

# FJH Handbook Supplement

## 2024-2025



Friendswood Jr. High  
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77546

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## WELCOME

Dear Parents: Welcome to another exciting school year! We are so pleased to be your school, and we anticipate another successful year! The following pages contain policies and procedures that will help provide clarity as we navigate the 2024-2025 school year. Read the material carefully and review with your child the sections relevant to his or her school success.

### **These are the people that are here to assist you:**

Principal - Dana Drew  
Principal's Secretary - Kelly Harris

Dean of Instruction - Tammy Bock  
Dean of Instruction's Secretary/504 Assistance - Peggy Kleven

6th Grade Assistant Principal - Christina Holt  
6th Grade Counselor - Robyn Sandoval  
6th Grade Secretary - Lori Longbotham

7th Grade Assistant Principal - Fletcher Weston  
7th Grade Counselor - Stephanie Sharp  
7th Grade Secretary - Brenda Baker

8th Grade Assistant Principal - Nicole Ferro  
8th Grade Counselor - Jennifer Reed  
8th Grade Secretary - Alicia Baumer

Student Support Counselor - Jennifer Kilpatrick

Receptionist - ???  
Attendance Clerk - Victoria Flores  
Registrar - Rosanne Cordero  
Bookkeeper - Leia Berg  
Nurses - Tamara Dixon and Michelle Hernandez  
School Resource Officer - Andrew Whittaker

### **SCHOOL TIMES**

Our school hours are 8:35am until 3:55pm. Students may access the building from 8:00am until 4:00pm each day unless they are in a supervised special program. Students arriving between 8:35-8:44am will report directly to 1st period and will be counted tardy. Students arriving after 8:45am will need to report to the office to receive an admittance/tardy slip (**teachers will not allow students in class without this slip**).

## **GENERAL INFORMATION:**

### **Assessment and Testing Programs:**

The Student Assessment Calendar for the **2024 - 2025** school year can be accessed on the FJH website: <https://myfisd.com/jh/>

### **Bicycles:**

Bicycle racks are located on campus. Students must lock and secure their bikes at all times. For safety reasons, students must walk their bikes while on campus and are not permitted to cut through the parking lot (use designated crosswalks). Students should wear a helmet.

### **Cell Phones:**

See Electronic Devices.

### **Common Areas:**

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

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

### **Complaint Process:**

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

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

The principal will schedule a conference with you and give you a written or oral response within ten days after the conference. You will also have an opportunity for a conference with the assistant superintendent if the principal has not resolved the matter. If the assistant superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to

consider the matter at its next regular meeting. Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the Board of Trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. For the board to take any action on a complaint, you must follow the complaint process established in policy.

### **Conduct and Discipline:**

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

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

### **Deliveries:**

Students will only be notified of the following deliveries: Chromebooks, glasses, and medications. Students will not be notified of the following deliveries: Lunches/Food/Drinks from parents, band instruments, homework, etc...

**\*Lunch, treats, and drinks may only be brought for your child.**

**\*Office staff will not sign for any type of food delivery (DoorDash, Pizza deliveries, etc...). Students will not be called down to sign for such deliveries.**

### **Electronic Devices**

FISD recognizes the importance of communication and collaboration and, therefore, provides devices for students to be productive in the classroom. To keep the focus on academics, promote social-emotional learning (SEL), and reduce unnecessary distractions, FJH enforces the following when pertaining to cellphones and other electronic device usage:

**All students will be required to turn in their cell phones to the designated spot each teacher has selected when they walk into the classroom and may pick it back up at the end of class.**

- Use of cell phones and other electronic devices in the classroom is at the discretion of the teacher and may only be used for educational purposes. During school hours, students may not use these devices in the locker rooms or the restrooms.
- Use of cell phones in the hallways will be allowed during passing periods; however, cell phone etiquette will be enforced. For the safety of our school, no walking while texting, no sound from videos, etc.

- Students may not take pictures or videos during the school day. Students who use electronic devices for other purposes or without permission will be disciplined according to the Student Code of Conduct.
- Headphones and other listening devices (i.e. earbuds, AirPods, speakers, etc.) are only to be used before and after school, and during lunch. They can be used for educational purposes i.e., test taking, audiobooks, etc. under the direction of the teacher. The use of headphones is prohibited in the hallways.
- Students bring personal electronic devices at their own risk, considering possible issues such as **loss**, theft, misuse, and damage.
- If a student needs to make an emergency call during the day, they are to come to their grade level office or front office.
- If a parent needs to communicate an urgent message with their student, they are to call the school and the message will be sent to their child.

Violations of FJH's cell phone/electronic device expectations will result in the following disciplinary actions:

**1<sup>st</sup> Offense** – Warning by teacher/Phone turned into grade level office.

**2<sup>nd</sup> Offense** – Detention/Phone turned into the grade level office.

**3<sup>rd</sup> Offense** – Double Detention/Phone turned into the grade level office.

**4<sup>th</sup> Offense** – Saturday Detention/Mandatory Parent Meeting/Phone turned in to grade level office

**5<sup>th</sup> Offense** – Insubordination – ISS 3 days/Phone turned in to grade level office

**6<sup>th</sup> Offense** – Insubordination – ISS 5 days + Prohibited Item/Phone turned in to grade level office

**7<sup>th</sup> Offense** – Persistent Misconduct – DAEP

If a student refuses to turn in their cell phone, ISS will be given as a consequence for Insubordination. The punishment may move to a greater consequence according to the student's previous consequences.

All cell phones turned into the office may be picked up at the end of the day.

## **Emergency Drills**

Students will follow posted and announced procedures during an emergency signal. For the protection and safety of all students and school personnel, all drills must be taken seriously. Students must follow all directions given by staff.

## **End-of-the-Year Celebration for 8th Grade (Eligibility):**

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

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

**Grades:** A student is prohibited from attending if they are failing any subject for the nine weeks and/or the year five school days before the scheduled event.

**Attendance:** A student is prohibited from attending if they currently owe attendance make-up hours.

## **Extracurricular Activities & Eligibility:**

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

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

Students must earn a grade equal to or greater than 65 to be considered passing for UIL in the following advanced courses:

- Math
  - 7th Math for 6th graders
  - 7th Advanced Math for 6th graders
  - PreAlgebra for 7th graders
  - Algebra 1 for 7th graders
  - Algebra 1 for 8th graders
  - Geometry for 8th graders
- ELA
  - MAP 6th ELA
  - MAP 7th ELA
  - MAP 8th ELA
  -

- Science
  - MAP 7th Science
  - MAP 8th Science
  - ~~IPC~~
- Social Studies
  - MAP 7th TX History
  - MAP 8th US History

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. The minimum standards for extra curricular conduct are included in the FJH Student Code of Conduct. You and your child will be informed of any additional rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

## **Fees:**

- **Athletic Fees**
  - Tier I - \$75.00 Band, Basketball, Football, Soccer, Tennis, Track, Volleyball
  - Tier II - \$50.00 Cross Country
  - Maximum Charge: \$75.00 per student. Fees are charged per student activity
  - Family Maximum charge: \$300.00
- **Academic Fees**
  - PSAT 8/9 - \$10 (8th graders only)
  - CCMR Portfolio - \$5

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

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

◆ All students enrolled in Pre-Algebra, Algebra, and Geometry will be required to have a TI 84+ or equivalent graphing calculator. Teachers have a set to be used in class only.

### **In addition, the following may apply to your student:**

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or equipment that must be returned to the district.
- fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- Fees for items of personal use or products a student chooses to purchase, such as student publications, annuals, and club participation materials.
- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.

- fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, color guard and band uniforms.
- fees for textbook use will be assessed according to the following:
  - **Full cost of replacement** if the book is lost/unusable due to defacement, destruction, or non-return (average replacement cost is \$50/book.)
- You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine your ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.
- The Friendswood Independent School District's Policy Manual is available online through the Friendswood Independent School District website or in the school library.

## **Grading, Report Cards, and Late Work Policies:**

### **Grading and Report Cards**

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

**Progress Reports:** Progress Reports are available on Parent Skyward Access during the 3<sup>rd</sup> and 6<sup>th</sup> week of all grading periods.

**Report Cards:** Report cards are available on Parent Skyward Access at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 9 weeks. Hard copies are available by request.

**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 and 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.

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

### **Grading Policy -**

#### **FJH Beliefs**

FJH is committed to grading practices that support the learning process, encourage student success, and accurately reflect student progress toward mastery of the course standards, determined by the Texas Essential Knowledge and Skills (TEKS) or College Board. Our beliefs about learning and grading practices are grounded in the following statements:

- All students can learn.
- Students learn in different ways.
- Students learn in different time frames.
- Errors are inherent in the learning process.
- Assessment is a process for providing feedback that influences learning.



- Grades should accurately reflect mastery of the standards.
- Certain behavioral traits are essential for student success.

As evidence of our commitment to these beliefs, the following grading and assessment practices will be implemented:

### Grades will be reflective of student learning.

Students will be expected to complete all assignments on time and in their entirety. Students will be given the opportunity for reassessment of summative assessments (as defined by #2 in “Reassessment Procedures for Summative Assessments”) assuming they have met the expectations outlined below.

### Grading and Recording Expectations

Since all grades will reflect mastery of student learning, grades will not be inflated or deflated for student non-academic behaviors.

Teachers will communicate with students and parents regularly by publishing grades weekly, allowing for feedback and continued learning.

The nine-week grade should reflect an appropriate sampling of summative assessments to accurately reflect mastery of the targeted standards.

Teachers will record the actual grade earned.

### Reassessment Procedures for Summative Assessments

Reassessment provides students the opportunity to demonstrate they have increased their knowledge, skills, and/or concepts from the first assessment. Any reassessment beyond the stated procedures would be determined by the teacher and/or campus administrator.

Students will be given the opportunity for reassessment of summative assessments (as defined by #2 in “Reassessment Procedures for Summative Assessments”), assuming they have met the expectations outlined below.

Reassessment provides students the opportunity to demonstrate they have increased their knowledge, skills, and/or concepts from the first assessment. Therefore, students who have already demonstrated mastery will not be reassessed. Mastery is defined as a student receiving a 90 or higher on an assessment.

With extended assessments such as essays, portfolios, or long-term projects, where students receive feedback and the opportunity to show new learning during the process, there is no opportunity for reassessment.

### Reassessment occurs under the following conditions:

1. The student has scored less than 90 on the assessment.
2. Students must complete all formative assessments/assignments related to the summative before the reassessment opportunity.
3. The student engages in additional learning opportunities/assignments as determined by the teacher.
4. The student may reassess within a maximum of ten (10) school days of the student receiving the grade on the original assessment unless extenuating circumstances exist\*.
5. The student may reassess no later than five (5) school days into the next grading period if the summative was given in the last week of the grading period.
6. On a summative reassessment, the teacher shall record the higher of the two grades up to a 90.

\*Extenuating circumstances will be determined by the teacher and/or campus administration.

**INCOMPLETES** – Incomplete grades must be cleared one week after the grading period ends.

### **FJH Grading Scale**

- 90–100 A or E (Excellent)
- 80–89 B or S (Satisfactory)
- 75–79 C or N (Needs Improvement)
- 70–74 D or U (unsatisfactory)
- 69 or below F

### **Hallways/Restrooms:**

Students are expected to conduct themselves appropriately in the hallways and restrooms. A hall pass will be required at all times when students are outside of the classroom during class time. Failure to meet expectations will result in consequences per the student code of conduct.

### **Health:**

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

- Fever of 100 degrees or over
- Undiagnosed rash or weeping sores
- Vomiting and /or diarrhea

- Red, discharge from eyes, or
- Any illness making him/her feel too badly to participate

A student having any of the above symptoms **BEFORE SCHOOL SHOULD STAY AT HOME** for observation and care. A student will not be sent home without special arrangements and permission from the parent. Any illness or injury that 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.**

## **Lockers:**

### **6th Grade:**

- All 6th grade students will be issued a locker on the first day of school.

### **7th and 8th Grade:**

- Students will be issued a locker upon request during the first week of school through their grade-level office.
- Athletic/PE Lockers
  - An athletic/PE locker will be assigned to students during the first week of school.
  - Students are responsible for their personal items and should use their lockers to ensure their items are secured.
  - Any items left in the main areas of the locker room will be placed in lost and found.
  - Locker rooms will be locked when not in use to prevent unsupervised use or theft.
  - FJH staff is not responsible for lost/missing items that were not secured in a locker properly.

## **Morning Tutorials:**

**6th Grade:** 6th grade staff will have a schedule for morning tutorials. See your child's Canvas page for the days of the week the teacher provides morning tutorials.

**7th and 8th Grade:** Students wishing to attend morning tutorials must obtain a written pass from their teacher prior to the tutorial session. This pass must be presented to the staff member on duty before the student will be allowed to enter the academic area. Teachers may also issue "electronic passes" through Canvas.

### **MMC Facilities, Hours, and Access:**

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

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

### **Plagiarism/Academic Dishonesty:**

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties following the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

### **Questioning Students at School:**

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

### **Residency:**

[\(Admission Application Questions and Residency Power of Attorney forms available\)](#)

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student's parents must live in the district, even if the student does not live with that parent.
  - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessor conservator for the child.
  - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessor conservator.
2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The

- school district has Power of Attorney forms to be completed by both the person the student lives with and the parent.
3. A parent, legal guardian, or adult resident who has a valid Power of Attorney for the student must enroll students under the age of 18. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
  4. The adult enrolling the student must present current immunization records or make arrangements to begin immunizations as soon as possible.
  5. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

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

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

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

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

### **Rumors:**

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

### **School Resource Officer:**

Through a memorandum of understanding involving the Friendswood Police Department and the Friendswood Independent School District, the School Resource Officer Program is available at Friendswood Junior High School. Our School Resource Officer (SRO) serves our students as a mentor and liaison to maintain 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.

### **Searches of Students, Lockers, and Vehicles on School Property:**

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

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

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

The district also reserves the right to subject students to metal detector searches while on a district campus or attending off-campus, school-sponsored activities.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

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

### **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 that immediately alerts the 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)

### **Skateboards:**

Skateboards are not to be ridden on school property.

Skateboards ridden to and from school must be put in the student's grade level office immediately upon arrival.

## **Student Checkout Guidelines and Exceptions:**

### **Release During the School Day**

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classrooms and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. All parents wishing to check out their student need to check in at the front office and present proper identification. Anyone checking out a student must be named on the student information card.

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

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

### **Standardized Testing (STAAR & End-of-Course Exams)**

To maintain a quiet and secure testing environment, parents are requested to only check out students for doctor's appointments or funerals on testing days. If a student is checked out before completing their test, it will affect the ability to grade the test. Checking students out causes interruptions in classrooms where testing is being held. This applies to ALL students, whether taking STAAR or not.

### **Student Check Out after 3:30**

FJH does not check out students after 3:30 pm.

### **Student's Legal Name:**

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

### **Summer School:**

Students needing summer school for credit advancement or remediation will need to see his or her grade-level counselor.

### **Visitors on Campus:**

Visitors are welcome. Upon entering the school, visitors must sign in at the main office and obtain a visitor's badge which is **visibly** worn on the chest area before being escorted to other locations in the school building. A valid driver's license **WILL** be required to sign in.