall be reassessed and the student may re-enter the gifted program, be removed from the program, or be placed on another furlough.

EXIT CRITERIA

- Student performance in the program shall be monitored. A student shall be removed from the program at any time the selection committee determines it is in the student's best interest. If a student or parent requests removal from the program, FJHS shall honor that request after a conference with the selection committee or its representative.

APPEALS

- Parents or student may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeal shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG (LOCAL) beginning at Level Two. Contact Friendswood ISD Administration, 281-482-1267.

RECORDS

- The selection matrix and parent permission form will be kept in the student's cumulative folder. They will be forwarded to other schools along with other school records when a student moves and records are requested.

Section 504: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your counselor to receive full information about the school's Section 504 program.

Special Education: Friendswood ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. And ARD Committee will decide whether a student would benefit from special education services after we complete a comprehensive assessment. Please contact Karen Deshotel, Special Education Director at 281-482-0687 or your principal to receive full information about our special education programs.

In order to achieve the four goals inherent in the philosophy statement, the District assures through the Student Study Team, that students experiencing difficulties in learning are identified as soon as possible and given the services they require to be successful. The District's procedures are intended to identify and serve such students regardless of the reasons for their learning problems.

Student Illness or Injury at School/Medicines/Immunizations

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured or has become ill at school. We have school nurses/licensed vocational nurses/trained aides available on each campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance. It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company.

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

- Fever of 100 degrees or over (it is strongly recommended that a student be FREE FROM FEVER for 24 hours before returning to school)
- Rash or weeping sores
- Vomiting
- Diarrhea
- Red, discharging eyes, or
- ANY ILLNESS MAKING HIM FEEL TOO BADLY TO PARTICIPATE

A student having any of the above symptoms BEFORE SCHOOL, SHOULD STAY AT HOME for observation and care. There are limited facilities for putting students to bed. This is only until arrangements can be made for him/ her to go home. A student will not be sent home to be left alone without special arrangement with and permission of the parent. Students who have been absent from school because of a communicable disease or illness diagnosed as strep throat, scarlet fever, or skin disease (ringworm, head lice, impetigo) or pink eye are required to bring a doctor's statement authorizing return to school. Also, any illness or injury which causes the student to miss three consecutive days of school must return with a note from the Doctor authorizing the return to school. The school nurse is not in a position to diagnose or treat illnesses. For questions about diagnosis or treatment, a medical doctor should be consulted.

Medications

Legal factors limit school employees in the administration of medication. If it is essential that the nurse administer medication during school hours, WRITTEN INSTRUCTIONS, SIGNED BY THE PARENT, must accompany the medication. Prescription medication must be specific for the student with a pharmacy label. Prescription and non-prescription medications must be in the original containers. ALL MEDICATION (except for inhalers and/or anaphylaxis medication (with proper documentation) and cough drops MUST BE KEPT IN THE CLINIC.

Herbal Supplements

To provide your student with prudent conscientious care, herbal supplements, dietary supplements and/or home remedies not approved by the FDA for a specified medical condition will not be administered at school and students may not be in possession of these items.

Controlled Substances

When a student is required to take a prescription medication at school that is considered a controlled substance i.e.: ADD, ADHD, Depression, Pain, Anxiety, Cough and/or Nausea medications, a **Controlled Substance Medication Receipt Form** and a **Parent Note** must accompany the original prescription bottle.

Inhalers/Anaphylaxis Medication (EpiPens®)

If an inhaler is left in the clinic for the nurse to administer, a new **parent note** must accompany the medication each year.

If a student needs to carry a prescribed inhaler, a new **Parent Note** and a **Physician's Request for Self-Administration of Asthma Medication at School** needs to be completed each year.

If an EpiPen® is left in the clinic for the nurse to administer, a new **Parent Note** and an **Allergy Action Plan Form** filled out by the health care provider must accompany the medication each year.

If a student needs to carry an EpiPen®, a new **Permission to Carry EpiPen® Form** and an **Allergy Action Plan** needs to be completed by the student, parent/guardian and health care provider each year.

***All forms are now available for download from the clinic website.**

The student or the student's parent at the end of each school year must pick up all medication or it will be destroyed.

The wheelchair in the nurse's clinic is **ONLY** for emergencies! If a student needs a wheelchair during school hours, they must provide his or her own.

Friendswood Independent School District Medication Guidelines

When possible, all medication should be given by the parent at home. However, some medication will be dispensed at school according to the following guidelines:

1. Written permission and specific directions for administration of age appropriate medication are required. Directions must include student's name, date, name of medication, dosage and time to be given. Friendswood I.S.D. has a new **Parent Request for Medication** form available. We would like this form to be completed and accompany all medication given during school hours. These forms are available in the school front office and on the school nurse website. Parent notes will still be accepted for those families who do not have access to a computer and printer.
2. All medication must be provided by the parent in the original container.

3. All medication must be brought to the clinic upon arrival to school.
4. **DISTRICT RULE: The student may not carry on him/herself nor administer to him/herself any medication including creams, eye drops or oral analgesics.** Exceptions may be made for asthma inhalers, epi-pens and equipment to self-manage diabetes with proper documentation.
5. The school nurse will supervise the storing and dispensing of medication.
6. In order to assure the safe delivery to school of controlled medication, the parent should deliver these medications directly to the nurse. However, if this is impossible; the parent must adhere to the following:
 - The parent must bring the original prescription container to school initially, with a **Parent Request for Medication** form completed.
 - When the medication container is empty it will be sent home with the student.
 - The parent should count out how much medication they are sending back to school and complete another Parent Request for Medication form.
 - The student must bring medications immediately to the nurse upon arrival to school.
7. Permission to carry asthma inhalers, epi pens and equipment to self-manage diabetes care will be given to students provided the appropriate forms have been completed. You may obtain these forms from the nurse or school nurse website. The nurse may withdraw this privilege if the student does not demonstrate proper responsibility in regard to medication.

Asthma inhalers:

If an inhaler is left in the clinic for the nurse to administer, a new **Parent Request for Medication** form must accompany the medication each year.

If a student needs to carry a prescribed inhaler, a new **Physician's Request for Self-Administration of Asthma Medication at School** form needs to be completed each year.

If an EpiPen® is left in the clinic for the nurse to administer an **Allergy Action Plan** form completed by the health care provider and parent/guardian must accompany the medication each year.

If a student needs to carry an EpiPen®, a new **Permission to Carry EpiPen®** form and an **Allergy Action Plan** needs to be completed by the student, parent/guardian and health care provider each year.

Diabetes: Physician's orders and care plan should be provided before the first day of school.

8. Field trip medication: Long-term prescription medication will be given on a field trip provided the parent understands the following:
 - Another staff member will give long-term medications during the field trip. The nurse does not attend field trips. One dose of your child's medication will be sent with the designated staff member in a properly labeled container from the pharmacy where the prescription is filled. This must be supplied to the school nurse prior to the day of the field trip. If a separate container is not supplied, then the nurse will send all the medication in the bottle from the clinic.
 - The parent may elect not to have the child receive medication on a field trip.
 - The parent may attend the field trip and administer medication to their child.
9. Every effort will be made to give medication as close to the specified time as possible but may not be given at the exact time requested due to class scheduling.
10. If the dosage of the student's medication is changed, a new parent Request for Medication form or in the case of an inhaler or EpiPen a new physician's authorization form must be signed. These forms are available in the nurse's office and online.

11. The school nurse has the right to inform your child's educators on a need to know basis that your child is on this medication unless notified otherwise in writing.
12. Herbal medications, dietary supplements and home remedies will not be given during school hours since they are not FDA approved.
13. Medication orders may only be received from physicians, dentists, AP nurses and physician's assistants licensed to prescribe medication in Texas.
14. Medication from foreign countries, including Mexico, will not be given during school hours.
15. Medication must be picked up by the student or parent from the nurse's office at the end of the school year. Any medication left in the nurse's office will be destroyed.

Friendswood Independent School District

Dear Parent or Guardian:

To comply with Texas State Law and the local Friendswood Independent School District school board policy, the following restrictions apply to the taking of medicine by students while at school:

1. All medicine is to be brought to and kept in the school clinic.
2. Prescription and non-prescription medicine must be in the original container. Prescription medicine must be in a container with the pharmacy label specific for that student.
3. If prescription or non-prescription medicine must be given during the school day, it must be accompanied by a note signed by a parent or guardian giving authorized school personnel directions for its administration (time and dosage).
4. School personnel may administer NO medicine, including Tylenol and aspirin, unless it is provided in the appropriate manner as stated above.

These restrictions are necessary for protection of the health and safety of your child. We certainly will appreciate your cooperation in this matter.

Trish Hanks
Superintendent of Schools

Immunizations

Texas Law requires specific immunizations for all students enrolled in schools. All required immunizations must be completed, validated by a doctor or health department, and on file at school the first day of classes. The adopted amendment to 25 TAC §§97.61; 97.63-97.72 Texas Administrative Code, concerning immunization requirements in Texas elementary and secondary schools and institutions of higher education will be effective as of March 5, 2009. The following is the immunization schedule for students entering 7th grade with new requirements to enter 7th grade highlighted:

- **Tdap – Beginning SY 2009-10, a booster dose requirement for 7th grade**
- **Varicella (Chicken Pox) Beginning SY 2009-10, 2 dose requirement for 7th grade entry.** Parent documentation of child having had chickenpox disease fulfills this vaccine requirement.
- **Meningococcal Vaccine – Beginning SY 2009-10, 7th grade requirement**
- Polio – One booster dose since 4th birthday
- Measles, Mumps and Rubella (MMR) – Two doses, no closer than 30 days apart, one of which must have been received after the 1st birthday
- Hepatitis B – three doses

All new immunization dates must include the day, month, and year.

Sample
Friendswood ISD Health Services
Parent Request for Administering Medication

Date: _____ Student Grade: _____ Allergies: _____

I request Friendswood I.S.D. personnel to give my child _____

the following medication: _____.

Dose: _____ Time: _____

Reason: _____ Dates to give medication: _____

For prescription medication:

of pills sent in by parent/guardian: _____ # of pills received by school personnel: _____

Received by: _____ Witness: _____

I understand that:

- The medication is to be furnished by me and brought to the clinic in the original container labeled with the child's name, name of medication and directions for the time and dosage. Physician's name must be on prescription medication.
- All over the counter medication must be age appropriate for children who are under the age of 12. ie: Children's Ibuprofen or Tylenol Jr. Strength.
- If at all possible, medication will be delivered and picked up by an adult.
- If there are questions regarding the medication, the prescribing physician will be contacted for diagnosis and clarification. Parents will be notified and informed about the communication with the physician.
- The school nurse has the right to inform my child's educators on a need to know basis that my child is on this medication unless notified otherwise in writing.
- Medication may not be given at the exact time requested due to class scheduling.
- Students are responsible to come to the clinic and get their own medication at the appropriate time.

- Medication remaining at the end of the school year shall be sent home. Any medication not claimed shall be discarded as recommended by appropriate guidelines.
- Parent or Guardian acknowledges and consents to all of the above.

Signature of Parent or Guardian

Parent or Guardian Daytime Phone Number

Note: If the medication you request school personnel to administer is deemed excessive or otherwise potentially harmful to the student, medication will not be given and you will be notified of this decision. Injectable medication such as insulin and treatment for allergic reactions will be given only with a physician's written order.

BACTERIAL MENINGITIS

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. 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 causes 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 causes 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

For 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

6th Grade Physical Education/Wellness Program

Appropriate footwear must be worn or Wellness class. Coaches will inform students of proper footwear.

Girls Physical Education/Wellness/Conditioning Information

The purpose of the Physical Education/Wellness/Conditioning Program is to instill in each student the importance of physical activity and fitness as a lifelong habit. By using self-motivation and self-responsibility, we will help guide each individual in developing and obtaining goals to raise their fitness level. This class involves daily physical activity during class time and health lessons once a week.

Materials

- Dress out attire
- PE/Health folder with paper

Dress Out

All attire is required to be 100% dressing out!

- PE attire consists of:
 - white/gray t-shirt
 - blue/black shorts with at least a 3-inch inseam (no cheer shorts or points will be deducted)
 - athletic shoes
 - socks and jogging bra is recommended
 - Hair in ponytail or pulled back with a soft headband (if hair is too short for ponytail).
- Students must dress out every day unless otherwise told by instructor. **If a student has a note excusing her from PE, she still must dress out.**
- Warm ups may be worn in cool weather (blue jeans are not considered warm ups).
- Athletic shoes are required. No flip-flops, slip on shoes, or bare feet will be allowed!

- **Not dressing out will result in a detention after the first warning. Continuously choosing to not dress out will result in more severe consequences.**

Locker Room Information

- There are small lockers provided in the locker rooms for the girls to secure any valuables they might wear to school that day. We encourage the girls not to wear expensive jewelry or bring expensive items to locker room.
- The locker room door is locked each period of the day for security and safety reasons. Students are not allowed into dressing room without permission during class time so that the locker room is monitored more efficiently.
- **Students will not be allowed into locker rooms before school, during any PE period except their own, or lunch.** Lunch, lunch money, and homework should not be in the locker room in the first place, so student will not disrupt other classes for their irresponsibility.
- A Lost and Found is provided for those items left in locker room. The teacher is not responsible for the lost and missing items.
- No electrical items such as curling irons, hair dryers, propane items, etc. They will be picked up and not returned until the end of the year.

Boys' Physical Education/Wellness/Conditioning Information

Dressing Out:

Athletic shorts and shirts are required. These are separate from the clothes you wear for school. The shorts need to be blue or black and the shirt should be a white or gray t-shirt with sleeves. School appropriate lettering is o.k. Please be sure to label both your shorts and shirts with your first and last name with a permanent marker. This will help us identify clothes that are left in the gym and locker room. You may wear sweat suits, wind pants, etc., (of any color) during the winter as needed.

You will need athletic shoes that relate to the activity we are involved in during the year. You may wear rubber-cleated shoes for outside activities (flag-football, soccer and softball). Court shoes will be for activities held in the gym. Make sure you have a pair of P.E. shoes in addition to your school shoes. Students are reminded to take their clothes home at the end of each week to be washed.

Do not wear any jewelry during dress-out time.

Be sure to lock up all valuables in your locker.

Students who do not bring P.E. clothes are still expected to participate in class.

Participation:

Each student must participate the entire period to get full credit for the day.

This includes health assignments, exercise, running, skills tests and tournament play. Participating in activities outside of school is not an excuse for failure to dress out or participate.

Illness or Injury:

Each student is to take a doctor's note to the nurse before coming to P.E. She will give you a P.E. excuse to give to your teacher. Any note from a parent is to be given to your P.E. instructor at the beginning of class. Remember, a parent note is good for a maximum of 3 CONSECUTIVE days. Students without a doctor or parent excuse are expected to participate. Failure to bring an excuse may result in a written assignment and reduction in grade. Be sure to tell your teacher if you become sick or injured during class.

Students not in squad lines at the tardy bell are tardy for both boys and girls P.E.



Friendswood Junior High School Cheerleading By-laws

Our Mission: To support FJH athletics and promote school spirit.

Mandatory eligibility requirements as follows:

- No failing grades on 7th grade report card for semester averages
- No more than 5 office referrals
- Overall satisfactory conduct report from all teachers (core and electives)
- Attend mandatory information meeting
- Submit all paperwork
- Attend all cheer clinics
- Attend uniform fitting
- Attend summer camp
- Turn in all money by due date

Reasons for immediate dismissal from squad:

- Failing any class on 8th grade report card
- Assigned ISS or DAEP
- Inappropriate behavior

Reasons for suspension from squad:

- Failing grade on progress report
- Failing grade at UIL grade check times
- 3 unexcused absences from games/practices
- Inappropriate behavior

National Junior Honor Society

The Friendswood National Junior Honor Society (NJHS) is governed by the national organization. To qualify for membership in the Friendswood Chapter of the national Junior Honor Society, a student must meet the requirements in the areas of scholarship, service, leadership, citizenship, and character. Candidates for NJHS must be members of the 7th or 8th grade classes and must have been in attendance at Friendswood Junior High for at least one full semester. Candidates must have a minimum cumulative grade point average of 90 or above, determined by averaging all academic and elective course grades. In addition, candidates will also be considered for membership on the basis of outstanding citizenship, service, leadership and character by a faculty evaluation. All qualifications should be given equal weight in the evaluation process of the candidate; therefore, students must meet the evaluation criteria by ranking in the 90th percentile. Additional requirements apply and may be found in Article XVII, Section 6 of the By-Laws, which can be found online under [Important Documents](https://sites.google.com/a/fisdck12.net/fjh-njhs/) on the following website:

<https://sites.google.com/a/fisdck12.net/fjh-njhs/>

Students and parents may also want to view the FAQ on the webpage for information regarding eligibility for candidacy. NJHS meets approximately ten times a year, sponsors the 8th grade dance, and often

participates in community service projects. Membership is offered in the spring of each year to qualifying students.

Severe Weather

Dear Parent:

Occasionally, the threat of severe weather makes it necessary to dismiss school earlier than usual in order for buses and cars to be able to travel the normal routes. Examples of such problems are rapidly approaching hurricanes, or rapidly dropping temperatures that make freezing rain and road glazing a distinct possibility.

Please be assured when severe weather is a threat to this area, your school officials maintain a constant watch on changing weather conditions and stand ready to take the necessary actions for the dismissal of school and the immediate return of students to their homes if and when such circumstance warrant.

You, as a parent, can contribute to the welfare and safety of your children by observing the following recommendations:

1. Keep yourself well informed about the development, location and movement of threatening weather.
2. Recognize the possibility of an early school dismissal which would result in your child's return to home at an earlier time than usual and be prepared for such an eventuality.
3. If during a severe weather threat you know that you will not be at home and you have a young school child requiring adult supervision, please contact your principal regarding other arrangements you have made for the child's care in case of an early dismissal.
4. If the severe weather poses a definite threat, feel free to pick up your child at school without telephoning in advance. Unnecessary phone calls will only tie up the lines and delay the process of getting all students safely to their homes. Do be sure, however, that your child is checked out through the school office.
5. Listen to radio stations KIKK, KTRH, KILT, and TV Station KTRK, local Network affiliated TV station, for announcements concerning the dismissal or cancellation of school or the time when classes will be resumed if such dismissal or cancellation becomes necessary. You can also listen to the local radio station, 1650 AM.

Your consideration and cooperation are greatly appreciated.

Sincerely,

Trish Hanks, Superintendent
Friendswood Independent School District

Emergency Dismissal Procedures

On-Campus Evacuation (Fire drill, Bomb threat, etc.)

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire, bomb threat, or other type of emergency which would necessitate the evacuation of the building. The following evacuation procedures should be discussed with the students:

- The purpose of an evacuation drill is to familiarize building occupants to be able to evacuate the building in case of a fire or other emergency quickly and safely.
- Discuss nearest exits and where to go if the exits are blocked.
- Everyone should clear the building immediately. Do not assume it is a drill.
- Please get as far away from the building as possible in a designated area.
- Exit according to plans.
- After all areas have been reported safe, a principal/designee will give the “All Clear” signal to return to the building.
- If an emergency, the parents can get information from FISD Annex

Off-Campus Evacuation: Walking Distance

For the protection of all occupants in the building, it is important that everyone is informed and understands what to do in the event of an off-campus evacuation. The following off-campus evacuation procedure is as follows:

- An administrator or designee will coordinate the evacuation.
- Classes will proceed to the designated area immediately.
- Once at designated area, take class count and wait for instructions.
- The primary location parents can get information and possible pick up of students is at FISD Annex.

Off-Campus Evacuation Requiring Transportation

For the protection of all occupants in the building, it is important that everyone is informed and understands what to do in the event of an off-campus evacuation requiring transportation. The off-campus evacuation procedures are as follows:

- Superintendent/designee will call the Transportation Director and coordinate the evacuation.
- Class will proceed to the buses when called and load the students.
- Once you have reached the safe place, keep your children together, take a class count, and wait for further instructions.
- The primary location for an off-campus evacuation requiring transportation is at FISD Annex.

NOTICE of RIGHTS and ASSURANCES

Asbestos Statement

Friendswood ISD maintains compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office of each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail, please contact the district's Asbestos Designated Person, Mari Castellanos, at 281-482-2744 or by email at mcastellanos@fisdk12.net.

Integrated Pest Management Notice

As part of our commitment to provide your child with a safe, pest-free learning environment, the Friendswood Independent School District may periodically apply pesticides to help manage insects, rodents, weeds, or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) Program, which relies largely on non-chemical forms of pest control. Pesticide applications on FISD property are made only by trained and licensed technicians. Should you have questions about the district's pest management program or to be notified in advance of pesticide applications, you may contact the district IPM Coordinator, Joel Hannemann, at 281-482-2744 or by email at jhannemann@fisdk12.net.

Title IX

The Friendswood Independent School District is an equal opportunity employer and offers equal education opportunities, as requested by TITLE IX of the Civil Rights Act of 1964, as amended, TITLE IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. The Friendswood Independent School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicapping condition in the employment, assignment, and promotion of personnel nor in the admission of students to any educational program or activity, except as may be authorized by law or regulations. The Friendswood Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The Title IX Coordinator for the school district is located at 302 Laurel Drive and can be reached by telephone by calling 281.482.1267.