

Farwell  
Independent School District

2016-2017

Student  
Handbook

Presented to the Board of Trustees on August 8, 2016

# MISSION OF FARWELL SCHOOLS

Farwell ISD's mission is to provide quality instruction to all students so they will develop into responsible, adaptable, contributing citizens with caring attitudes. The district is responsible for helping all students achieve their fullest potential since all students can learn.

With this in mind, an objective-based curriculum continuum is utilized at all levels. It will include the facility for ongoing evaluation and change in order to meet the evolving needs of students.

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Michael Johnson

## COUNSELOR

Hayley Christian

In response to SB 107, the principal on each campus has been designated as the campus behavior coordinator

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To Students and Parents:

Welcome to school year 2016-2017! For this New Year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The Farwell ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. Hard copies are available in each campus office and online at [www.farwellschools.org](http://www.farwellschools.org). In an effort to make it easier to use, the handbook is divided into three sections:

**Section I – IMPORTANT INFORMATION FOR PARENTS** - with information all parents will need about assisting their child and responding to school-related issues;

**Section II – CURRICULUM-RELATED INFORMATION** - to provide information to students and their parents about graduation programs, required courses, class rank, extracurricular and other activities; and

**Section III – GENERAL INFORMATION AND REQUIREMENTS** – describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Farwell ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found online at [www.farwellschools.org](http://www.farwellschools.org).

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and use it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights.**]

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s Policy Manual is available in the school office or online at [farwellschools.org](http://farwellschools.org).

## **SECTION I - IMPORTANT INFORMATION FOR PARENTS**

This section of the Farwell ISD Student Handbook includes information on topics of particular interest to you as a parent.

### ***PARENTAL INVOLVEMENT***

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** and **Academic Program**.]

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the high school office at 481-3351, the junior high at 481-9260, or the elementary at 481-9131 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**.]

Becoming a school volunteer. [For further information, see policy GKG and contact the campus principal.]

Participating in campus parent organizations. Parent organizations include: Booster Club, Band Boosters, Ag Boosters, PTO and Class Parents.

Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact the Superintendent.]

Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and **School Health Advisory Council**.]

Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

#### **Display of your child's art work, projects, and other special work products:**

As a parent, if you choose that your child's art work, special projects, photographs and the like not be displayed to the community on the District's Web site, in printed material, by video, or any other method of communication you must notify the principal in writing.

### **Limiting Electronic Communications with Students by District Employees**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

### **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. This "directory information" will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal [within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet.]

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and the second for all other requests. For all district publications and announcements, the district has designated the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; weight and height of members of athletic teams; and enrollment status.

If you do not object to the use of your child’s information for these limited school-sponsored purposes, the school will not need to ask your permission each time the district wishes to use the information for the school-sponsored purposes listed above. The district shall not release student directory information for purposes other than school-sponsored purposes unless required by law or in response to a parent’s written consent.

Also review the information at **Authorized Inspection and Use of Student Records**.

### **“Opting Out” of Surveys and Activities**

As a parent, you also have the right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### **Prohibiting the Use of Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district’s policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Please note that if the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment shall not be administered, even when a signed statement prohibiting its use has not been submitted by the student’s caregiver or caseworker.

**You also have a right, as a parent:**

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. You may review:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admissions,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

[See **Student Records.**]

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral

beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

- As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:
  - Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
  - Devote more attention to abstinence from sexual activity than to any other behavior;
  - Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
  - Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
  - If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:

The District shall use the parenting and paternity awareness program developed by the SBOE in its high school health curriculum.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district’s SHAC. Please see the campus principal for additional information.

- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 35 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to

the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK.]

- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL) and the Student Code of Conduct.
- To request a transfer of your child to another class room or campus if your child has been verified by the board of trustees or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information.
- To request a transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. See policy FDD (LOCAL).

## **GRADING GUIDELINES**

**High School & Junior High Grading Policy (Elementary grading policy is listed in the Elementary addendum)**

### **Classroom/ Homework**

Students must turn in their class work/homework when the assignment is due or there will be a penalty of 10 points per day, with a zero given on the fourth day. Teachers have the option of giving the student an alternate assignment to help develop students' skills.

### **Tests**

Teachers may provide retests for students, regardless of the grade earned, at their discretion within 5 days of giving students their tests back. Tests shall not count for more than 50% of a student's overall grade with a minimum of two tests per six weeks. Grading percentages shall count the same within departments. The test grades will be averaged together for a final test grade. Six weeks tests and semester exams cannot be retaken without the permission from the campus principal.

### **Makeup Work**

A student will be permitted to make up tests and turn in projects due in any class missed because of absence (Each class period stands on its own). It is the student's responsibility to obtain the missing work. Students with any absence or extracurricular activities such as 4-H, Ag., Academic, or Athletics will also have the opportunity to make their work up (any assignment that is due or assigned during the student's absence) in a viable time. A viable time is the number of days absent, plus one. For example, if a student is absent 3 days, he or she will have 4 days, including the day he/she returns to school, to complete the assignments. It is the students' responsibility to obtain their missed assignments.

### **In-school Suspension or DAEP Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the

student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete, before the beginning of the next school year, each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

Deviation from the makeup policy must be approved by the campus principal.

### **Cheating**

A zero is received for any form of cheating; this includes the student who helps another student cheat on a test or allows another student to copy answers for an assignment. *A student caught cheating will lose his/her test exemptions for that semester.*

### **Semester Test Exemption Qualifications**

Students in grades 7 through 10 may be exempt from 3 semester tests and students in grade 11 and 12 may be exempt from all tests each semester provided they meet the following:

- No more than 1 absence with a grade average of 80 in that class
- No more than 2 absences with a grade average of 85 in that class
- No more than 3 absences with a grade average of 90 in that class
- No more than 4 absences with a grade average of 95 in that class

Absences are “per semester,” are counted in that class only, and count up to the day of exemptions. With the exception of the following, ALL absences count against a student for exemption purposes.

1. Absences that count as “PRESENT,” such as observing religious holy days, attending required court appearances, completing paperwork for citizenship, college visits (maximum of 2 per year in 11th & 12th grade), missing part of a school day for a medical visit (provided a note is turned in within 3 days of the appointment. (see TEC 25.087(b) 2013 for more examples)
2. Extracurricular activities
3. Medicaid screening
4. Funerals (provide documentation and maximum of 3 days)
5. Illnesses with a doctor's order not to attend school. The note must be turned in to the school office within 3 days of the student's return.
6. Acts of nature and disaster (must be approved by the principal)

Tardies also count against exemptions. They are cumulative and count for ALL classes. The first 3 tardies are free and every 3 tardies after that will count as an absence.

This exemption policy is a privilege and is left to the principal's discretion, it can be revoked!

The following circumstances prohibit a student from being eligible for exemptions.

- Being assigned to any removal placement (OSS, ISS, or DAEP)
- Owing fees or fines
- Missing books, school equipment, or athletic gear.
- Having been caught cheating during that semester.

## **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who needs to leave school during the day **MUST** bring a note from his or her parent **that morning**. A student who becomes ill during the day should, with a teachers permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. **STUDENTS WILL NOT BE ALLOWED TO CHECK THEMSELVES OUT OF SCHOOL.**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the campus principal has granted approval because extenuating circumstances, a student will not regularly be released before the end of the instructional day.

### **Open/Closed Campus**

Students in grades 11 and 12 may leave campus during the lunch period if they have on file at the principal's office a signed parental request that they be released for lunch. Students who abuse off-campus lunch privileges or leave campus at any other time without the principal's approval shall be subject to serious disciplinary action. The principal reserves the right to revoke the off-campus privilege at any time. [See **Tardy Policy**.] A parent or guardian who wishes to pick up a 9<sup>th</sup> or 10<sup>th</sup> grade student for the lunch period shall sign the student out in the principal's office.

### **Withdrawing from School**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course is near or below 74, or is below the expected level of performance. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 (or 74 for progress reports) in a class or subject.

Teachers follow grading guidelines approved by the campus principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. Tests shall not count for more than 50% of a student's overall grade grading percentages shall count the same within departments. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District's grading policy. [See policies at EIA.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 2 days.

*Students will have a minimum of 2 grades per week, per grading period.*

## **STATE MANDATED ASSESSMENT TESTS**

Students at certain grade levels will take state assessment tests (STARR: End Of Course) in the following subjects, as well as routine testing and other measures of achievement:

Mathematics, annually in grades 3–7 without the aid of technology and in grades 8 & Algebra 1 with the aid of technology on any assessment test that includes algebra

Reading, annually in grades 3–8

Writing, including spelling and grammar, in grades 4 and 7

English language arts in English 1 and English 2

Social studies in grades 8 and U.S. History

Science in grades 5, 8, and Biology [See note below.],

Any other subject and grade required by federal law

[See policy EKB.]

### **Other Standardized Testing: College Requirements**

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college

or university, most students must take an assessment test, such as the Texas Higher Education Assessment (THEA) test.)

## **STUDENT RECORDS**

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Farwell ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year. [See the acknowledgement form attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The District must comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The campus 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 inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to

reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 705 6<sup>th</sup> St., PO Box F, Farwell, TX 79325.

The addresses of the principals' offices are:

Farwell High School, 801 Av G, PO Box F;

Farwell Junior High, 700 Av G, PO Box F; and

Farwell Elementary, 600 Av G, PO Box F, Farwell, TX 79325

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights.

If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, 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, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards/Progress Reports and Conferences**, and **Student or Parent Complaints and Concerns** for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

**Please note:**

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

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes on a student that are shared only with a substitute teacher do not have to be made available to the parents or student.

## **STUDENT OR PARENT COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office on online [www.farwellschools.org](http://www.farwellschools.org).

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

## **SECTION II- CURRICULUM-RELATED INFORMATION**

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9<sup>th</sup> grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

### **ACADEMIC PROGRAMS**

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policy EIF.]

### **AWARDS AND HONORS (including the top awards in athletics)**

To be eligible for such recognition, a student must have been continuously enrolled in the district high school for the four semesters preceding (Including Loving Cup and Carlos Nicolas awards.).

All campuses will list the students alphabetically.

#### **Honor Roll (High School)**

There will be two honor rolls posted each reporting period. The Principal's Honor Roll requires at least 4 core classes at FHS to qualify, with all grades being A's, not including PE, Athletics, Fine Arts, Annual Staff, Aide, Vo Ag., Music Appreciation, Learning Lab or Band. CCC classes shall not count for Honor Rolls as six weeks grades are not available. The other honor roll will consist of the Steer Honor Roll which also must consist of at least 4 core classes at FHS to qualify and students must have no more than three 80's, no 70's and an average of 90 or above. Classes not counting toward this Honor Roll are the same as those listed for the Principal's Honor Roll.

#### **Honor Roll (Junior High)**

There will be one honor roll in Farwell Junior High at the end of each six weeks; this honor roll will recognize the students who meet the following criteria:

1. Has an academic average of at least 90 and this average does not exceed the use of more than two B's or any grade lower than 80.
2. The academic average will include grades in English, Reading, Spelling, Math, Science, History, 6<sup>th</sup> and 7<sup>th</sup> grade computer.

#### **Honor Roll (Elementary)**

The Elementary "Honor Roll" will be for grades of 90 or above, not an average. The "Achievement List" will be for grades of 80 or above. The 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade honor roll will include the following solid subjects:

English	Math	Health
Reading	Science	Spelling
Writing	Social Studies	

Music, Art, PE and Band will not be included in figuring the honor roll.

## **Mister and Miss FHS**

In order to be eligible for Mister and Miss FHS, a candidate must have been enrolled for the previous four (4) semesters.

## **Chamber Award**

Senior boy and girl (only seniors)

GPA for all 4 years (**nothing below a B**)

Must have lettered in 2 sports

Check transcripts

## **Principal's Highest Scholastic Award (Athletic Banquet)**

Begin with Seniors, if none, then go to Juniors and then Sophomores.

Must have lettered in 2 sports

GPA for current school year (honors classes are included)

Must have attended school for the entire school year at Farwell High School

## **Homecoming King and Queen**

The first rule for eligibility is that candidates must be passing all classes and have been enrolled in FISD for at least one previous year.

The homecoming court will consist of **three (3) senior boys and girls**, a junior couple, a sophomore couple, and a freshman couple. **Students in each grade will be given a list of all students in their grade from which to circle three (3) nominations. For grades 9-12, the three (3) students receiving the most nominations will be on the ballot.** The student body will vote for one senior **boy and girl** and a **boy and girl** to represent their class according to their classification. The King and Queen will be the senior boy and girl receiving the most votes.

The ballots will be returned to the Student Council sponsors to be tallied and this final vote will be announced at the Homecoming football game. The vote will remain a secret until that time.

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site, and is included at the end of this Handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's Web site.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in agriculture, computers, and Clovis Community College (CCC) technical dual credit programs. Admission to the CCC technical is based on good standing with the school, a 2.0 GPA, a signed contract to the provision of the program, which includes taking the Accuplacer and scoring high enough to meet the requirements set by Clovis Community College for acceptance into the program.

Farwell ISD will take steps to insure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **CLASS RANK/TOP TEN PERCENT/HIGHEST RANKING STUDENT**

GPA is determined by the actual grade a student earns in a class. GPA is based on a 4.0/100%, with no grade inflation allowed (EIC LOCAL); however, a student taking

honors and Dual Credit classes could exceed these numbers. Class rank shall be based on a grade point average using semester grades earned in grades 9-12. Clovis Community College (CCC) classes shall be figured into class rank. Class rank shall be calculated at the end of the 5<sup>th</sup> six weeks grading period. The top ten percent is determined by grade point average relative to class size.

For two years school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application.

### **Honors Courses**

Courses may be considered to be honors if 25% or more academic (TEKS) expectations are required. At least 2 or more students must be enrolled in the class. Directed studies shall not count toward honor status. Honors courses may include: concurrent enrollment academic classes, Honors English, Accounting II, Pre-Calculus, Honors Physics, Honors Chemistry, and any other deemed appropriate by the grading committee and communicated yearly in the high school handbook. These classes will receive 10 points to be used only for class rank and GPA purposes **provided** students earn a grade of 70 or above. Teachers shall not add the 10 points. Students transferring into FHS will only be given credit for classes that are Honor classes available at FHS. However, this class must have also been an Honors class at the student's previous school.

### **Modified Content Courses**

For purposes of determining class rank, courses that have been modified by a student's ARD committee as to the required content of the essential knowledge and skills (TEKS) and reflected as such in that student's IEP shall be classified as Modified Content courses, and a 90 is the highest grade available. Courses, for which only the methodology has been modified for a student, shall be classified as a regular course with a score of 100 being available.

### **Valedictorian and Salutatorian**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. These honors will be determined at the end of the 5<sup>th</sup> six weeks of their senior year. To be eligible for such recognition, a student must have been continuously enrolled in the District high school for the four semesters preceding graduation and must have completed the Recommended Program or the Distinguished Achievement Program for graduation.

### **Junior High Valedictorian and Salutatorian**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. These honors will be determined at the end of the 5<sup>th</sup> six weeks of their eighth grade year. To be eligible for such recognition, a student must have been continuously enrolled in the junior high school for the four semesters.

### **Academic Achievement Class Ranking - The following shall apply:**

1. The eligible student having the highest grade point average shall be declared the valedictorian; and the eligible student having the second highest grade

point average shall be declared the salutatorian and the third highest grade point will be the class historian.

2. Grade points earned in the following subjects only shall be counted toward class rank and scholastic honors: English, mathematics, science, social studies, foreign language, computer technology, Clovis Community College courses, and state approved electives shall be used for GPA purposes only if grading is based on clearly communicated standards such as a normal distribution of grades using an average of two grades per week each six weeks.
3. Should a tie develop for valedictorian, co-valedictorians shall be declared, and no salutatorian shall be recognized. Should a tie develop for salutatorian, all those tying shall be recognized.
4. All transfer grades in classes mentioned in number two shall be accepted for class rankings, however, honors weight shall be awarded to grades transferred for honors courses only when the same honors course is offered in the District.
5. Transferred letter grades shall be converted to numerical grades and then to grade points before averages are computed for class rankings. In the event a numerical value cannot be obtained for a letter grade, the high school principal shall make the following conversion:
  - a. Grades recorded as A-, A, or A+, or their equivalents, shall be assigned the value of 92, 95, or 98 respectively.
  - b. Grades recorded as B-, B, or B+, or their equivalents, shall be assigned the value of 82, 85, or 88 respectively.
  - c. Grades recorded as C-, C, C+, or their equivalents, shall be assigned the value of 72, 75, or 79 respectively.
  - d. Grades recorded as D-, D, D+, or their equivalents, shall be assigned the value of 62, 65, or 69 respectively.
  - e. Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned a value of 60.
6. Summer school grades, audit class grades, and correspondence grades shall not be used for class rank calculations. Students can only receive credit for credit-by-exam, they will not receive a grade.
7. Honor Roll and Honor Society determinations will use classes listed in number two above and students must take a minimum of four of these “core classes” to qualify.

### **State Scholarships and Grants**

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. The counselor can provide additional information about meeting the program’s eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy at EJ.]

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence courses—courses by mail or via the Internet—for credit toward high school graduation.

A maximum of 2 credits may be earned through correspondence courses.

[For further information, see policy EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school, or pursuit of some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should inform a teacher, the campus secretary, or the school counselor.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policy FFE and FFG (EXHIBIT).]

**CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

**CREDIT BY EXAM—If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2015-2016 school year include:

Date Scheduled

<b>Term</b>	<b>Order Deadline</b>	<b>Testing Window</b>
Beginning Fall 2015	Friday, September 5, 2015	September 15 – October 10, 2015
Late Fall 2015	Friday, October 30, 2015	December 1, 2015 – January 9, 2016
Spring 2016	Friday, February 6, 2016	March 9 – April 10, 2016
Summer 2016	Friday, May 22, 2016	June 8 – July 12, 2016

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible paying an appropriate fee to the District or for purchasing the test from a university approved by the State Board of Education. [For further information, see EEJB.]

**DISTANCE LEARNING**

Credit is given for summer school classes, audited classes and correspondence courses. Only two credits may be obtained through correspondence courses for graduation requirements.

Sec. 30A.007. LOCAL POLICY ON ELECTRONIC COURSES. (a) A school district or open-enrollment charter school shall adopt a policy that provides district or school students with the opportunity to enroll in electronic courses provided through the state virtual school network. The policy must be consistent with the requirements imposed by Section 26.0031.

Sec. 26.0031. RIGHTS CONCERNING STATE VIRTUAL SCHOOL NETWORK. (a) At the time and in the manner that a school district or open-enrollment charter school informs students and parents about courses that are offered in the district's or school's traditional classroom setting, the district or school shall notify parents and students of the option to enroll in an electronic course offered through the state virtual school network under Chapter 30A.

(b) A school district or open-enrollment charter school in which a student is enrolled as a full-time student may not unreasonably deny the request of a parent of a student to enroll the student in an electronic course offered through the state virtual school network under Chapter 30A.

(c) For purposes of Subsection (b), a school district or open-enrollment charter school is not considered to have unreasonably denied a request to enroll a student in an electronic course if:

(1) the district or school can demonstrate that the course does not meet state standards or standards of the district or school that are of equivalent rigor as the district's or school's standards for the same course provided in a traditional classroom setting;

(2) a student attempts to enroll in a course load that:

(A) is inconsistent with the student's high school graduation plan; or

(B) could reasonably be expected to negatively affect the student's performance on an assessment instrument administered under Section 39.023; or

(3) the student requests permission to enroll in an electronic course at a time that is not consistent with the enrollment period established by the school district or open-enrollment charter school providing the course.

(d) Notwithstanding Subsection (c)(3), a school district or open-enrollment charter school that provides an electronic course through the state virtual school network under Chapter 30A shall make all reasonable efforts to accommodate the enrollment of a student in the course under special circumstances.

(e) A parent may appeal to the commissioner a school district's or open-enrollment charter school's decision to deny a request to enroll a student in an electronic course offered through the state virtual school network. The commissioner's decision under this subsection is final and may not be appealed.

Added by Acts 2007, 80th Leg., R.S., Ch. 1337, Sec. 2, eff. September 1, 2007.

## **DUAL CREDIT COURSES / COLLEGE COURSES**

Classes are available for eligible Seniors of FHS at Clovis Community College at the cost of **\$100.00 per class**. Academic courses as well as technology courses are available and will earn both high school credit as well as college credit. Eligible students are those who have passed all parts of the STARR, score appropriately on the Accuplacer, and carry at least an 85 average in their high school courses. In order to retain their enrollment, they must pass each CCC class with a 70 or above. Students who fail a class will not receive the 10 honor points, will not be allowed to enroll the following semester, and will have to reimburse the district the cost of the class including that which the district incurs above the \$100.00, plus the cost of the textbooks. Students failing classes are also subject to

probation status from Clovis Community College. Students who withdraw from a class after the third time it meets will also not be allowed to enroll the following semester and will have to **reimburse the district** the same costs as those failing.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Each class has a president, vice-president and secretary. These officers officiate during class meeting following parliamentary procedure. The president is the presiding officer, and the vice-president takes this place in case of the president's absence. The class secretary keeps a record of each meeting. All officers must have and maintain an 80 average and pass all subjects. One six-weeks probation period can be exercised. No class or club meeting is to be held in the absence of the sponsor. Books for recording minutes of class meetings will be furnished by the school and are to be kept in the principal's office. All social activities or class organizations must be approved by the principal.

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right.

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

A student who receives at the end of the grading period a grade below 70 in any academic class, other than a class identified honors or advanced by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least 3 school weeks.

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Class and school activities are not to be scheduled on Wednesday nights. Wednesday nights are reserved for family activities.

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

### **National Honor Society**

The following are requirements for membership into National Honor Society:

1. Membership in this chapter shall be based upon scholarship, service, leadership, and character.

2. To be eligible for election to membership the candidate must have been in attendance for a period equivalent to two semesters in this school.
3. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.
4. Candidates shall have a minimum cumulative scholastic average of at least 90 percent in core classes, or a 90% average for 2 consecutive semesters, with no more than 3 B's (un-weighted) per semester. Candidates must be enrolled in at least 4 core classes.
5. Candidates who have met the above requirements are eligible to apply for membership. The candidates must submit an application with the NHS sponsors by the posted due date.
6. Following induction into NHS, the student must maintain a scholastic level of 90 percent or above per semester, with no more than 3 B's (un-weighted) and be enrolled in a minimum of 4 core classes.
7. All students who can rise in scholarship to or above such standards may be admitted to candidacy for election to membership. A council consisting of the principal, counselor, and three faculty members shall then consider their eligibility on their service, leadership, and character.

### **Probation/Dismissal**

1. Any member who falls below the standards, which were the basis for his/her election, shall promptly be warned and put on probation. While on probation, the member may attend NHS meetings, but may not have a vote. The member will not be invited to attend the Honors Banquet while on probation.
2. If during the next semester the member fails to meet the standards for membership, the member is dismissed and is never again eligible for membership in the National Honor Society at Farwell High School.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, drill team and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

[For further information, see policies FM and FO.]

### **Student Council and Class Representatives**

Students wishing to run for the offices of the Farwell High School and Junior High Student Council must meet the following qualifications:

1. Have no grade below 70 in any class, and
2. Maintain an overall average of 80 in all subjects, and
3. Be approved by Student Council Sponsors and Principal.
4. President-Vice President -Secretary – must be from the Junior or Senior class.
5. Two representatives from each class.

Students wishing to run for Class Representatives must meet the following qualification:

1. Be a student of the class that they wish to represent, and
2. Have an overall academic average of 70% with no grade below 70%, and
3. Be nominated by a nominating committee made up of appointed current student council members and three teachers, one of whom is to be the student council sponsor.

OR

4. Present to the sponsor a petition signed by three teachers, from classes in which the student is currently enrolled, and by 25% of the class the student wishes to represent.

There will be two representatives from each of the classes at Farwell High School. There will also be one at-large representative, who may be a member of any class at Farwell High School. This student must meet the same qualifications as any other class representative.

Each class has a president, vice-president and secretary. These officers officiate during class meetings following parliamentary procedure. The president is the presiding officer, and the vice-president takes this place in case of the president's absence. The class secretary keeps a record of each meeting.

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the (State of Texas Assessment of Academic Readiness) STAAR, if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the STAAR is administered the first time.

- In order to be promoted to grade 6 or 9, students enrolled in grade 5 or 8 must have performed satisfactorily on the Mathematics and Reading sections of the STAAR assessment tests in English or Spanish.
- In order to be promoted, students enrolled in grade 6-8, must pass all core subjects to be promoted; otherwise it will go before a Grade Placement Committee (GPC). The GPC (parent, teacher and principal) shall review all facts and circumstances and decide in the best interest of the child, the decision has to be unanimous to promote the student.

In addition, students in grades 5 and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students in grades 5 and 8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a GPC will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For additional information, see the campus principal or counselor and policy EIF.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass the required exit level exams.

The required exit level exams for students covers English Language Arts I & II, Algebra I, Biology, and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

SB 149 has revised the state's assessment graduation requirements for students enrolled in the 11th or 12th grade for the 2014-2015, 2015-2016, or 2016-2017 school years. A student who has failed the EOC assessment graduation requirements for no more than two courses may receive a Texas high school diploma if the student has qualified to graduate by means of an individual graduation committee (IGC). Under the legislation, a student may not graduate under an IGC if the student did not take each required EOC assessment or a commissioner-approved substitute assessment for each course for which there is an EOC assessment. Regardless of any IGC action, a district must still provide a student an opportunity to retake an EOC if the student has not previously achieved satisfactory performance on an EOC or substitute assessment for that subject.

SB 149 also allows a student who did not pass the Algebra I and/or English II EOC assessment(s) a second time to use the Texas Success Initiative (TSI) assessment to meet the EOC requirement for the corresponding course. A student must receive a TSI score indicating readiness to enroll in entry-level freshman coursework.

Both the IGC and TSI provisions expire September 1, 2017.

### **Graduation Programs**

The District offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or the person standing in parental relation, and the counselor or appropriate administrator. The counselor can help you decide which program is best for you. [See policy EIF]

	<u>Number of Credits</u>
Foundation Graduation Plan	22
Foundation/Endorsement Plan	26

Please be aware that not all courses are offered at the secondary campus in the District. A student who desires to take a course not offered at their campus should contact the counselor about other alternatives.

### **Personal Graduation Plans for Students Under the Foundation Graduation Program**

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

Please also review TEA's Graduation Toolkit, available here:

<http://tea.texas.gov/communications/brochures.aspx>.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

## Recommended Plan Subject Area

### ENDORSEMENT PLAN

<u>SUBJECT AREA</u>	<u>CREDIT</u>
English	4.0
Mathematics	4.0
Science	4.0
Social Studies	2.5
Economics	0.5
Other Languages	2.0
Physical Education	1.0
Speech	0.5
Technology Applications	1.0
Fine Arts	1.0
Electives	5.5
TOTAL	26.0

- English I, II, III, IV required
- Algebra I & II, Geometry, Pre-Cal or Stats required
- Biology required, two courses from Integrated Phys/Chem. Chemistry, Physics
- World Geography, World History, US History, US Government required
- Level I and II of same language required
- Fall Band may be substituted for PE
- Three years of band will equal the 1.5 credits of PE
- Speech: Professional Communications required
- Dollars and Sense
- BCIS I or BCIS II, Desk Top Design will meet Tech. applications credit

### **DISTINGUISHED ACHIEVEMENT PLAN**

Credit Requirements are same as for Recommended Plan except as noted:

Other Languages	3.0
Electives	2.5
TOTAL	28.0
Advanced Measures	4

- Level I, II, III of the same language required
- Must complete **4 ADVANCED MEASURES**

The purpose of the DAP is to recognize students who have performed at a level clearly beyond that expected of high school students. The DAP requires that students to complete the stipulated 26 credits (which includes 3 years of a second language) and also successfully complete any combination of four advanced measures. A description of the advanced measures is listed below.

1. A Student may earn a distinguished level of achievement by successfully completing: four credits in mathematics, which must include Algebra 2, four credits in science, and the curriculum requirements for at least one endorsement.
2. Test Data: for outstanding performance on the SAT, or the ACT. Earning a combined critical reading and mathematics score of at least 1250 on the SAT; or earning a composite score on the ACT examination of 28( excluding the writing sub score)

3. Dual Credit/College Courses: At least 12 hours of college academic courses, including those taken for dual credit as part of the Texas core curriculum.

### **Certificates of Coursework Completion**

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

### **Graduation Activities**

Graduation activities will include:

Senior Week

Baccalaureate

Graduation

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation. Students who have not met coursework requirements for graduation will not be allowed to participate in the graduation ceremony.

### **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees.**]

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

## **NONTRADITIONAL ACADEMIC PROGRAMS**

[See **Requirements for a Diploma.**]

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the campus principal.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Hayley Christian at (806) 481-3351.

If a student is receiving special education services outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [see policy FDB(LOCAL)]

## **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class. Books **must** be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day. Textbooks for the Clovis Community College concurrent enrollment classes are provided by FISD at no expense to the student unless the student withdraws after the deadline or fails the CCC class. Students who withdraw or fail will be expected to reimburse the District the cost of the textbooks for CCC. Textbooks which are damaged or lost, will also need to be paid for by the student.

## **SECTION III - GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirement); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

### **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Each is discussed in the following sections:

#### **Attendance for Credit**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the

absences allowed under FM(LOCAL) if the student made up the work missed in each class.

- In reaching consensus about a student’s absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.
- The student or parent may appeal the committee’s decision to the District’s Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.
- The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.
- When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.

### **Compulsory Attendance**

#### All Grade Levels

The state compulsory attendance law requires that a student between the ages of 6 and 19 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day.

### **Failure to Comply with Compulsory Attendance**

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by the grade placement committee or from required tutorials will be considered in violation of the law and subject to disciplinary action.

#### Age 19 and Older

After a student age 19 or older incurs a third unexcused absence in a semester, the district will send the student a letter as required by law explaining that the district may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. The student’s presence on school property is then unauthorized and may be considered trespass. As an alternative to revoking a student’s enrollment, the district may implement a behavior improvement plan.

### Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is the campus administrator. If you have questions about your student and the effect of his or her absences from school, please contact the campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.  
[See policy FEA(LEGAL).]

## **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the campus secretary to apply.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior--both on and off campus--and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

## **Cell Phone Policy**

Students are not to display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device on school property during the school day in areas where its use is prohibited or during times prohibited without prior permission from a teacher or principal.

Students are not to display, turn on or use a telecommunications device, including cellular telephones and cameras, or other electronic device in a restroom or dressing area at any time.

The use of Periscope or other similar phone apps are prohibited during normal school hours.

The school is not responsible for any cell phone or electronic device that is checked in with the campus secretary or has been confiscated by any school staff.

### Grades 6 thru 12

The use of cell phones or any electronic devices is prohibited during *instructional time*. All phones must be in a “turned off” mode during instructional time throughout the school day, unless utilized for instructional purposes with permission of school personnel. Phones may be used before school, after school and in the cafeteria during lunch.

### First Offense

Cell phones will be confiscated and brought to the principal’s office. Parent(s) of the student will be notified and the parent(s) may pick up the cell phone at the office.

### Subsequent Offenses

FHS - Cell phones will be confiscated and brought to the principal’s office. Parent(s) of the student will be notified and the parent(s) may pick up the cell phone at the office after paying a \$15 fine to the Student Activity Account or by the student serving 3 hours of community service.

FJHS - Cell phones will be confiscated and brought to the principal’s office. Parent(s) of the student will be notified and the parent(s) may pick up the cell phone at the office

1. Second Offense - paying a \$5 fine to the Student Activity Account or serving 1 hour of community service
2. Third Offense – paying a \$10 fine for the third offense or serving 2 hours of community service
3. Each Subsequent Offense – paying a \$15 for fine or serving 3 hours of community service.

### Cell Phones and Extracurricular Events

Cell phones will be permitted but they must be used in an appropriate manner. Severe violations will be dealt with by the sponsor(s) and the parents.

## **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the District’s policy manual.

## **Detention**

If a student fails to show up for detention, the student's detention time will be doubled. If a student fails to show up for two consecutive days, the student will be placed in ISS for two days and must still complete the detention assignments. Students must bring school work or a book to read during lunch detention. Failure to bring work will result in an extra day of detention.

## **Disruptions**

As identified by law, disruptions include the following:

Interferes with the movement of people at an exit, an entrance, or a hallway of a District building without authorization from an administrator.

Interferes with an authorized activity by seizing control of all or part of a building.

Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.

Uses force, violence, or threats to cause disruption during an assembly.

Interferes with the movement of people at an exit or an entrance to District property.

Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.

Interferes with the transportation of students in District vehicles.

## **Dress and Grooming**

Farwell Public Schools recognize that parents are basically responsible for their student's dress and general appearance. We believe that careful grooming and appropriate dress are important factors in developing a wholesome personality and in meeting the day-to-day challenges of life. We further believe that a student's behavior is influenced by his or her attire and grooming. Therefore, the following requirements for students attending any Farwell ISD activity shall be based upon the following guidelines (**All guidelines are subject to the principal's discretion**):

1. Hair must always be clean and well kept. It must not be of such a style as to distract or disrupt the classroom. Hair will not be below the eyebrows. For boys, the length shall be no longer than the top of the collar when standing up. Rat-tails and braids are not permitted for boys. Mohawks, notched eyebrows, patterns cut in hair or style that would be deemed inappropriate by the building principal. Any type of coloring must be of a natural human color. All the same length. Military cut is acceptable.
2. Students must be clean-shaven, with the exception of neatly trimmed upper-lip mustaches if worn in good taste and well-groomed. Sideburns must be neatly trimmed and can be no longer than the bottom of the ear.

3. Clothing should cover and conceal the student's body from the shoulder to a dollar bill's width above the knee (special discretion may be allowed for "difficult-to-fit" students).
  - \*Appropriate undergarments must be worn at all times but not showing.
  - \*Shorts, skirts, dresses, and split skirts are to be a dollar bill width above the students knee cap when standing. This also includes the slits in any of the before mentioned.
  - \*Bicycle (spandex/latex) shorts, wind/gym shorts are not permitted, except during athletic periods, or activities as approved by the coaches.
  - \*Pants and shorts, any item of clothing that fits at the waist, (hip-bone) shall be appropriately sized at the waist. No sagging at any time.
  - \* Jeans may not have holes or be frayed above the knee, regardless what is worn underneath. Undergarments should not be showing.
  - \*Shirts and blouses shall be appropriately sized. Shoulder straps for girls must be 3 inches wide.
  - \*Boys may not wear sleeveless shirts.
  - \*Pajamas/Pajama Pants may not be worn.
  - \*Any tight fitting clothing deemed to be improper will not be allowed (skinny pants, Yoga pants, Jeggings/Leggings, etc.), unless covered to a dollar bill's length above the knee by an outer garment.
  - \*Texas State Law has stated that "any" attire which has obscene, suggestive pictures, slogans or advertisement of alcohol, tobacco products, or gang related connotations is not acceptable.
  - \*Any school uniform worn for extracurricular activities will be left up to the discretion of the campus administration.
4. Shoes must be worn at all times.
5. Students should not wear any type of head covering (hats, toboggans, sock caps, caps, or bandanas) inside buildings, except as may be allowed for approved school activities. All head wear must be worn appropriately (not backwards or to the side).
6. No piercing jewelry will be allowed, with the exception of earrings for the girls (including transparent jewelry).
7. No visible tattoos will be allowed.

1ST Offense: Warning and student will be required to meet dress code immediately, but may call home for a change of clothes.

Subsequent Offenses: Student will receive a disciplinary consequence and will be required to wear clothing provided by the school for the remainder of the day. NOTE: CP = Corporal Punishment

2nd Offense: 1 Lunch D-Hall

6th Offense: 2 After School D-Hall (2 CPs)

3rd Offense: 2 Lunch D-Halls

7th Offense: 3 After School D-Hall (3 CPs)

4th Offense: 3 Lunch D-Halls

8th Offense: 1 Day of ISS

5th Offense: 1 After School D-hall (or 1 CP)

9th Offense or More: 2 Days of ISS

**Formal Events Dress Code (Prom, Graduation, Banquets, Etc.)**

The following requirements for students attending Farwell ISD formal events shall be based upon the following guidelines: The school dress code will be enforced with these changes;

- The dresses will be no shorter than mid- thigh,
- Any dresses made of sheer material must be lined,
- Boy’s shirts will be collared,
- Pants will be of a dark color and not faded.

**Fighting**

In the event of a fight, both may be suspended for three days. The Principal will also consider self-defense and the disciplinary history of the students when assigning disciplinary consequences. A second fight will result in a DAEP placement as well a police citation. The campus principal will contact the parents as soon as possible. Any party that is caught videoing the fight with their cell phone will also receive disciplinary consequences.

**Social Events**

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

**Tardy Policy**

Farwell High School and Farwell Jr. High tardy policy is as follows:

1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> tardy                      Warning—written and recorded in the office

4th Offense: 1 Lunch D-Hall

9th Offense: 3 After School D-Hall (3 \*CPs)

5th Offense: 2 Lunch D-Halls

10th Offense: 1 Day of ISS

6th Offense: 3 Lunch D-Halls

11th Offense or More: 2 Days of ISS

7th Offense: 1 After School D-hall (or 1 \*CP)

8th Offense: 2 After School D-Hall (2 \*CPs)

\*CP = Corporal Punishment

Tardies start over after the semester ends

If a student incurs one tardy returning from lunch to his or her 6<sup>th</sup> period class the student will lose off-campus privileges for **one** week. If a student is tardy to 6<sup>th</sup> period after a

second tardy during the six weeks, the student will lose off-campus privileges for **two** weeks and so on.

## **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The school yearbook, *The Roundup*, is available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Non-school Materials...from students**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated hall bulletin boards as the location for approved non-school materials to be placed for voluntary viewing by students. See policy FNA.A.

The student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### **Non-school Materials...from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal for specific prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school material distributed under the circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus office.

## **FREEDOM FROM DISCRIMINATION**

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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 those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a persons' race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

In its efforts to promote nondiscrimination, the District makes the following statements:

Farwell ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Kelly Lusk @ 806-481-3371.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Kristy White @ 806-481-9260.
- All other concerns: Superintendent Kelly Lusk @ 806-481-3371.

## **Freedom from Harassment**

FISD strives to ensure that all of its students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, dating violence, and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. FSID will make every effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged perpetrators.

Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating

relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

Complaints will be documented and investigated in accordance with FISSD policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the principal. Any staff member who learns of an incident or threat may submit Complaint Form on behalf of the victim.

#### Campus Complaint Procedure:

- 1) Students and staff members will complete a Complaint Form available in the main office.
- 2) The complaint Form will be submitted to the principal or designee immediately.
- 3) The principal or designee will investigate complaints by meeting separately with each student involved in the situation.
- 4) The principal will conference with the victim and parent/guardian to discuss safety and community resources.
- 5) The principal will conference with the alleged perpetrator and parent/guardian to discuss appropriate behaviors and consequences. With the prior consent of the victim, the principal may issue a School-Based Stay-Away Agreement to the alleged perpetrator during the parent/guardian conference.
- 6) Documentation of all complaint Forms, follow-up actions and Stay-Away Agreements will be available to the General Counsel at all times.

Please review this information and return this signed page to the school, retaining the first page for your records.

For more information about your rights and responsibilities concerning bullying, harassment, dating, violence or sexual violence, please contact FISSD's Title IX Coordinator, Kelly Lusk.

#### **Services for the Homeless and for Title I Participants**

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Hayley Christian @ 806-481-3351
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Michelle Jaime @ 806-481-9131.

#### **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For information contact Hayley Christian @ 481-3351.

**FUND-RAISING (Any type of fund-raising pertaining to or for FUSD must fill out an application and file with appropriate campus principal and superintendent.) Any application is subject of principal's approval.**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 30 days before the event. Except as approved by the campus principal, fund-raising by non-approved groups is not permitted on school property. [For further information, see policies FJ and GE.]

## **HEALTH-RELATED MATTERS**

### **Asbestos Management Plan**

The District's Asbestos Management Plan, designed to in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the superintendent.

### **Bacterial Meningitis**

State law specifically requires the District to provide the following information:

- What is meningitis?  
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?  
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.  
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.  
The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?  
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?  
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live

for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

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

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

- What should you do if you think you or a friend might have bacterial meningitis?  
You should seek prompt medical attention.

- Where can you get more information?

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

### **Communicable Disease/Conditions**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health, Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubella (measles), rubella, mumps, tetanus, Haemophilus influenza type B,

poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required possesses significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. For further information, see policy FFAB and the Department of State Health Services Web site: [http://www.tdh.state.tx.us/immunize/school\\_info.htm](http://www.tdh.state.tx.us/immunize/school_info.htm)

## **Medicine at School**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Authorized employees, in accordance with policy FFAC may administer:
- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- Nonprescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the District's medical advisor and
- When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with the student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment

supplies and equipment while at school or at a school-related activity. See the school nurse or principal.

### **Pest Management Plan**

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the campus principals.

### **Physical Activity for Students in Elementary Grades**

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the elementary principal.

### **Physical Examinations/Health Screenings**

Students participating in athletics are required to have a physical exam at the beginning of their 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade years.

### **Psychotropic Drugs**

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

"Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. [For further information, see policies at FFAC.]

### **School Health Advisory Council (SHAC)**

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

### **Steroids**

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

## **Tobacco Prohibited**

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The District and its staff strictly enforce prohibitions against the use of tobacco products, including electronic cigarettes, by students and others on school property or at school-sponsored or school-related activities. [See the Student Code of Conduct and policy GKA.]

## **LAW ENFORCEMENT AGENCIES**

### **Notification of Law Violations**

The District is also required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken Into Custody**

State law requires the District to permit a student to be taken into legal custody:

To comply with an order of the juvenile court.

To comply with the laws of arrest.

By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation

officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for information.]

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROHIBITED ITEMS**

See the Student Code of Conduct.

## **SAFETY**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

Avoid conduct that is likely to put the student or other students at risk.

Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.

Know emergency evacuation routes and signals.

Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

## **Accident Insurance**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help meet medical expenses, in the event of injury to their child.

## **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Fire Drill Bells**

3 bells	Leave the building
1 bell	Halt; stand at attention
2 bells	Return to the classroom

### **Tornado Drill Bells**

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to classroom

### **Intruder Alert**

Students and staff will be trained on intruder alert procedures, but for safety reasons, those procedures will not be made public.

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **SCHOOL FACILITIES**

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for extra-curricular participants established by the sponsor in accordance with Board policy.

### **Use by Students Before and After School**

The school is open to students before school beginning at 7:45 a.m. However, after dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## **Use of Hallways during Class Time**

Students should take care of personal business between classes: loitering or standing in the halls between classes is not permitted. During class time, students are discouraged from asking to leave class. A student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Handbook.

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during regular school hours the following times with teacher permission.

## **Meetings of Non-curriculum-Related Groups**

Students are permitted to meet with non-curriculum related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

A list of these groups is available in the principal's office.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

## **Trained Dogs**

Farwell ISD will make use of "drug dogs" as an anti-drug measure.

## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

## **STUDENT FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

Costs for materials for a class project that the student will keep.

Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

Security deposits.

Personal physical education and athletic equipment and apparel.

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

Voluntarily purchased student accident insurance.

Musical instrument rental and uniform maintenance, when uniforms are provided by the District.

Personal apparel used in extracurricular activities that becomes the property of the student.

Parking fees and student identification cards.

Fees for lost, damaged, or overdue library books.

Fees for driver training courses, if offered.

Fees for optional courses offered for credit that require use of facilities not available on District premises.

Summer school for courses that are offered tuition-free during the regular school year.

A reasonable fee for providing transportation to a student who lives within two miles of the school. See **Buses and Other School Vehicles** on page 49.

A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal. [For further information, see policy FP.]

## **TRANSPORTATION**

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the school.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must follow the Farwell ISD bus transportation regulations:

## FARWELL ISD BUS TRANSPORTATION REGULATIONS

### I. INTRODUCTION

1. Recognizing the importance of bus transportation safety, it is the desire of the Board of Trustees of the Farwell Independent School District that all laws and guidelines governing bus transportation be strictly enforced. It is also the desire that due process be followed in any situation involving bus transportation. **BUS TRANSPORTATION IS A PRIVILEGE PROVIDED BY THE FARWELL INDEPENDENT SCHOOL DISTRICT. FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS MAY RESULT IN THE LOSS OF THESE PRIVILEGES.**

2. It should be noted that it is standard practice that buses will travel on pavement only during periods when roads are wet and/or icy. During extremely hazardous weather, buses may not be sent out. Announcements will be made on the radio, TV and school texting system during these emergency periods.

### II. STUDENT BEHAVIOR EXPECTATIONS

1. The student must be on time. The driver cannot wait for students that are not ready to meet the bus.
2. The driver is in charge of the bus, with full authority to temporarily suspend any student guilty of misbehavior that would cause the bus driver to be distracted from driving the bus safely or until a hearing is conducted by the appropriate building principal.
3. Students will enter the bus and go directly to a seat; a seat may be assigned by the driver.
4. Students will exit the bus through the front door. The back door is for emergency exit only.
5. Students waiting to load on the bus should wait at least six feet from the bus loading station.
6. Students should behave as if in the regular classroom. The bus is an extension of the regular classroom and regular classroom decorum is required. Students are expected to obey the driver just as they do their classroom teacher.
7. Students shall remain seated while on the bus, keeping hands and head inside, for obvious safety reasons. Standing on the bus while the bus is in motion is not permitted.
8. Students shall not put their feet in the seat or physically damage the bus in any fashion.
9. Use of tobacco or alcohol products is prohibited on the bus.
10. Cursing or profane language or gestures will not be tolerated.
11. Students shall assist in keeping the bus a safe and sanitary travel environment. Rubbish and wastepaper shall be disposed of in waste cans provided on each bus.
12. When entering or exiting the bus, crossing in front of the bus should be made from a distance of no less than 10 feet in front of the bus.
13. Students should immediately report any damage to the bus driver or transportation director.
14. If a change in transportation needs arise and you need to pick up your child at school, please send a note or call the school principal. We will get the message to your child.

### III. DUE PROCESS PROCEDURES

1. The student shall be made aware of the rules and regulations concerning bus transportation and is expected to abide by those regulations.
2. It is the responsibility of the student to report any irregularity or violation of bus regulations to the driver. The driver shall take appropriate action or report violations to the transportation director or the appropriate building principal.
3. All discipline problems will be reported to the building principal for appropriate documentation.
4. Discipline problems may be handled by the following procedures:
  - a. Counseling by the driver or building principal.
  - b. Assignment of specific seating
  - c. Corporal punishment
  - d. Temporary suspension of bus riding privileges

- e. Expulsion of student from all transportation services.
5. Students and/or parents may request a conference with the building principal regarding any grievance or violation of accepted rules by the student.

### **School-Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admissions to certain colleges or universities.

**ARD** is the admissions, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

**NCLBA** is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides for parent information and opportunities for "opting" their students out of certain activities or surveys.

**Personal Graduation Plan (PGP)** is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to the second of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**State assessment tests** are required of students at certain grade levels and in specified subject. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the text.

**Alternate assessment tests** developed by the state may be given to students in special education and students identified as limited English proficient.

**Student Code of Conduct**, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**UIL** refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contest.

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

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

Contact Person: JoAnne Belcher

Phone Number: 806-250-3315

# Farwell Independent School District

PO Box F, Farwell, Texas 79325  
Office (806) 481-3371 - Fax (806) 481-9275

## SCHOOL BOARD

KEITH HADLEY  
President

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RYAN WILLIAMS

My Child and I have access to the Farwell ISD Student Handbook, The Student Code of Conduct and the Student Discipline Guide for 2016-2017 online at [www.farwellschools.org](http://www.farwellschools.org) or by picking up a copy at the campus office. I have read and understand the handbook contains information that my child and I may need during the school year and will be held accountable for their behavior and will be subject to the Discipline Guide of Farwell Schools.

The student and parent should each sign this page in the space provided below then return the page to the student's school.

We acknowledge that we have access to the Farwell ISD Student Handbook, The Student Code of Conduct and the Student Discipline Guide for 2016-2017.

## ADMINISTRATION

KELLY LUSK  
Superintendent

COBY NORMAN  
HS Principal

KRISTY WHITE  
JH Principal

MICHAEL JOHNSON  
Elem Principal

Print name of student:

Signature of Student:

Signature of Parent:

Date:

School:

Grade Level: