

**FRIENDSWOOD HIGH SCHOOL  
MUSTANG MANUAL  
2022-2023**

**A HANDBOOK FOR STUDENTS AND PARENTS**

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MUSTANG MANUAL**



**SCHOOL COLORS**

**Blue and White**

**MASCOT**

**Mustang**

***ALMA MATER***

*Hail Friendswood High School, stalwart and true*

*We pledge allegiance and faith in you*

*For Friendswood High School with loyalty*

*We'll honor blue and white for eternity*

<http://myfisd.com/hs/>

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## **MISSION STATEMENT**

### **FRIENDSWOOD HIGH SCHOOL**

**It is the mission and purpose  
of Friendswood High School  
to facilitate development of each student  
to meet the needs of a dynamic, changing world.**

#### **District Vision**

**“Leading to Achieve Excellence”**

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 now appearing in the handbook 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.**

# BELL SCHEDULE 2022-2023

## REGULAR

8:40-9:32..... First  
9:38-10:30..... Second  
10:36-11:31 (+3 minutes for announcements, pledge, moment of silence)... Third  
    (11:31-12:01) **4-Lunch**    12:07-12:59 4 B            1:05-1:57 5 B  
    11:37-12:29 4 A            (12:29-12:59) **5-Lunch**        1:05-1:57 5 B  
    11:37-12:29 4 A            12:35-1:27 5 A        (1:27-1:57) **5 C-Lunch**  
2:03-2:55..... Sixth  
3:02-3:55..... Seventh

## MORNING PEP RALLY

8:30-8:55..... Pep Rally, Girls Gym  
9:01-9:50..... First  
9:56-10:45..... Second  
10:51-11:41 (+1 minutes pledge/moment of silence -no announcements).... Third  
    (11:41-12:11) **4-Lunch**    12:17-1:06 4 B            1:12-2:01 5 B  
    11:47-12:36 4 A            (12:40-1:05) **5-Lunch**        1:12-2:01 5 B  
    11:47-12:36 4 A            12:42-1:31 5 A        (1:31-2:01) **5C - Lunch**  
2:07-2:58..... Sixth  
3:04-3:55..... Seventh

## 3<sup>rd</sup> PERIOD 10 MINUTE EXTENSION - No MCS

8:40-9:31..... First  
9:37-10:28..... Second  
10:34-11:35 (+10 minutes, pledge, moment of silence, activities)..... Third  
    (11:35-12:05) **4-Lunch**    12:11-1:02 4 B            1:08-1:59 5 B  
    11:41-12:32 4 A            (12:32-1:02) **5-Lunch**        1:08-1:59 5 B  
    11:41-12:32 4 A            12:38-1:29 5 A        (1:29-1:59) **5 C-Lunch**  
2:05-2:57..... Sixth  
3:03-3:55..... Seventh

### 3<sup>rd</sup> PERIOD FULL EXTENSION

8:40-9:29 .....	First
9:35-10:25 (+1 minutes pledge/moment of silence -no announcements)...	Second
10:31-11:20.....	Third
11:20-11:42.....	Third Extension
(11:42-12:12) <b>4-Lunch</b>	12:18-1:07 4 B
11:48-12:37 4 A	(12:37-1:07) <b>5-Lunch</b>
11:48-12:37 4 A	12:43-1:32 5 A
2:08-2:58.....	Sixth
3:04-3:55.....	Seventh

### REGULAR HOMEROOM

8:40-9:29 .....	First
9:35-10:25 (+1 minutes pledge/moment of silence -no announcements)...	Second
10:31-11:20.....	Third
11:26-11:42.....	Homeroom
(11:42-12:12) <b>4-Lunch</b>	12:18-1:07 4 B
11:48-12:37 4 A	(12:37-1:07) <b>5-Lunch</b>
11:48-12:37 4 A	12:43-1:32 5 A
2:08-2:58.....	Sixth
3:04-3:55.....	Seventh

### ASSEMBLY SCHEDULE A – No MCS

8:40-9:25.....	First
9:31-10:16 (pledge, moment of silence – no announcements).....	Second
10:22-11:07.....	Third
11:13-12:03.....	Assembly
(12:03-12:28) <b>4-Lunch</b>	12:34-1:19 4 B
12:09-12:54 4 A	(12:54-1:19) <b>5-Lunch</b>
12:09-12:54 4 A	1:00-1:45 5 A
2:16-3:02.....	Sixth
3:08-3:55.....	Seventh

## ASSEMBLY SCHEDULE B – No MCS

8:40-9:24.....		First
9:30-10:14 (pledge, moment of silence – no announcements).....		Second
10:20-11:10 .....		Third A Assembly
11:16-12:06 .....		Third B Assembly
(12:06-12:31) <b>4-Lunch</b>	12:37-1:21 4 B	1:27-2:11 5 B
12:12-12:56 4 A	(12:56-1:21) <b>5-Lunch</b>	1:27-2:11 5 B
12:12-12:56 4 A	1:02-1:46 5 A	(1:46-2:11) <b>5 C-Lunch</b>
2:17-3:03 .....		Sixth
3:09-3:55 .....		Seventh

( ) denotes lunch time

**TEACHERS ARE EXPECTED TO BE ON DUTY FROM 8:00 TO 4:00 DAILY**

## **Friendswood High School Parental Involvement Policy**

The FHS community recognizes a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school to educate all students effectively, the school and parents must work as knowledgeable partners. Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children.

This school in collaboration with parents shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the FHS community supports the development, implementation, and regular evaluation of a parent involvement program, which will involve parents at all grade levels in a variety of roles. The parent involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are actively sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.
- Parents will be involved in the process of setting goals, determining practice and making decisions through representation in the Campus Improvement Committee.

The schools support professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The schools also recognize the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. The staff of FHS believes that engaging parents is essential to improved student achievement and is committed to this goal.

### **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 Pkwy.; 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. Parents 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 postsecondary 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 policy regarding student records is available from the Principal's or superintendent's office.

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

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

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)–*

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

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

- Any other protected information survey, regardless of funding;
- 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
- 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 –*

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

These rights transfer 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

# FOREWORD

## TO PARENTS

In order for a student to maximize their academic success at FHS, 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 FHS. 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 most students will have homework most nights. You can contribute greatly to your young 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 attitudes 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 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 FHS will ensure a positive academic experience for your young person.

You are welcome at FHS. 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 FHS 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, 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.

## STANDARDS OF STUDENT CONDUCT

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

## **GENERAL INFORMATION**

### REGISTRATION AND ENROLLMENT

Course selection will be held in the spring for the following year for students enrolled in FHS. Information gained in this way will be used to organize the schedule of classes for the following year. Final enrollment and the other necessary procedures related to the opening of school will be conducted during August.

## **COUNSELING INFORMATION**

### COUNSELING AND GUIDANCE SERVICES

Counselors provide an array of services for students. They offer individual counseling, as well as academic planning and guidance.

### CONFERENCES WITH COUNSELORS

A student wishing to see a counselor may leave his/her name with the counselor's assistant. The counselor will then send for the student during the school day. A student may also ask permission of his/her teacher to see the counselor during the school day.

### OBJECTIVE TESTING

As a continuation of the testing program of the school system, the student is given various objective tests throughout the high school period. The aptitude, achievement, diagnostic, and interest tests are given so counselors and teachers will have more information concerning each student and can more effectively help the student to achieve his/her best. The student may ask for an individual interpretation of his/her results by arranging a conference with his/her counselor.

Tests currently given:

- The Preliminary Scholastic Aptitude Test (PSAT) is given to all Sophomores and Juniors (unless exempted) and Freshman enrolled in Algebra II.
- The State of Texas Assessments of Academic Readiness (STAAR) End of Course (EOC) is administered in 5 subject areas: English I, English II, Algebra I, Biology, and US History. This assessment is offered three times during a calendar year: Spring, Summer and Fall. The tests must be passed as a requirement for graduation from a Texas Public School.
- There are various interest/aptitude exams available for students through Xello.

### ORIENTATION

An orientation meeting is held at the high school for freshman or new to district students at the beginning of the fall semester. This meeting includes information about requirements for graduation, attendance, conduct, and tips on success in high school.

### SCHOLARSHIP INFORMATION

Scholarship information is available in the Counseling Center and can be viewed online through Xello.

### POST-HIGH SCHOOL EDUCATIONAL PLANNING

Choice of a college, technical school or other institution of learning is a matter of real importance, not only to the prospective student but also to his/her parents. The choice is one which calls for close cooperation between the home and the school; and since many personal factors are involved, each student should begin early to consider what he/she desires after high school. He/She may then direct his/her efforts so he/she not only will be admitted but also will be prepared to accept the advantages that his/her selection has to offer.

Information from various sources is essential in making an intelligent choice. The counselors arrange a College Night where college representatives from many schools, colleges, universities, and armed services provide information for students and parents. There is also information for colleges and universities available within Xello.

Many colleges operate on a "competitive" basis; they select their students from those offering the best high-school records. Minimum course requirements alone rarely ensures admission. Colleges usually base acceptance on the following points:

- College Entrance Test Scores (SAT or ACT)
- The four-year scholastic record and class rank

- Recommendations of teachers and others
- Extracurricular activities
- Difficulty of courses taken by the student (MAP & AP courses)

### SELECTIVE SERVICE SYSTEM

All young men in Texas are to register with the Selective Service System upon reaching the age 18. Male students should complete registration within 30 days of their eighteenth birthday. Failure to register is a felony, punishable by a fine up to \$250,000 and/or five years in jail. Registration forms may be picked up from the registrar in the Counseling Center, or registration may be done via the internet at:

Selective Service and the Internet

<http://www.sss.gov>

Click on "Register Online Now" icon.

### SUICIDE PREVENTION PROTOCOLS

**Prevention:** Suicide Awareness sessions for students and teachers in accordance with Senate Bill 11 Sec. 38.351 to take place throughout the year. Parents/guardians are required to inform the school of any suicidal actions or statements made by a student.

**Intervention:** Interventions may include any of the following: emergency conference with parent, references to outside mental health professionals, and notification of appropriate personnel. In rare circumstances it may be necessary for the School Resource Officers to issue an emergency detention order and transport a student to the hospital if they are in a state of crisis.

**Postvention:** Before returning to school after displaying suicidal thoughts or actions, parents/guardians are required to notify the school of the student's return date so that a Student Support Plan meeting can be scheduled. The Student Support Plan will be the individualized plan put in place to help meet the needs of the student. Information in the Student Support Plan will be distributed to appropriate personnel in accordance with State Law.

In the event that the school becomes aware of previously unreported suicidal or self-injurious behaviors, the school will implement any of the aforementioned protocols as necessary.

The parent/guardian understands that by allowing a student to attend a public high school, they are accepting the limitations of a public high school environment. They understand that while the teachers and school personnel can uphold what has been set forth in a support plan, they can not reasonably control all actions of every student. Any interventions that are put in place are not in effect outside of school hours.

### Mental Health Supports

Suicide Prevention Lifeline: 1-800-273-8255(TALK)

Crisis Text Line: Text HOME to 741741

District Resources Page:

<https://www.myfisd.com/parents-and-students/social-emotional-learning/sel-resources>

If you or someone you know is struggling, please do not hesitate to reach out. If you See Something, Say Something.

### **COURSE SELECTION AND SCHEDULE CHANGES**

Level changes will be considered at the first 6 week progress report, at the end of the first nine week grading period, and at the end of the first semester.

When there is no appropriate level to move down to, students in MAP/AP classes must stay until the end of the semester.

To be considered for a level change the student must have made a sincere effort to succeed by attending tutorials, completing all work, and by conferencing with the teacher. The parent must conference with the teacher before a level change will be considered. If these conditions are met and the student is earning less than a grade of 80, the student will be considered for a change. Space availability in the receiving course will be a consideration for a level change. The grade earned in the MAP/AP course will be transferred to the regular course. Changes must be made within a 5 day window after the grading period.

#### TEKS BASED INSTRUCTION

Friendswood High School courses are guided by Texas Essential Knowledge and Skills (TEKS). **Class changes which result in gaps in the TEKS will not be approved.** Semester credit cannot be gained unless the opportunity to meet all TEKS for a specific course is present.

#### SCHEDULE CHANGES ONCE ENROLLED IN A CLASS

All elective and level changes must be requested and processed 5 school days prior to the first day of school. Once school starts, schedule changes will only be considered for the following reasons and must take place within the first 10 days of school: 1. Student is a senior and not scheduled in a course needed for graduation. 2. Student has already earned credit for a course in which he/she is currently scheduled. 3. Student does not have the prerequisite(s) for a class listed on schedule. 4. There is a data entry error (class entered twice, free period, etc.)

#### LEVEL CHANGES – MAP/AP

**There will be no schedule changes out of MAP or AP until the end of the first six-week grading period.** This applies to Spring semester courses as well. When there is no appropriate level to move down to, students in MAP or AP classes **must stay until the end of the semester.** The grade earned in the MAP or AP course will be transferred to the regular course. Changes must be requested within a 10-day window after the end of the nine week grading period.

### **CONFERENCES WITH TEACHERS**

When parents feel it advisable to contact teachers personally, they are asked to leave their telephone numbers with the receptionist or on the teacher's voice mail in order that the teacher may return the call later. In high school, teachers are provided with a conference period, when they are not in class or assigned other duties. This period is used for meetings, conferences of various kinds, preparation of materials, and occasional make-up tests for students, etc. Teachers appreciate a parent's telephoning rather than requesting a conference, if the matter can be satisfactorily handled by telephone. Parents may also email teachers directly. Personal conferences are welcomed if the telephone conversation has not proved adequate.

### **MUSTANG TUTORIALS**

Teachers are available to help students during their documented tutorial times, weekly, and any student having difficulty with his/her work is urged to take advantage of this opportunity to receive extra help. Students may schedule more tutorial sessions with their teachers. Information concerning these sessions (teachers, rooms, times, etc.) is available in the counseling center and on the high school website.

Mustang Tutorials is the school-wide tutoring program after school. Mustang Tutorials is held in the library from 3:53-4:30 p.m. Students needing to complete detentions should report to Mustang Tutorials. Once they have reported, they can go to a tutorial with a teacher in a course they need assistance. Teachers offering regular tutorials are listed on the website and on the Mustang Tutorials posters around the school. Each department has paid tutors during the week for students to use.

### **TEST DAYS**

<b>Monday: Fine Arts/ Career Tech/World Lang./Science</b>
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**Tuesday: English/SS/Health/P.E./Career Tech**

**Wednesday: Science/Fine Arts/Math**

**Thursday: SS/World Lang./Science**

**Friday: Health/P.E./Math/English**

## **WITHDRAWALS**

The parent or guardian must be present to sign forms and withdraw a student. On the day of withdrawal, the student should go to the registrar's office and get a copy of the Student Withdrawal Form. He/she should report to his/her teachers, librarian, nurse, assistant principal, attendance clerk, counselor and bookkeeper for appropriate signatures. Teachers will sign the withdrawal form and enter the grade and return textbooks to the library. It is recommended the student clean out his/her locker prior to getting signatures so all books can be turned in at the same time. The bookkeeper and registrar will be the last two to sign this form in order to verify that all financial obligations are met.

## **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. A person who voluntarily enrolls in school or voluntarily attends school after 18<sup>th</sup> birthday shall also 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.

Parent's need only to notify the school of his/her student's attendance if the student will be/has been absent for 3 or more days consecutively. **Friendswood High School: 281-482-3413 ext. 6537 or 6538.**

If a student's absence is not reported, the parents will be contacted by phone. Calls are made both during the school day and in the evening to the student's home between 6pm and 9pm.

Following ANY absence from school, the student must bring a written statement from the parent, medical professional or court explaining the absence. The written statement must be presented to the attendance 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 that 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 attendance office regarding the absence.

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

**THE ATTENDANCE 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 that a class is offered. If a student does not meet the attendance requirement, credit will be denied. Furthermore, by state law, your student may not participate in co-curricular activities, receive proof of enrollment to take driver's education, or receive or renew a driver's license without completing make-up hours.

The parent and student will be notified in writing when a student has accumulated excessive absences. Parents will receive a

notice through the mail. Parents are advised to call the attendance office if they are unaware of the number of absences that their child has accumulated. Parents are welcome to come to the school or call to check on their child's attendance record at any time. Parents may also view attendance online at Parent Connection.

#### ABSENCES

See Standards of Student Conduct

#### SKIPPING CLASS

See Standards of Student Conduct

#### TRUANCY/FAILING TO ATTEND SCHOOL

See Standards of Student Conduct for violations of compulsory school attendance laws of truancy.

#### TESTING DAYS

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 EOC or not. We thank you in advance for your help.

#### TARDIES

On the 4<sup>th</sup> tardy to one class, a student may be referred to the office for disciplinary action. Every three tardies to a period will count as an absence in that period.

#### TRIPS

If a student is leaving on a trip with parents, that student must have a parental note approved by the principal. This note is then sent to all teachers and it becomes the student's responsibility to ask the teacher for assignments and make up work.

### **MARRIED STUDENTS AND COMPULSORY ATTENDANCE**

Although students who are married are legally adults, this fact does not mean they are not legally required to attend school until they are age 18. Recent changes to the laws on how schools enforce compulsory attendance give us the authority to file charges directly against students who are married, have not graduated from high school, and do not attend school. We will work aggressively with local authorities to make sure all students who are within compulsory attendance requirements come to school

### **HOMEWORK POLICY**

Friendswood High School believes homework is an integral part of the school program. Homework is appropriate to reinforce classroom learning; to practice previously learned skills; to finish class work; to pre-read instructional materials; and to collaborate, complete special research/writing projects, activities or papers. It is the student's responsibility to keep up with assignments if absent for any reason.

Effective homework assignments do not just supplement the classroom lesson; they also teach students to be independent learners. Homework should give students experience in following directions, making judgments and comparisons, raising additional questions for study, and developing responsibility and self-discipline. Homework should be relevant to the course and actively engage the students.

Homework can be a necessary part of the instructional process which begins in the classroom, extends into the home, and provides a way for parents/guardians to become aware of the instructional program and their child's educational program. Parental involvement would include: setting up a consistent organized place for homework to be done; establishing a consistent schedule for completing homework; and encouraging, motivating, and prompting the child. Parents should not sit and do the homework for their students.

### **MAKING UP WORK MISSED**

Every teacher is willing to help a student make up as much work as possible that was missed because of an absence. It should be kept in mind, however, that a student couldn't completely make up a day missed from 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 he/she was absent but a maximum of five days. Example: If a student is absent on Friday all make-up work must be turned in on or by Tuesday. If a student is absent six days or more all make-up work must be completed within five school days of his/her return. Otherwise, no credit will be given for the assignment in question. Work which has been assigned prior to the student's absence is due upon 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 work be made up at any time during the five-day make-up period. Students shall receive a zero for any assignment or test not made.

### TESTS

Students shall be permitted to take tests administered in any class missed because of absence. For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

### LATE PROJECTS

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 3:53 p.m. the afternoon when due. Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

Absence excuses should be brought to the attendance office BEFORE SCHOOL STARTS on the day the student returns to school. Occasionally students will miss class due to school business. Since these absences are usually known and scheduled in advance, students should make up work prior to missing. If this is not possible, then students must be prepared to turn in the missed assignment upon the return to the class.

### SUSPENSION

The District shall not impose a grade penalty for make-up work after an absence because of a suspension.

## **DISCIPLINARY ALTERNATIVES**

### ALTERNATIVE STUDY CENTER

See Standards of Student Conduct.

### DETENTION HALL

See Standards of Student Conduct.

### SATURDAY DETENTION HALL

See Standards of Student Conduct.

## **SCHOOL PROCEDURES**

### CAMPUS RULES AFTER HOURS

No one will be allowed on campus after 12:00 a.m. (midnight). Anyone caught on campus will be considered trespassing and charges may be filed. Individuals may be on campus between the hours of 6:00pm. to 12:00am. for the purpose of attending or participating in school sponsored activities. Anyone loitering/gathering in the building, in the parking lot, or in other areas of the campus may be subject to arrest.

#### MUSTANG CABLE STATION (MCS)

MCS is the daily source for announcements and information as it pertains to life for students and teachers at FHS. Each day during the 5 minute third period extension students and teachers are expected to watch the MCS broadcast. Each show is performed live on regular scheduled days and produced by students in the Audio/Video Production program. Please email announcements you would like to have included to MCS Announcements.

- Teachers are required to show MCS, daily.
- Teachers are to send announcements to "mcsnews@fisdk12.net"

#### COMING TO SCHOOL LATE

Any student coming to school after classes have started must sign in through the attendance office. Students will be subject to disciplinary action if this process is not followed.

#### CORRIDOR PASS

A student out of class is required to have in his/her possession a corridor pass and his/her ID. Otherwise, a student will be considered truant. Corridor passes are color coded based on the area of the building where the pass originated. Students should sign out/in and display the corridor pass at all times.

#### HOMEROOM/ACTIVITY PERIOD

When a student enters Friendswood High School, he/she is assigned a faculty member who is his/her homeroom teacher for the next four years or for whatever length of time he/she is in high school. Homeroom is designed for dissemination of information, voting, class activities, and other services as needed. All students are expected to report to their assigned Homeroom at the appropriate times. Homerooms do not meet on a regular basis. Homeroom will be scheduled on an as needed basis.

#### LEAVING SCHOOL

***No pupil is allowed to leave the school campus without permission.*** If a student becomes ill during the day, he should report to the school clinic. If it is necessary a student go home, the parents must be contacted. If a pupil wishes to leave before school is dismissed, he must have a parent or guardian sign him out in the attendance office or he must bring a note from his parents or guardian, giving the time he is to leave and the reason for his going. If possible, the parent will be contacted by phone. Students must check out with the attendance office and be issued a permit to leave campus. Any student leaving campus without checking out will be subject to disciplinary action.

#### LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and the combination is not available to others. Searches of lockers may be conducted at any time whether or not a student is present. A locker fee (of \$10.00) will be charged to any student who rigs or damages his/her locker in any way.

#### LOITERING

Anyone loitering or gathering within the designated area of 300 feet from Friendswood High School is subject to all rules in the Standards of Student Conduct and the Mustang Manual. Violators may be subject to arrest.

#### FOOD OR DRINK

No food or drink is allowed in any classroom at any time.

#### REMAINING AFTER SCHOOL

Students frequently remain after 3:53pm for special help in certain subject areas, to practice for athletics, or to rehearse special music, speech or other extracurricular program activities. In some cases, students are required to remain after 3:53pm

for disciplinary reasons or to confer with teachers or the administrative staff. In such case, the student's first responsibility is to take care of their school related business. In any case, the amount of time which a student may spend at school after 3:53pm will be of reasonable length.

Friendswood High School supervises students between the hours of 8:00am and 4:00pm. Students that are involved in extracurricular activities are supervised before and after these hours by their coaches/sponsors.

**The hallways need to be clear of students at 4:00pm. Students involved in tutorials, detention hall, studying in the library or extracurricular activities need to be at their destination by 4:00 pm.**

### STUDENT ID'S & LANYARDS

Students are issued a new ID and a lanyard at the beginning of each year. Students must wear a Mustang lanyards at all times while on campus. Students will not be allowed into class without their lanyard. Students must have their student ID on their person at all times. Students who do not wear their Mustang lanyard and/or have their student ID on them are subject to disciplinary action. If a student does not have their lanyard, then the teacher will issue a new one and the student will owe an obligation of \$1. If a student does not have their student ID when asked to present it, then they will be printed a new picture ID and charged a \$5 obligation. Students who have two or more ID violations will lose their standard exemption.

## **Clinic Procedures**

### **Medications**

Legal factors limit school employees in the administration of medication. All medications which need to be administered during school hours must be brought to and kept in the clinic. All medications must be in the original container, age appropriate, and FDA approved. Prescription medication must be specific for the student with a pharmacy label. A signed "Parent Request for Administering Medication" form must accompany the medication. This form can be found on the district website under the tab "Parents & Students", then the link "Nurses", or the nurse's office. In addition, one may also access all clinic forms including forms that need to be completed each school year by a Physician and parent (ie- Allergy Action Plan and Self-Administration of Asthma Medication).

### **Non FDA Supplements**

Herbal products, dietary supplements, vitamins, CBD oil products, home remedies, and any other non FDA approved items WILL NOT be allowed during school hours or during school sponsored activity.

### **Narcotics**

Narcotic analgesics will not be administered at school because of the addictive nature and the potential to induce sleep or stupor.

### **Student Illness or Injury at School**

We have at least one Registered Nurse and a clinic on each campus to care for your child should they become ill or injured while at school.

One of the forms the district asks 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 at a school-related activity and requires emergency treatment. The nurse 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. The school district cannot and will not use public funds to pay individual student medical expenses.

At the beginning of each school year, the district offers 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

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

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

### **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 class. The immunizations required are:

- Diphtheria/ Tetanus/ Pertussis (DTaP, DTP, DT, Td) 4 to 5 doses; 1 dose must have been received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday.
- **Tetanus/ Diphtheria/Pertussis (Tdap) 7th grade** - 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. 8th-12th grade – 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
- Polio (IVP) 4 doses of polio; 1 dose must have been received on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday.
- Measles/Mumps/Rubella (MMR) 2 doses are required, with the 1st dose received on or after the 1st birthday
- Hepatitis B (Hep B) 3 doses are required
- **Varicella (VAR-chickenpox) 2 doses are required; the 1st dose** must have been received on or after the 1st birthday; or parent documentation of the date in which the student had the chickenpox disease
- **Meningococcal (MCV4) for 7th– 12th grade** - 1 dose is required on or after the 11th birthday. For high school students taking dual credit, the dose must be within the five-year period before enrolling. They must get the vaccine at least 10 days before the semester begins.
- **Hepatitis A (Hep A) K-10th grade** - 2 doses are required; the 1st dose must have been received on or after the 1st birthday

### **Exemptions for Immunizations**

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption form immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including religious belief, can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) under “School & Child-Care.” The original Exemption Affidavit must be completed and submitted to the school. This exemption must be renewed every two years.

### EMS

In the event of an emergency, a school official will dial 911 for EMS support and potential ambulance services. A school

official will make every effort to reach a parent or guardian to inform them of the situation. The City has contracted with Emergicon Emergency Medicine Consultants to handle billing the student's medical insurance provider and residents should expect to see an invoice for their remaining share of the total cost when services are utilized.

#### WHEELCHAIR

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

RECORDS MAY BE FAXED: FHS FAX: 281-996-2523 ATTN: Nurses

Further information may be found at: <http://www.dshs.state.tx.us/immunize/schedule/default.shtm>

### **FHS GRADING PROCEDURES**

#### **Feedback/Grading**

- Criteria for evidence of student learning is determined by the classroom teacher in collaboration with the content team. Weekly grades/feedback will be posted in Skyward. Methods of grading, feedback, and evidence of learning will be communicated in the teacher syllabus(content teams).
- Balance of formative and summative assessments will be used per learning standard/unit and will be posted in Skyward.

#### **Tests/Retakes**

- Minimum of a single reassessment opportunity for mastery is required if it is student initiated.
- Students must show evidence of additional remediation determined by the teacher prior to reassessment.
- Reassessment may include, but is not limited to, special assignments, test corrections or an additional formal test.
- A grade of 70 can be earned on the reassessment opportunity, however content areas may make exceptions that would be more lenient but not more stringent.—
- This policy excludes semester exams and/or semester projects, and dual credit courses.
- Minimum reassessment for mastery is required, except in cases of cheating (i.e. copying, plagiarism, dishonesty of any kind).

#### **Extra Credit**

- As needed – assigned at the discretion of the teacher.
- Standardized by content teams to be similar in amount of points and type of assignment.
- Extra credit must be academic in purpose and not based on behavior.

#### **Late Work**

- See instructor syllabus or course policies. Content teams need to be consistent with late work.

#### **Makeup Work**

- Due to absences see the makeup work policy in the Mustang Manual.

#### **GPA Waiver Form**

- A waiver form is available for students that qualify for the waiver based on the qualifications.

#### REPORTS TO PARENTS - REPORT CARDS/PROGRESS REPORTS

**Progress Reports:** Progress reports are available on Parent Skyward Access at the 3<sup>rd</sup> and 6<sup>th</sup> week of all 9-weeks grading

period.

**Report Cards:** Report cards are available on Parent Skyward Access at the end of each nine weeks. Parents may request a hard copy.

**Parent Contact:** Successful parent contact will occur, if a student is in danger of failing, by the end of the 6th week of each marking period or if/when the student is failing between the 7th - 9th week of each marking period (fails the 9 week grading period). Successful contact is defined as an email correspondence between the teacher and parent or a phone conversation.

### **DAEP GRADING POLICY**

This policy would be a separate handout given to students going to DAEP, as well as being placed in the Student Handbook, Mustang Manual, and Academic Planning Guide.

Students at a DAEP will receive a number grade that will be used in the calculation of a semester or nine week grade reported on transcripts and report cards. The grade will be calculated by establishing the grades and number of days spent at FHS and at DAEP. Grades will be inputted in the grade book for assignments, tests or quizzes for days spent at FHS. The grade average earned while at DAEP will be inputted for each assignment, test or quiz in the grade book for the specified date range spent at DAEP. These grades will be included in the calculation for top ten percent and for GPA.

Courses that are not taught at DAEP but are continued so a student will not lose credit at FHS will be given by the teacher at FHS who has agreed to provide assignments and assessments in a correspondence study format. DAEP will be responsible for administering assessments and sending and receiving assignments to/from the FHS teacher. These courses will be figured in for top ten percent and/or GPA.

### **JJAEP POLICY**

Students assigned to Juvenile Justice Alternative Education (JJAEP) are withdrawn from Friendswood High School during the days of their assignment. The students are serviced by the school district and grades from that point, until the student returns to Friendswood High School are calculated by the servicing school district. Upon return to FHS by the student, withdrawal grades are provided by the JJAEP facility and are incorporated into grades earned by the student at FHS, in the case the student returns mid-grading period.

In the case where credits have been earned while in JJAEP, these credits are posted on the student transcript. A semester grade earned while in JJAEP facility is not averaged with a semester grade earned while at FHS.

### **CREDIT REQUIREMENTS**

LOCAL VS STATE CREDIT See Academic Planning Guide

CLASSIFICATION See Academic Planning Guide

HIGH SCHOOL COURSES TAUGHT AT JUNIOR HIGH See Academic Planning Guide

### **ALTERNATIVE CREDIT OPPORTUNITIES**

#### SUMMER SCHOOL

Summer school credit will be awarded according to the same guidelines which apply to courses taken during the regular school year.

#### CORRESPONDENCE COURSES

Correspondence courses taken through a state approved extension program **must have counselor** and parent approval prior to registration. Correspondence course work will not be accepted without approval. No more than four credits may be applied towards graduation requirements without prior permission from the principal.

Students taking coursework required for the upcoming school year must complete course, full or half credit, before school starts. In addition, the final exam must be taken and the final grade received before the start of school. This will override the deadline given by the correspondence program. If the course is not required for the upcoming school year, students will have the time allowed by the correspondence program to complete the coursework. See Academic Planning Guide for more information.

#### CREDIT-BY-EXAM/EXAMINATION FOR ACCELERATION

Students may be given credit for an academic subject in which he or she has had no prior instruction if the student scores 80 percent on a criterion-referenced test for the applicable course. Information is available in the counselor's office. Counselor and parent approval is needed to order a Credit-By-Exam.

#### ONLINE LEARNING

Edgenuity is an online courseware system that delivers thousands of hours of standard-based, interactive curriculum, along with integrated assessment, student management and record-keeping. Students need to check the course offering that denotes courses which can be taken for initial credit and those courses that require prior enrollment in the course for eligibility.

#### Texas Success Initiative Assessment (TSI) Requirements

Students must take the TSI assessment before enrolling in any college level course offered at a public college or university. This affects students who might enroll in dual credit programs. They may be exempt based on PSAT, SAT, or ACT.

### **COLLEGE CAMPUS VISITS FOR JUNIORS AND SENIORS**

Juniors and seniors are encouraged to visit the college of their choice on the days scheduled for teacher in-service. Juniors and seniors may use a maximum of two days, to be used prior to the last day of April, for the purpose of visiting college administrators or campus personnel only. Students must provide official documentation from the university stating the purpose of the visit and the signature of the campus representative upon return. Permission must be obtained from the high school principal, and each of his/her classroom teachers, one week before the day of the scheduled visit. If the student does not meet all of these requirements, the absence will count towards the excessive absence policy and the exemption policy.

Students should follow these procedures:

- Set up appointment with college administrator or campus personnel
- Obtain college day form from Principal's office
- Complete form, obtain signatures
- Return completed form to Principal's office one week before scheduled visit
- While visiting campus, obtain official documentation from the university stating the purpose of the visit and the signature of the campus representative
- On the first day you return to FHS, official documentation of your visit must be turned to the Principal's office
- The deadline for taking college days is April 30

### **Military Recruitment Visits**

Any student 17 years of age or older may be excused for up to four days during the student's enrollment in high school to pursue military enlistment. Students should follow these procedures:

- Set up appointment with military recruiter.
- Obtain form from Principal's office
- Complete form, obtain signatures
- Return completed form to Principal's office one week before scheduled visit.
- While visiting military base/office, obtain official documentation stating the purpose of the visit and the signature of the representative
- On the first day you return to FHS, official documentation of your visit must be turned to the Principal's office

## GRADUATING SENIORS

### COMMENCEMENT ACTIVITIES

No fees are charged by the school for any expenses connected with graduation. There are no charges for diplomas or any of the services, which are provided. There is a \$2.00 charge for a final transcript. Gowns, caps and tassels are purchased for graduation. A letter is mailed to parents of seniors at orientation. This letter should be kept for reference, as it provides answers for numerous questions, which will arise in connection with graduation activities, and important senior dates.

Misconduct by a graduating senior at a school-sponsored activity following the last official day of school or during graduation is addressed in the Standards of Student Conduct.

### HONORS: VALEDICTORIAN and SALUTATORIAN

The students with the highest and second highest grade averages shall be designated as valedictorian and salutatorian respectively, provided they meet the residency requirements.

To be eligible for the honor of valedictorian or salutatorian, a student must be enrolled continuously in the District beginning no later than the first Friday following Labor Day of the sophomore year. Students who graduate in fewer than, or more than four years shall not be eligible for valedictorian and salutatorian.

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the third nine-week grading period of the senior year.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

The local eligibility criteria for recognition as the valedictorian shall not affect recognition of the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas. The District shall calculate class rank for this purpose at the end of the school year.

In the event two or more students in contention for valedictorian or salutatorian have the same grade point average, the student who has taken the most advanced placement courses will be named. For graduation honors (Valedictorian and Salutatorian) a student's scholastic rank will be determined by dividing the total number of semester grade points by the number of grades accumulated during grades 9-12. For courses included or not included in determining class rank please see the Academic Planning Guide.

### Honor Graduates

Honor Graduates will be the top 10% of the senior class by rank in grade point average. A student's scholastic rank in his graduating class shall be determined by the numerical average based on the total coursework during the grades 9, 10, and 11 and shall include the first three grading periods of the grade 12 year. Students who have earned graduation honors (Valedictorian and Salutatorian) must have completed all coursework required by Friendswood High School for graduation and the grade received by the school by the last teacher the day before graduation. Other scholastic awards may be set up by the principal and staff approved by the director of curriculum.

### Honor Cords

Below is a list of honor cords seniors can be eligible for upon graduation. Your alpha group counselor certifies Honor Graduates and the Distinguished Achievement Program. The group sponsor, according to the required standards of each group, certifies all the other honor cords. Seniors who are part of an honor group should meet with their sponsor to see if they have met the requirements and are eligible for an honor cord. The sponsor will turn in a roster of eligible students into the Principal's office.

The requirements for Honor Graduates and the Distinguished Achievement Program are listed below and a complete outline is found in the Academic Planning Guide. Any questions on these Honor cords should be directed to your counselor. Honor cords will be available for purchase during cap and gown pick-up before graduation annually.

### Honor Cord Groups

Honor Graduates – Blue and white

Must qualify for the top 10% - Honor Graduates honor cords will be available for purchase after the final top 10% of the senior class has been announced at the end of the 3<sup>rd</sup> 9-weeks.

National Performance Achievement Program – Gold

HB5 Graduates – meet the Distinguished Level plus earn three (3) of five (5) Performance Acknowledgements, as outlined in the Academic Planning Guide.

National English Honor Society – Blue & Gold

National French Honor Society - Red & Gold

National Latin Honor Society - Purple & Gold

National Spanish Honor Society – Red

Mu Alpha Theta – Purple

Interact Service Program–Blue & Yellow

Thespians - Light Blue

Academic Decathlon - Red, Silver & Blue\*

National Art Honor Society - Rainbow\*

National Business Professionals of America\*

National Forensic League - Red, White, & Blue\*

National German Honor Society – Black, Gold & Red\*

National Honor Society – White Overlays

National Technical Honor Society – Purple & White

Quill & Scroll Journalism Honor Society- Blue & Gold\*

Tri M Music Honor Society – Pink\*

Project Lead the Way – Orange\*

\* Ordered by Sponsor

#### GRADUATION EXERCISE

A student may participate in the graduation exercise provided:

- He/she has completed all the graduation requirements at Friendswood High School.
- If he/she is no more than one credit short of the credits required for graduation and he/she has registered and paid for the class or classes in an approved summer program which must be completed for graduation.
- He/she is NOT assigned to an Alternative Educational Program (AEP) or the Juvenile Justice Alternative Education Program (JJAEP) on his/her last day of school before graduation, or is not expelled.

#### EARLY GRADUATION

Students may graduate at the end of any semester if all requirements/criteria for graduation have been met. Applications must be made with the counselor. **Students planning to graduate in 3 years or 3 1/2 years must meet with their counselor in the spring prior to their final semester or year.** A conference between parents, student, and counselor shall be required and a formal agreement signed before the approval can be granted by the principal. The student must be supported by a majority vote of a committee which will consist of the principal, assistant principal, counselor and teachers from the semester of application. In order to graduate at the end of the fall semester (3-1/2 years) all course work, including 26 credits with an endorsement, must be completed before the end of the fall semester. If the student does not complete all work by the deadline, he/she must return for the spring semester with a full schedule of classes. Schedule changes shall not be allowed once the final session has begun. Students who choose to graduate on the foundation plan without endorsements must complete four years of high school.

Students wishing to participate in early graduation will not be eligible for class officers, student council officer, Wranglerettes, band officers, club officers, or any other activity which runs the entire school year or more than one term. Early graduates shall be given a letter of high school completion upon the completion of requirements for graduation if this is before the spring graduation. After graduation at mid-year, students **may not participate in any school-sponsored activities, except commencement.** Early graduates may participate in the graduation exercises at the end of the school year, provided completion of 26 credits, with an endorsement, has been achieved and approval by the principal has been obtained.

#### FINANCIAL AID FOR COLLEGE

Because of the rising cost of attending a college or university, more and more students and parents are faced with trying to find financial aid. The Counseling Center is set up to help students and parents find out what financial assistance is available

to individually, locally, and at the post-secondary institutions of their choice. The Counseling Center provides Federal financial aid information, scholarship information and applications, and other financial aid resource material. Scholarships are posted weekly for students to view in Xello.-Successful investigation of scholarships requires an ongoing year long commitment with a critical attention to DEADLINES.

#### INTERVIEWS WITH COLLEGE REPRESENTATIVES

Many colleges send field representatives or admissions deans to visit high schools and talk with students. Students are urged to take advantage of the opportunity to talk with representatives of colleges in which they may be interested. Representatives are requested to be here during lunch; a time when students (and parents if they wish) may see the representatives. College Night (held in the fall) is sponsored by the Counseling Center. It is held during the evening and usually has about 75 college representatives present. All students and parents are welcome to attend this event. This affords both students and parents the opportunity to learn about numerous colleges.

#### SENIOR SECTION OF YEARBOOK

Students who are classified as seniors at the beginning of the fall term are eligible to have their picture appear in the senior section of the Roundup.

### **COUNSELING CONSIDERATIONS**

#### COURSES FAILED

When a student does not pass both semesters of a course with a grade of 70 or higher, they may be eligible for the semesters to be averaged. If the two semesters average for a grade of 70 or higher, credit is awarded for that course.

To be eligible to average the following must be met:

- No minimum grade for the first semester.
- The second semester grade cannot be lower than a 60 unless teacher approval is given.
- Courses taken at Friendswood High School and state accredited high schools are eligible to average; this includes AEP and JJAEP course work.

Students who do not have an average of 70 or higher must retake the semester failed in summer school or retake the class in their schedule the following school year.

#### SUMMER SCHOOL

Friendswood High School will offer summer school on a limited basis. Our students may attend summer school in one of the surrounding districts as long as the district is accredited. Friendswood summer school usually begins approximately one week after the close of school. We offer classes in the traditional setting as well as online credit recovery through Edgenuity. Students must obtain an enrollment form from their counselor to attend summer school. Information about summer school is announced in late spring.

### **GIFTED AND TALENTED PROGRAM**

Friendswood High School offers a variety of options for students identified as gifted and talented. Students identified as gifted are encouraged to enroll in MAP and Advanced Placement classes in their areas of strength or interest. Gifted student's needs are addressed through the Advanced Placement Program. MAP and AP classes are offered in the English, math, science, social studies, world language, and fine arts disciplines. For a complete listing of MAP and AP courses, prerequisite courses, and course descriptions, see the Friendswood High School Academic Planning Guide. Students and parents should consult with a counselor to determine appropriate placement.

#### REFERRALS

A student may be nominated/referred for the gifted and talented program by a teacher, counselor, administrator, parent, student, or other interested persons. The district will provide assessment opportunities to complete the screening and

identification process for nominated/referred students. Parent permission would be obtained before any special testing or assessment is conducted. When assessment is completed parents and students will be notified of the results.

#### TRANSFER STUDENTS

When a student identified as gifted by a previous school district enrolls in Friendswood High School, the student's records shall be reviewed by the selection committee to determine if placement in District's gifted program is appropriate. This determination occurs within 30 days of the student's enrollment in FISD and will be based on the transfer records, teacher's observation reports and parent and student conferences.

#### SELECTION CRITERIA

Since participation in MAP or Advanced Placement curriculum does not require identification as a gifted and talented student, no formal identification is necessary for enrollment. Students who have been recommended for assessment will be considered using objective and subjective data. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, behavioral checklist, student/parent conferences, and student work products. Parents will be notified of the selection committee's findings.

#### FURLOUGHS

Students who are unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program may be placed on furlough. A furlough also may be granted at the request of the student and/or parent. A student may be placed on furlough for a specified period. -At the end of the furlough, the student's progress shall be reassessed and the student may re-enter the gifted program, placed on another furlough or be exited from the program.

#### EXIT CRITERIA

Student performance in the program shall be monitored. If at any time the selection committee determines it is in the student's best interest, the committee may exit the student. If a student or parent requests removal from the program, the selection committee will meet with the parent and student before honoring the request.

#### APPEALS

Parents or students may appeal any final decision of the placement regarding selection for or exit from the gifted program. Appeal shall be made first to the GT Coordinator. Any subsequent appeals shall be made in accordance with FNG (LOCAL) beginning at Level Two. Contact the Assistant Superintendent for Secondary Curriculum, (281) 482-1267.

### **CARE OF BUILDINGS AND EQUIPMENT**

Students are expected to utilize care and good judgment in the use of all district equipment, buildings and property. The Standards of Student Conduct addresses the disciplinary procedures for those students who do otherwise.

### **CARE OF PERSONAL PROPERTY**

Valuables are best left at home.

#### EQUIPMENT AND SUPPLIES

Individual teachers will designate equipment and supplies required for his/her class.

#### LOCKERS

All students may obtain a locker, by making a request through the assistant principal's office any time during the year. Each student is expected to keep his or her locker neat and well arranged. A damage charge will be levied if a locker is damaged, or rigged in any way.

## TEXTBOOKS

Textbooks for most courses are furnished by the state Instructional Materials Allotment fund. These textbooks are property of the district and must be treated as such. The instructions to access online textbooks are available from the teacher of the course and are exclusively for the use only of FHS students. Students are required to pay for damaged and lost print textbooks. If a book is damaged other than by normal wear, a fine shall be assessed according to the extent of the damage. If the book is found before the school year ends, payment for lost copies will be reimbursed.

- Textbooks that are not returned by the last day of the school year they were borrowed will be considered lost and will be assessed their replacement costs.
- Students may borrow textbooks to use for their NON-FHS online courses only if there are extras available. A service fee of \$10 per copy will be assessed.

## **STUDENT ACTIVITIES**

Because there are differences in the interest and ability of the students, the school provides many activities and experiences from which to choose. The extracurricular activities are important for the all around development of the student, they are, however, of **secondary importance**. The regular classroom work must come first.

Each school organization must have a faculty sponsor. The sponsor will:

- Approve notices of all meetings
- Attend all meetings
- See that proper conduct is maintained and all eligibility rules are enforced

### Discipline Procedures for Extracurricular Activities

The use, possession, transmittal of, or being under the influence of drugs, alcohol, and/or tobacco resulting in arrest, MIP, or school discipline. There will be an automatic 2-week suspension from all activities (excluding practice), physical punishment, and a mandatory drug and alcohol awareness program that must be completed prior to return for the first offense. The second offense will result in automatic dismissal.

If a student is suspended from school or arrested at school or after school including weekends, there will be a automatic 2-week suspension from all activities (excluding practices), physical punishment, and a mandatory drug and alcohol awareness program that must be completed prior to return for the first offense. The second offense will result in automatic dismissal.

Any form of embarrassing or inappropriate social media (videos, snapchats, twitter, Facebook, vines, etc) that is brought to the coach/sponsor's attention will result in a 2 week suspension from all activities (excluding practice), physical punishment, and some kind of social media awareness program. This will be required before return. The second offense is automatic dismissal. This includes posting on social media of any negative comments about FHS organizations and their members.

## BAND

See Academic Planning Guide

## CHEERLEADERS

REFER TO THE CHEERLEADER CONSTITUTION FOR ANY CLARIFICATION ON CHEERLEADING POLICIES.

## CHOIR

See Academic Planning Guide

## DRILL TEAM

REFER TO THE DRILL TEAM CONSTITUTION FOR ANY CLARIFICATION ON DRILL TEAM POLICIES.

## DRILL TRAINING

- Drill training is a mandatory one-year prerequisite for Wranglerettes. A student wishing to try out for this class must:
- Have an overall "C" average

- Have not received an “N” in two classes or a “U” in any class in the grading periods during the current school year
- Attend the workshop prior to auditions
- Tryout before a panel of judges
- Auditions will be held in December for the next school year’s Wranglerettes. Those who are selected as Rookies will stay in the class for the spring semester and join the Wranglerettes the following summer.
- If a student is ineligible for more than 6 weeks during the fall Drill Training semester, they will not be allowed to tryout for the Rookie team.
- The Drill Training and Wranglerette Rookie classes must also follow all Wranglerette rules as stated in the Wranglerette Constitution.

### NATIONAL HONOR SOCIETY

The Friendswood National Honor Society is governed by the national organization. To qualify for membership in the Friendswood Chapter of the National Honor Society, a student must meet requirements set in the areas of scholarship, leadership, service, and character. All activities, clubs, and organizations must be affiliated with Friendswood High School.

Academic eligibility for National Honor Society is based first on a cumulative grade point average of 7.210 for sophomores, juniors, and seniors. New students coming to Friendswood High School who are members of NHS in good standing at their previous school will be transferred into Friendswood’s NHS upon verification. All other new students must be at FHS for two semesters and must maintain a cumulative GPA of 7.210

Each candidate wishing to make application will be required to turn in a list of all activities, clubs, organizations, offices held, leadership roles, church functions, community services, etc. in which he has participated during the summer before the current year and the previous school year only. Community and church activities will be non-paid, volunteer work, and the level of participation must be verified by a letter from an adult in charge of the activity.

If requirements are met in all areas of the selection process, a student will be invited to become an inductee of the National Honor Society.

### STUDENT COUNCIL

The Student Council is the heart of the high school activity program. The Student Council sponsors a wide variety of services and activities throughout the year to promote citizenship, scholarship, leadership, human relations, and cultural values. Student ID’s, Homecoming, Secret Santa, and Red Ribbon Week exemplify Student Council projects. Membership is open to any student at Friendswood High School. Dues must be paid by the third meeting of the year. Members must remain in good standing by earning points for participating in activities as specified by the “FHS Student Council Points System.” Points are checked at the end of each nine weeks. If a member does not have enough points they are put on probation the next nine weeks until the points are earned.

Student Council Officers include president, vice-president, secretary, treasurer, parliamentarian, and publicity. Officers are elected in the spring for the next school year. Officer candidates must be passing all classes prior to running for office and must maintain an 85 average in all classes. Candidates must have been a member of student council for one year prior to election and must be involved in at least one other school organization. Officers must have no disciplinary assignment of ASC or community service.. In order to run for president or vice-president a candidate must have been an officer of the Student Council the previous year and must be a sophomore or junior at the time of election. Freshmen, sophomores, or juniors may run for the other officer positions.

## **CLASS OFFICER ELECTIONS**

In order for a student to run for class officer, he or she must have attended Friendswood schools for one full year. (Registered the first week of school of the second term of the current school year.) A student must have an overall average of "C" or above for the current year. If elected, the "C" average must be maintained. Recommendations to run for class officer will be filled out by all current classroom teachers.

A student must have a good, discipline record. A sophomore, junior, or senior student must have served as a class officer or must have been a candidate for class officer in a previous year to be eligible to run for class president. Any student who is assigned to the Alternate Study Center or DAEP for disciplinary action will not be eligible to run for any office.

If the office of president is vacated for any reason, the Vice-President shall become the President. If the office of Vice-President, Secretary, or Treasurer should become vacant for any reason, the office will be filled by a special election.

## **ELECTIONS FOR BOTH STUDENT COUNCIL AND CLASS OFFICERS RULES AND REGULATIONS**

### POSTERS

- Posters must be kept to a maximum size of 24" X 36" or students may use standard, sized fliers
- 1 Poster or 3 fliers (only) can be displayed in each of the following locations: the freshman mall on the wall-windows between the restrooms, on the old cafeteria windows, and on the walls around the vending area in the annex
- All posters must be approved by the Principal or Principal's designee
- No posters, signs, etc. are permitted off campus or online

### CAMPAIGNING

- Students will only be permitted to make one speech which is shown on the MCS News channel at school
- All campaign speeches will be approved by the Principal or Principal's designee
- Speeches should be tasteful, positive, and only about the candidate who is making the speech
- No social media is to be used to campaign or talk about any candidate
- Candidate are not permitted to hand anything out to other students
- The only avenues for campaigning are MCS News speeches and posters described above
- Teachers are not permitted to post any campaign materials in their rooms

Failure to abide by these rules or any other instructions may disqualify the candidate from the election.

## **OTHER SCHOOL CLUBS AND ORGANIZATIONS OFFICER GUIDELINES**

1. Office holders in the various school clubs and organizations shall be limited to the following offices according to their classification:
  - a. Maximum
    - i. Roundup Editor or Co-Editor
    - ii. Roundup Business Manager
    - iii. Lariat Editor or Co-Editor
    - iv. Lariat Business Manager
    - v. Student Council President
    - vi. A maximum office holder may also hold one minor office.
  - b. Major
    - i. Senior Class President
    - ii. Wranglerettes-Grand Marshal
    - iii. All cheerleaders
    - iv. Junior Class President
    - v. A major office holder may also hold two minor offices
  - c. Minor
    - i. Junior Class Vice-President, Secretary, Treasurer
    - ii. Club Officers (unless already named)
    - iii. Publication staff
    - iv. Wranglerettes Marshal, Sheriff, and Deputy
    - v. Appointive Officers
    - vi. Senior Class Vice-President, Secretary and Treasurer
    - vii. Freshmen and Sophomore Class President, Vice-President, Secretary and Treasurer
    - viii. Student Council-Secretary, Treasurer, Vice-President, and Parliamentarian
2. Major and minor offices shall be elected for the entire year unless otherwise stated in the Constitution or individual

club constitutions.

3. No candidate can run for two positions simultaneously.
4. No student is eligible for competitive honors, or to hold office, after he/she has spent eight semesters in Friendswood High School.
5. When report cards are issued, office holders are to show them to each of their sponsors so eligibility can be checked.
6. Any person losing an office because of scholarship ineligibility may not be elected to that office or to any other in the same organization for the remainder of the semester.
7. Any student who is assigned to the Alternate Study Center or Community Service for disciplinary action will **not** be eligible to run for any office.

### YEARBOOK AND OTHER ELECTIONS

Each student will be limited to one student elected honor each year: Freshmen, Sophomore, Junior and Senior year. This would include all honors. All yearbook elections must be approved by the principal.

Honors included for Freshmen, Sophomores and Juniors: Class Favorites, elected by the students of their class.\*

Honors included for Seniors:

- Homecoming Queen – Nominated by seniors and elected by the high school student body. In order to receive this award you must be in continuous attendance from the first week of school the Junior year.
- Football Sweetheart - Elected by the Varsity football boys In order to receive this award you must be in continuous attendance from the first week of school the Junior year
- Class Favorites - Elected by the students of their class\*
- Senior Spotlight - Elected by the students of their class\*
- Mr. and Miss FHS - Elected by the students of their class\*

\*In order to receive these awards you must be in continuous attendance of that respective school year.

Administrative awards for graduating seniors are set-up by the principal and determined by the FHS Administrative Team. In order to receive these awards, you must be in continuous attendance of the Senior school year.

## **SCHOOL ACTIVITIES OFF THE CAMPUS**

The Board shall permit students to take school-sponsored overnight trips for UIL or other sanctioned competitions. Approval for the trip shall be from the Principal. Principal authorization shall be required for any other overnight trip.

All activities, clubs, and organizations must be affiliated with Friendswood High School. All activities sponsored by the school are under the direct supervision of the school. This includes field trips, socials, athletic contests, riding the school bus to and from home and on class trips. Students will be held accountable for all guidelines/consequences as stated in the Mustang Manual, Code of Conduct and sponsor/coach established guidelines.

The principal will have final approval of all room assignments for any situation which affects the overall safety of the trip. The principal can assign students to a room by themselves, with their parent or sibling

Because of the energy and time demanded by the extracurricular activities the number in which a pupil may participate may be limited. Pupils doing unsatisfactory work at any time may be limited in their activities. Students involved continuously in disciplinary action shall neither hold office nor participate in competitive sports.

### OUT OF STATE TRIPS

Board approval shall be required for any out-of-state trip.

### OVERNIGHT TRIPS POLICY

**SCHOOL - SPONSORED TRIPS IN GENERAL** Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student's parent or guardian personally requests the student be allowed to ride with the parent or presents a written request to the coach/sponsor the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be

liable for any injuries that occur to students riding in vehicles that are not provided by the school.

Sponsors may search bags prior to leaving the campus. Minor incidents, including but not limited to: breaking curfew, foul language, dress code, will be dealt with at the sponsor/coaches' discretion, but according to school policy. Major incidents, including but not limited to: violation of drug, alcohol, tobacco policy, damage to hotel property, being off of hotel property without permission, shoplifting, weapons, will be dealt with accordingly and referred to the proper authorities. If a student is to be sent home for any reason, the parent/guardian will be responsible for making those arrangements and covering the cost.

#### SCHOOL SPONSORED TRIPS/SCHOOL ACTIVITIES

A student must be placed on a disciplinary Alternative Education Program, and may be suspended pending a hearing, if the student commits any of the following offenses on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off of school property:

- Selling, giving, delivering, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol if such condition is not punishable as a felony offense.
- Selling, giving, or delivering an alcoholic beverage
- Committing a serious act or offense while under the influence of alcohol, if such conduct is not punishable as a felony offense.

#### WAIVERS FOR SCHOOL TRIPS

Students making any type of class field trip sponsored by the school are required to obtain waivers signed by the parent. The necessary waiver forms are supplied by the particular sponsor involved.

### **OTHER USEFUL SCHOOL INFORMATION**

#### ACADEMIC ACTIVITIES

Friendswood High School is a member of the University Interscholastic League and participates in all spring literary events. These events include accounting, calculator application, computer applications, computer science, current issues and events, debate, drama, journalism, literary criticism, mathematics, number sense, public speaking, ready writing, science, social studies, and spelling and vocabulary. Other academic activities include Academic Decathlon, and Octathlon. Eligibility for academic activities is governed by UIL standards.

#### ANNOUNCEMENTS

Announcements for the day are made each morning at the beginning of third period over the closed-circuit television system (Mustang Cable System - MCS) or the P.A. system. The announcements include important school information, both national and state pledges as well as a moment of silence. Students should be alert to all announcements. For procedures in submitting an announcement, the student should see his sponsor. Students not wishing to participate in the pledges may be exempt by making a formal written request, signed by a parent and presented to their third period teacher for approval by the principal. This request must be submitted within the first ten teaching days of each semester.

#### ASBESTOS

Friendswood I.S.D. 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@fisd12.net](mailto:mcastellanos@fisd12.net).

#### ASSEMBLIES

Students are expected to conduct themselves in the proper manner at all assemblies.

#### ATHLETICS

Friendswood provides a full athletic program for the year for those who pay the participation fee. Citizenship of the finest type can and should be developed in our athletic program. It is the intention of the school to sponsor only clean athletics. No student will be used in athletic contests that do not meet the actual requirements of the University Interscholastic League. Failure to meet the requirements will automatically disqualify any athletic participant.

### BRING YOUR OWN DEVICE – BYOD

Students are not to access, use electronic devices/cell phones during classroom instruction. Electronic devices/cell phones will be confiscated and school punishment/consequences will follow.

FISD administration will not look for or investigate lost or stolen devices. Unclaimed devices will be recycled at the end of the school year. The district is not responsible for missing or lost equipment. The guidelines and regulations outlined in the Student Code of Conduct, FISD Administrative Guidelines, Responsible Use Policy, or the Mustang Manual that pertain to the misuse of telecommunication devices apply to the students personal telecommunication and electronic devices as well as other school devices.

### BULLYING

The district does not tolerate bullying, and any student or parent of a student who believes a student has engaged in bullying is highly encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited. Reports of an alleged bullying incident may be submitted orally or in writing, to a teacher, counselor, principal or other district employee. Reports may also be submitted electronically, either anonymously or non-anonymously through the district website – Bullying – report it at [www.myfisd.com](http://www.myfisd.com) under Parents and Students.

### CLASSROOMS

No food or drink should be brought into any classroom areas or any carpeted areas. Eating and drinking should be confined to the designated areas.

### COMPLAINTS BY STUDENTS/PARENTS

A student and/or parent with a complaint regarding possible discrimination on the basis of sex, in any school program, should contact the principal. For a complaint regarding sexual harassment or abuse, see the Standards of Student Conduct. A complaint or concern regarding the placement of a student with disabilities, who is not eligible for special education, or a complaint about the District's programs and services available to the student, should be brought to the Student Services office at 281-482-0687.

### COMPUTER LAB

The Friendswood High School Computer Lab consists of 64 Macintosh computers. The lab is open for student use every morning at 7:45 a.m. The lab closes at 4:15 p.m. Monday through Thursday and 3:53 p.m. on Fridays. Library computers are also available for student use (see library policies). Students must have a Responsible Use Policy on file in order to use the Internet. Internet use is restricted to authorized research only (no email, chat rooms, game playing, downloading, or personal applications). During school hours, students must have a signed pass to come to the lab. Printing costs are \$.05 for black ink printouts and \$.25 for color ink printouts. Students will not be charged for printing if they are in the lab with their class. Any violation of lab policies will result in disciplinary action.

## **Responsible Use Policy - Student Guidelines**

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 the Internet is a network of many types of communication and is part of the district's electronic resources. These applications offer a variety of opportunities to communicate, collaborate, and create, which are essential to authentic learning.

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 internet 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 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 at all times use the district's electronic resources, including email, wireless network access, and internet tools/resources to communicate only in ways that are kind, productive 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 damaging to character.
- 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.
- 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.
- Using any device which permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individual(s) being recorded or photographed.

#### **EMAIL/ELECTRONIC STORAGE**

- 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.
- Messages and data in violation of this or other district policies may be archived and/or deleted without notification.
- 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.
- Never assume electronic mail or storage 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 social networking site.
- 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 personal 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.

#### **ELECTRONIC PERSONAL MOBILE DEVICES**

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

#### **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.

When they walk into the classroom, all students will be required to turn in their cell phones to the designated spot that each teacher has selected. The cell phone is to remain off and in the designated area the entire class, this includes during any restroom breaks. Students may pick the phone back up at the end of class. No electronic listening devices (i.e. earbuds, Air Pods, headphones, etc.) may be visible or in use during class time unless the teacher approves them for educational purposes.

Parents, if you have an emergency and need to communicate to your student during class time, please contact the front office.

Consequences for violation:

- 1) Teacher will redirect
- 2) Teacher will take phone to AP or AP will come get phone and hold until end of the day (referral in Skyward to document “insubordination”)
- 3) Phone taken to AP again, hold until end of the day (3) D-Halls added to this referral and notify parent
- 4) Phone taken to AP again, student gets Sat & phone will need to be picked up by parent, warn parent upon pick up that next time is ASC & phone becomes prohibited item.
- 5) ASC and phone is now prohibited (checked / kept in AP office)
- 6) Beyond ASC, students can be assigned DAEP (Clear Path) for persistent misconduct / insubordination.

As noted above, a student who continues to refuse to turn in his or her cell phone will be assigned ASC for Insubordination and the phone will become a prohibited item for that student.

All cell phones turned into the office will be picked up at the *end of the school day*.

### CRIMESTOPPERS

Friendswood High School supports and manages FHS Crime stoppers, an anonymous tip program where students may confidentially report illegal activity at school. The FHS administration team determines the monetary amounts of rewards for tips. Students are encouraged to confidentially report information to any FHS administrator.

### FEES

Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. Qualification for free or reduced lunch qualifies a student for exemption of fees.

### FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

For a student to be eligible to use alternate travel to or from a school event they must provide a request in writing one day in advance to the coach or sponsor and have an Alternate Travel permission Slip on file with the coach or sponsor. Any actions by students on campus or in the community, which degrades their extracurricular activity, will result in removal from the program. Students in the work program are allowed to leave at the end of their last class period.

### FOOD SERVICES

The District offers free and reduced-price meals based on a student's financial need. Information on this program can be obtained from the Food Services office at 281-996-2596.

### LEAVING CAMPUS WITHOUT PERMISSION-CLOSED CAMPUS LUNCH

See Standards of Student Conduct. Students in the work program are allowed to leave at the end of their last class period.

### LIBRARY

The Library Media Center of Friendswood High School supports the units of instruction in grades 9-12. Resources in various types of formats and subjects are maintained to encourage innovative thinking through inquiry on topics of personal and scholarly interests. Leisure reading is promoted.

### **Hours, Services & Equipment**

- The Library is open from 7:45 am until 5pm
- Students who come to the library during class periods are required to present a written pass from a teacher or administrator.

- Students, staff, and immediate family members have 24/7 remote access to the online library catalog and digital resources. Login information is available from the library staff
- Self-operating photocopiers are available for a cost during library hours
- Students who have a signed *Responsible Use Policy* on file may use the library computers upon presenting a current student ID.
- Printing from computers cost \$.05 for black and white, \$.25 for color.

### **Book Loans**

Circulating copies are checked out for two weeks and are renewable unless they are reserved by other patrons. Overdue fines are \$.05 per day exclusive of weekends and holidays. The fees for lost and damaged books are those of their replacement costs.

### **Other Policies & Expectations**

- Food is not allowed in the library. Covered drinks are allowed only in the designated beverage area. No library materials or equipment can be used in the designated beverage area.
- Materials removed from the library without the proper process is considered theft of school property. Disciplinary action against such an act will be in accordance to the Standards of Student Conduct.
- Library materials, textbooks, course books, equipment, and furnishings are to be used with care and returned in a timely manner.
- Students are to use library materials, equipment, and furnishings with care.
- Recommendations for additional materials in all forms are welcome.

### LOST AND FOUND ARTICLES

If a student loses an article, he should go immediately to the assistant principal's office and report the loss. It is possible the lost article may have already been turned in. When a student finds something, no matter how small, he should bring the item to the assistant principal's office. Valuable and small items such as jewelry, calculators and i.d. badges will be kept in the assistant principal's office. Large items such as backpacks and textbooks will be kept in the lost and found bins in the cafeteria. Unclaimed articles will be disposed of at the close of the school year.

### LUNCH DELIVERIES

In order to minimize classroom disruptions, parents are discouraged from making 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 visitor's desk. We will attempt to notify the student, but this type of notification does not fall into the emergency category.

### MOTOR VEHICLES & PARKING

Licensed drivers are the only students permitted to drive cars to school. The Assistant Principal's office will issue parking stickers during student registration before school starts and during the school year. Students will need to present their driver's license and vehicle(s) information when purchasing a permit. In cases where students drive a vehicle other than their own, such as a rental car or another family member's vehicle, the student will need to come into the assistant principal's office and pick up a temporary permit (at no cost).

All parking permits must be displayed while parked in the school parking lot(s).

PERMITS MUST BE PLACED ON THE BOTTOM CORNER (ABOVE OR BESIDE THE REGISTRATION STICKER) DRIVER'S SIDE OF THE WINDSHIELD.

The sale of parking permits may be cut off at any time. Possession of a permit does not guarantee the holder a parking space in the student parking lot. Any misuse of motor vehicles within the school parking lot or around the school campus will result in some type of disciplinary action, which could include the loss of the privilege to drive a motor vehicle to and from school.

- Students are not allowed to sit in cars or remain in the parking lot after arriving on campus.
- Students who leave school in a vehicle without permission from school personnel, and/or drive other students off campus without permission from school personnel, will have their parking permit revoked for a significant time

period:

- 1<sup>st</sup> offense: a two-week period
- 2<sup>nd</sup> offense: a six-week period
- 3<sup>rd</sup> offense: the remainder of the school year
- Students who owe make-up hours will have their parking permit revoked and will have their permit reinstated once they have completed their make-up hours and turned them into the assistant principal's office.
- Any student riding on a motor vehicle in an inappropriate and/or dangerous manner will be assigned ASC for 5 days. This behavior would include "car surfing". This is very dangerous behavior.
- Students will not be allowed to move cars from one parking lot to another during the school day. **Students are not allowed in the parking lot during the school day without a pass from the office or a teacher.** Failure to comply with these policies will result in disciplinary action.

Sophomores, juniors and seniors, who have purchased a parking permit, are the only students allowed to park on campus.

Sophomores:

- A limited number of sophomore permits on a first-come/first-serve basis will be available for the natatorium parking lot **only** – also labeled as lot "F".
- Sophomores must show a valid driver's license before purchasing a permit.

Juniors:

- The section closer to the stadium (the remainder of the stadium lot) is for juniors – labeled as lot "E"; however, both seniors and juniors may park in this parking lot.
- Juniors may park in the natatorium lot – Lot "F" - as well, if the stadium lot is full.

Seniors:

- The front parking lot by Mustang Road ("the senior lot") – labeled as lot "B" is reserved for seniors only and staff as well.
- Again, the stadium parking lot – lot "D and E" – are for both seniors and juniors.
- Seniors may also park in the parking lot between the tennis courts and Greenbriar Rd. – labeled as Lot "A".
- Seniors may park in the natatorium lot as well – again labeled as lot "F".
- In short, seniors may park in every parking lot on campus except for lot "C" - the parking lot directly behind the cafeteria and front driveway off of Greenbriar Rd. by the flag poles.

**All student spots, in all parking lots where there are student spots, are labeled with the word "STUDENT". All staff spots are labeled with the word "STAFF" and all visitor spots are labeled with the word "VISITOR".**

**VISITOR PARKING IS LOCATED AT THE FRONT OF THE CAMPUS BY THE FLAGPOLES JUST OFF OF GREENBRIAR RD AND IN LOT "A"\*\*\***

Any visitors **not** including: substitute teachers and dual credit professors from colleges, planning on coming to Friendswood High School, this would also **not** include parents picking up/dropping off students, etc., but rather people planning on coming onto the campus that are not FHS employees, if you plan on coming between 7:45 a.m. and 8:40 a.m. and from 3:20 p.m. to 4:20 p.m., please park in the spots outlined in Lot "A" – labeled as "VISITOR" spots. For all other times during the day all visitors may park in the front parking area by the flagpoles.

The driveway in front of the building is for staff and visitors only. **It is not to be used as an unloading or pick-up area by parents bringing students to and from school. This driveway is used for bus pick-up and drop-off of students, so it is imperative students are not picked up or dropped off during the times mentioned previously and visitors do not attempt to leave or arrive in the driveway at the front of the campus during these crucial times – as this is a safety issue (again visitors may park in lot "A" if arriving or leaving during the times mentioned above).** The maintenance area between the two air conditioners is a red zone - cars parked in this area will be towed away.

Failure to park vehicles in designated areas and spaces will result in the issuance of a ticket and/or the loss of driving privileges. Cars parked in the red (no parking zones) will be towed away. **Cars parked illegally or without a sticker will be ticketed and fined \$15.00.**

## STUDENT DROP-OFF/PICK-UP

### **Bus riders**

Buses will pick students up from the high school at either the front or the North side near the senior parking lot and drop them off at the front of the campus. When students arrive, they should enter through the front doors.

After the 7<sup>th</sup> period bell rings, at the end of the school day, students need to head to their assigned place, either the front or the North side near the senior parking lot at the end of the Senior Mall.

### **Car riders**

Students may be **dropped off** in any of the following three locations:

1. Lot "A" (lot located between Greenbriar Rd. and tennis courts).
2. Lot "B" (lot located between Greenbriar Rd. and the Math and Science building – often referred to as the senior lot).
3. Lot "D" (lot located between the annex building and the stadium lot – often referred to as the "annex lot")

Students may be **picked up** in any of the following two locations:

1. Lot "A" (lot located between Greenbriar Rd. and tennis courts).
2. Lot "D" (lot located between the annex building and the stadium lot – often referred to as the "annex lot")

A MAP ON MOTOR VEHICLES, PARKING, AND STUDENT DROP-OFF AND PICK-UP IS AVAILABLE AT THE FHS WEBSITE UNDER THE SECTION TITLED "MUSTANG MATTERS". PLEASE VISIT THE WEBSITE AND REVIEW THIS INFORMATION AND CONTACT THE ASSISTANT PRINCIPAL'S OFFICE IF YOU HAVE ANY QUESTIONS

## BAND PRACTICE AND HOME FOOTBALL GAMES

Due to band practice students parked in the stadium parking lot, parking lot "E" will need to move their vehicles, by 4:30 p.m., on **Mondays, Tuesdays and Wednesdays** throughout the fall semester, out of the stadium lot. Students may move their vehicles after school, on these days, from the stadium parking lot to a different student parking lot such as the: annex lot, natatorium lot and or the senior lot – if they plan to remain on campus after 4:30 p.m. This information is posted on signs in the stadium parking lot. All vehicles remaining in the parking lot after 4:30 p.m., on these days (in the stadium lot), will be towed to a different student parking lot, and a towing fee will be charged to the student as well.

On Fridays, during the fall semester when FHS is hosting home, varsity football games, students and visitors parked in the annex lot and the stadium lot, will need to move their vehicles by 4:30 p.m. (Any student or visitor parked in the above-mentioned lots, on these days, **with a current, home-game parking placard** will **not** need to move their vehicle(s)). Any vehicles parked in these parking lots after 4:30 p.m., **without** a current, home-game parking placard, **may be towed** to another parking lot or a different location.

The FHS administration will review the above-mentioned information with the entire student body as it pertains to motor vehicles and parking at the beginning of the school year.

## ON-CAMPUS LUNCH

Friendswood High School is a closed campus for lunch. Students are not permitted to leave for lunch. Students are expected to leave their eating area clean.

## PARENT INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to become a school volunteer. For further information, contact the principal's office at 281-482-3413, or the Public Information office at 281-992-1050.

Participate in campus parent organizations. The activities are varied, ranging from the Parent Teacher Organization (PTO), an organization's booster club, to the District and campus planning committees formulating District and campus plans to

improve educational opportunities for all students. For further information, contact the principal's office at 281-482-3413.

### PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

The Pledge of Allegiance bill requires students to recite the Pledge to the United States and Texas flags. There must also be a moment of silence after the Pledges

### PROHIBITED ITEMS

Items such as those listed below, but not limited to, may be confiscated and not returned:

- |                 |                   |                          |
|-----------------|-------------------|--------------------------|
| *All weapons    | *Cameras          | * Chains                 |
| *Energy Drinks  | *Hats/caps        | * Anti-energy drinks     |
| *Laser pointers | *Lighters/matches | *Piercings               |
| *Skateboards    | *Spikes           | *Vaporizers/e-cigarettes |
| *Paraphernalia  |                   |                          |

FHS is not responsible if these items are lost or stolen. The administration will not look for these items if lost or stolen.

### PUBLICATIONS

Students have the right to possess any forms of literature that do not disrupt or interfere with the educational process, including, but not limited to, newspapers, magazines, leaflets, and pamphlets. All written material over which the school does not exercise editorial control, that is intended for distribution to students shall be submitted to the building principal for review, who may take up to one working day for the purpose of reviewing the publication, before it is posted or distributed on campus. All publications edited, printed or distributed in the name of or within Friendswood High School shall be under the control of the school administration and the Board.

Students have the responsibility to use only those bulletin boards or wall areas designated for use by students and student organizations, and must also accept responsibility for the effect that the posting publication, or distribution of this literature might have on the normal activities of the school.

### RESIDENCY

Students must be residents of Friendswood ISD in order to attend FISD schools. Proof of residency must be provided to the campus registrar at the time of registration. Proof includes both a current utility bill and ownership/lease document with the name of parent / guardian and physical address. Any person who knowingly falsified information on a form required for a student's enrollment in the District shall be liable to the District for full tuition if the student is not eligible for enrollment. Presenting a false document or record under Section 21.0313 of the Texas Education Code is an offense under Section 37.10, Penal Code. Students found to be residing outside of the District's boundaries will be immediately withdrawn from school.

### SEARCHES BY TRAINED DOGS

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. Searches for contraband such as alcohol, drugs, firearms, and explosives are provided by trained dogs and may occur at any time. Periodically, dogs will be brought into classrooms to search rooms, desks and student belongings once the students have been removed from the room. Student lockers are also subject to search. The sniffing of objects on 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.

Under the law, school officials can search objects if they have reasonable suspicion that contraband lies therein. *New Jersey v. T.L.O.*, 105 S. Ct. 733 (1985). Objects upon which dogs have alerted can be searched without the necessity of consent, including the student's consent. If a student refuses to give his/her consent for his/her vehicle to be searched, a master locksmith will be called to open the vehicle. Every effort will be taken to insure the vehicle is not damaged if a search is made.

### METAL DETECTING WANDS (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches while on a district campus or attending off-campus, school-sponsored activities.

### SEE SOMETHING, SAY SOMETHING

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

### SCHOOL CALENDAR

In order to avoid conflicts in scheduling school events and activities, a school calendar is maintained in the Principal's office. School organizations planning activities should check the office calendar for possible conflicts. If the principal approves the activity, it will then be posted on the calendar of events. The calendar is on the school website and is updated monthly.

### SCHOOL DANCES

The hours for any school dance are 9:00 p.m. to 12:00 p.m. No student may leave the cafeteria breezeway area during the dance and return.

### SCHOOL ORGANIZATIONS

Students shall not be denied the privilege of participating in extracurricular organizations as long as they meet U.I.L. requirements and requirements set by the administration and approved by the Board. Students are expected to abide by the by-laws of these organizations as long as they do not conflict with the Standards.

### SCHOOL PUBLICATIONS

#### **The Lariat**

The school publishes its own school newspaper. The newspaper staff is selected by the sponsor on the basis of scholastic achievement, willingness to work, cooperative attitude and talent in writing and organization. Journalism I is required.

#### **Roundup**

The school also edits a yearbook that records the highlights of the year's activities. The yearbook staff is selected by the sponsor on the basis of scholastic achievement, willingness to work, cooperative attitude and talent in writing and organization. Journalism I is required.

#### **Publication Editor**

It is the duty of a publication (yearbook and newspaper) editor to oversee all steps of the publication process. Anyone considering the responsibility of editor must be able to spend a considerable amount of time during the summer break and after school during the school year.

In order to be considered and maintain good standing as an editor for either the newspaper staff or the yearbook staff, the student must meet and maintain the following requirements:

- Be in continuous attendance from the first week of school the second semester of the current school year at Friendswood High School.
- Complete an application for the sponsor with at least three positive teacher recommendations and a parent signature.
- Complete Journalism I and one year of either newspaper or yearbook class.
- Maintain the state requirements for attendance.
- Maintain an overall "C" average for the current school year. If an editor receives an "F" for any nine weeks, he or she will be put on probation until the following grading period. If the editor fails to raise the grade to passing, he or she will relinquish his or her position.

### SCHOOL RESOURCE OFFICER (SRO)

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 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.

### SENIOR SKIP DAY

Any student that takes part in "senior skip day" will lose going to senior field day.

### SEXUAL HARASSMENT

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. See the Standards of Student Conduct for information regarding disciplinary sanctions. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify the parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions about the expectation in this area. A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The principal or Title IX coordinator will coordinate an appropriate investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint. If the solution of the complaint is not satisfactory to the student or parent, the student or parent within ten days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL). If the solution by the superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

### SMOKING/USE OF TOBACCO/POSSESSION OF TOBACCO/MATCHES, LIGHTERS

For consequences, see Standards of Student Conduct.

### SOCIAL CONDUCT, DRESS, AND APPEARANCE

Students are expected to refrain from public display of affection on the school campus. Violations of this are subject to disciplinary action. Proper dress and grooming are the responsibilities of the student, parent, and school. Each should discourage extremes. The school is charged with the responsibility of building proper values, quality citizenship, and maintaining a school climate that results in academic benefits for the student body. Proper dress and grooming are considered a part of the educational program.

### 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-Kindergarten 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 fully attached sleeves, 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. Shorts and jeans with tears above middle fingertip length are not permitted. Cut-off type shorts and skirts 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.

### **Extracurricular Activities**

All groups representing the school or school organizations are expected to put their "best foot forward" in public. Therefore a coach, band director, drill team sponsor, student council sponsor, etc., may require members to wear ties or dress in a more formal style.

If hairstyle or type of dress interferes with the performance or efficiency of student's participation in athletics or any extracurricular activity, the student shall be required to change the hairstyle or the attire or cease to participate. Any student

who represents the school or any athletic team or is a member of any school organization must remember that public opinion and public scrutiny is always present. The team morale, attitude of athletic contest officials, and the accepted public standards must be considered. A student represents the school first and foremost and individual preferences as to hairstyles and dress attire must be sacrificed if such individual preferences serve to deteriorate the general effectiveness of a team or organization.

### **Dress Code Violations**

Violations of the dress code may result in disciplinary action being assigned. If the student's dress or grooming is objectionable under these provisions, the principal or designee shall request the student to make appropriate corrections. Students who violate provisions of the dress code will be given the opportunity to have parents bring appropriate clothing to school or to pick up the student. If a parent cannot be contacted the student will be placed in A.S.C. Students will receive disciplinary action for any violation of the school dress code. (See Code of Conduct)

### **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact a counselor; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the district or by other organizations. Pamphlets are available, in the counseling center, describing each special program. A pamphlet is placed in each student's registration packet. Information on special programs is also available in Spanish.

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

The ESL program in FISD is primarily immersion in the regular classroom with classroom accommodations and a pullout component where identified students work individually or in a small group with a certified ESL teacher. A pamphlet describing the ESL program at FHS is available in the Counseling Center and is placed in student's registration packets at the beginning of the year.

### **STUDENT GOVERNMENT**

Students have the right, under the direction of a faculty advisor, to form and operate a student government within their respective schools.

### **THEFTS**

Thefts may be reported to the police. All thefts should be reported to the assistant principal.

### **TITLE IX**

The Board of Trustees heretofore adopted all of the provisions applicable to final Title IX regulation implementing education amendments of 1972.

### **UNAUTHORIZED PUBLICATIONS**

The publishing or distribution of any unauthorized publications either electronic or paper will result in disciplinary action. Materials, which are distributed or displayed on campus, must be cleared by the principal or his designated representative.

### **VISITORS (NON-SCHOOL)**

Anyone who is not a registered student at Friendswood High School must have permission from an administrator to be on the FHS campus. Students suspended, expelled or who have been withdrawn from FHS or students attending any other high school may not be on the campus for any reason. **If a person has business to conduct on campus, he/she must talk with an administrator by telephone.** Failure to comply with the above policy may lead to criminal trespass charges being filed.

### **WEAPONS**

Knives, guns, including stun guns, and other instruments that are potentially dangerous are not to be brought to school. If these items are brought to school they will be confiscated and consequences listed in the Code of Conduct will be applied.

**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.
3. *At NO TIME shall any registered sex offender be permitted to mingle with the student population or walk through the school unescorted.*
4. *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).*
5. *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).*
6. *Registered Sex Offenders shall conduct their business in the front office area only.*
7. 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 visitors.

**False Matches**

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 which provides name and date-of-birth. The system only checks first name, last name and date-of-birth. Therefore, it is possible to have a “false match” of someone with the same name and birthdate. Some states use age instead of date-of-birth as a database field. Therefore, it increases the chance of a “false match” in a person which 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. 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.*

**WHAT TO DO IF**

**STUDENTS**

**You Have To Leave School before Dismissal Time**

Always check out through the attendance office. Present note or obtain permission from parents in the Assistant Principal's office.

**You Are Absent**

Bring a written excuse from your parent explaining the reason for your absence. Take your excuse to the attendance office and obtain an Admit To Class as soon as you come to school. Always check in to school at the attendance office when you have been absent.

**You Become Ill At School**

Report to the clinic. If it is necessary for you to go home the nurse will call your parents.

**You Lose Your Book Or Other Property**

Check in the lost and found department in the reception/attendance office for your lost items. If the lost object is not found here, report the loss to the office.

**There Is A Fire Drill**

At the sound of the fire alarm get up immediately and march out of the building in a quiet and orderly manner with your group.

**You Are Tardy**

Report to your class.

**You Have To Pay for a Lost Textbook**

See the Bookkeeper in Assistant Principal's suite.

**You Have Personal Problems**

See the Counselor.

**You Have Schedule Difficulties**

See the Counselor.

**PARENTS/GUARDIANS****You Need to Check Your Child Out of School**

Enter the building at the main entrance off of Greenbriar. Check in at the visitor's desk.

**You Need to Send Your Child a Note, Item He/She Needs, Lunch, Money for Lunch, etc.**

Enter through the front doors. Report directly to the visitor desk. The item will be delivered to your child. DO NOT go to any other part of the building.

**You Have Scheduled a Conference with a Teacher, Administrator, or Counselor.**

Park in front of the school off Greenbriar in visitor parking. Enter through main entrance. Check in at the visitor desk. The teacher will be notified and will meet you at the reception area. You will be escorted to the administrator or counselor's office for your appointment. In an effort to heighten security in our building, it is very important that parents follow these guidelines. With the exception of the doors in the front, all outside doors will be locked at 8:30 a.m. each day.

**CAMPUS PLAN FOR RELEASING STUDENTS TO PARENTS IN EMERGENCY SITUATIONS**

The FHS release plan will be put into effect with an announcement by a designated administrator. Students will be released by grade level and escorted by their teachers to the designated areas. All students that drive and their siblings will be released to drive home. The student that drives will report to the sibling's classroom and check out that student. Teachers will document which students are released to drive home and bring that documentation with them to their specific release area when they are dismissed.

Seniors and Juniors: Teachers escort to auditorium

Administrators: Nancy Lockhart & Susan Kirkpatrick

Parents report to the auditorium outside door - the senior parking lot "B" to pick up their student.

Sophomores: Teachers escort to cafeteria

Administrators: Ashley Birmingham & Glen Newsom

Parents report to the back of the cafeteria parking lot, lot "C", to pick up their student.

Freshmen: Teachers escort to girls' gym

Administrators: Delaney Lyon, Fred Capadona & Amanda Bielowicz

Parents report to the girl's gym outside door of parking lot "A", to pick up their student.

Teachers are on their planning period or conference period should report to Mr. Griffon's office for instruction.

**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 academic or behavior 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 informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines 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: Samantha Eubanks

Phone Number: 281-482-3413

**Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje  
o que necesitan o pueden necesitar  
educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no esta de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Samantha Eubanks

Número de teléfono: 281-482-3413

#### INFORMATION ON PESTICIDES

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, 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 Friendswood ISD property are made only by trained and licensed technicians. Should you have any questions about the district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM Coordinator, Maricruz Castellanos at 281-996-2582 or by email at [mcastellanos@fisdk12.net](mailto:mcastellanos@fisdk12.net)

#### SEVERE WEATHER

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 circumstances 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 event.
3. If during a severe weather threat you know 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.

## Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

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 ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district provides your designation of directory information during online registration. Friendswood ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

## Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and telephone number of secondary school students enrolled in the district, unless a

student's parent or eligible student directs the district not to release information to these types of requesters without prior, written consent.

### Acknowledgment of Electronic Distribution of Student Handbook

The Student Handbook contains information that you and your child may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code of Conduct, I should direct those questions to the principal at 281-482-3413. If you would like a hard copy of the Mustang Manual (Student Handbook) contact the Assistant Principal's office at 281-482-3413.

### BACTERIAL MENINGITIS

#### What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasite, 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 cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, or utensils).

#### How can bacterial meningitis be prevented?

There are vaccines available that offer protection against some of the bacteria that can cause bacterial meningitis. The pneumococcal conjugate vaccine (PVC), pneumococcal polysaccharide vaccine (PPSV), meningococcal conjugate vaccine (MCV4), meningococcal polysaccharide vaccine (MPSV4), and *Haemophilus influenzae* Type b (HIB) vaccine can assist in preventing infection from certain bacteria that can cause bacterial meningitis.

Maintaining healthy habits, like getting plenty of rest and not coming into close contact with people who are sick can also help prevent infection. Using good health practices such as covering your mouth and nose when coughing or sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria.

#### 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. Additional information may also be found at the website for the Center for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.dshs.texas.gov](http://www.dshs.texas.gov)

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