

# **BROWNSBORO HIGH SCHOOL**

## **2014-2015 Student Handbook**



### **Mission**

*Foster a challenging and supportive learning environment for the lifelong success of our students.*

### **Vision**

*Inspire excellence and empower students for success.*

### **Values**

*Respect one another  
Remain professional in all situations  
Encourage others often  
Expect the best - no excuses  
Be consistently flexible*

PO BOX 465  
13942 SH HWY 31 EAST  
BROWNSBORO, TX 75756  
903-852-2321  
[www.gobearsgo.net](http://www.gobearsgo.net)



# **ALMA MATER**

**We hail thee alma mater  
United may we stand  
Forever may your glory  
Be known throughout the land  
We pledge to you our honor  
And hope to bring the fame  
To you our dear Brownsboro High  
We rise to hail thy name.**

**1**

**2 COLORS**

**3 Blue and Gold**

**4**

**5 MASCOT**

**6 Bears**

**7**

**8 FIGHT SONG**

**Oh, when the Brownsboro Bears fall in that line  
We're gonna win this game another time  
And for the dear old school, we love so well  
And for the dear old team  
We'll yell and yell and yell  
We're gonna fight, fight, fight, for every score,  
We're gonna circle in and win some more,  
We're gonna throw those (opposing team) in the dirt,  
Make it hurt.  
Fight, Fight, Fight!**

## **PREFACE**

To Students and Parents:

Welcome to school year 2014–2015! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Brownsboro 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. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—** information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—**

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

Both students and parents should become familiar with the Brownsboro ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found within this handbook and posted on the school website at [www.gobearsgo.net](http://www.gobearsgo.net) or available in the principal’s office.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

After reading through the entire handbook with your child, keep 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 Mr. Brandon Jones or Mr. Jeff Howard at Brownsboro High School.

Also, please complete and return to your child's campus the following forms included in this handbook or provided in the forms packet accompanying this handbook:

Student and Parent Acknowledgment Form;

Student Directory Information and Release of Student Information Form;

Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education Form, if you choose to restrict the release of information to these entities; and

Consent/Opt-Out Form.

[See **Obtaining Information and Protecting Student Rights** and **Directory Information** for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at [www.gobears.go.net](http://www.gobears.go.net).

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

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

### PARENTAL INVOLVEMENT

#### Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. 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.
- Ensuring that your child completes all homework assignments and special projects and 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.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed. See **Academic Counseling** and **Academic Programs**.
- 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 school office at 903-852-2321 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 policies at GKG and contact Brandon Jones, 13942 SH 31 E, Brownsboro, TX (903)852-2321.
- Participating in campus parent organizations. Parent organizations include: Booster Clubs relating to: Athletics, Band, Theater Arts, Drill Team, FCCLA, FFA, Academic, etc....
- Serving 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 Dr. Trampass Bass.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Perry Eaton and may be contacted at [eatonp@gobearsgo.net](mailto:eatonp@gobearsgo.net) or (903)852-3701.

## **PARENTAL RIGHTS**

### **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(LEGAL).]

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

As a parent, you have a right to receive notice of and deny permission for your child’s participation 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, selling, or otherwise disclosing 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.]

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teachers, including whether a 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.

## **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

[Also see **Removing a Student from Human Sexuality Instruction** for additional information.]

## **Displaying a Student's Artwork, Photos, and Other Original Work**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

## **Accessing Student Records**

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

## **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video 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.

## **Granting Permission to Receive Parenting and Paternity Awareness Instruction**

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

## **Removing a Student Temporarily from the Classroom**

You may 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.

## **Removing a Student from Human Sexuality Instruction**

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:

- Anatomy and Physiology
- AP Biology and Biology
- Child Development
- Child Guidance
- Health
- Personal and Family Development
- Worth the Wait

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.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may 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 minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** and policy EC(LEGAL).]

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may 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(LEGAL).]

### **Requesting Limited or No Contact with a Student through Electronic Media**

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.

### **Requesting Notices of Certain Student Misconduct**

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's

misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **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, submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request 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.

### **School Safety Transfers**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the Superintendent Dr. Chris Moran for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.  
[See **Bullying**, policy FDB, and policy FFI.]
- Request the 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 has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD (LEGAL) and (LOCAL).]

### **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

### **Parents of Students with Disabilities with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus 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).]

### **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Sonya McCoy at (903)852-8100.

### **Parents of Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

## **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 3 excused absences per year for this purpose.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

## **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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 the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.

- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal 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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 14128 SH 31 E, Brownsboro, TX 75756

The address(es) of the principals' offices are: 13942 SH 31 E, Brownsboro, TX 75756.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student 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 found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences**, and **Student or Parent Complaints and Concerns** for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.gobears.go.net](http://www.gobears.go.net).

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

**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 complaint may be mailed to:

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

## **Directory Information**

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information 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 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 this handbook.

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes: student recognition activities, yearbook of student newspaper, printed programs for extracurricular activities, news release to local media.

For these specific school-sponsored purposes, the district would like to use your child’s student recognition activities, yearbook of student newspaper, printed programs for extracurricular activities, news release to local media.

This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

## **Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to 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. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Brandon Jones at (903)852-2321.

### **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a 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 the previous day’s, 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. They are discussed below.

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and may be subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

#### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;

- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

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

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

A court of law may also impose penalties against both the student and his or her parents 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 from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If a student is age 18 or older, the student may be subject to penalties as a result of the student's violation of the state compulsory attendance law.

[See policy FEA(LEGAL).]

### **Attendance for Credit**

To receive credit in a class, a student 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 for the class if he or she completes a plan, approved by the principal, which 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 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, if appropriate. [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 makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it 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 board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student is required be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

### **Official Attendance-Taking Time**

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day during second period for ADA purposes.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

### **Parent's Note after an Absence**

When a student is absent from school, the parent/guardian must communicate with the high school office by either calling, emailing or sending a note with your child within three days of the absence.

### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must 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 registrar's office.

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** in this handbook and policies at EIF.]

## **AWARDS AND HONORS**

### **SWEETHEARTS/QUEENS/BEAUS**

No student will be permitted to hold more than one of these honors per year. Students with major disciplinary problems are not eligible for these honors.

## **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 "cyber bullying."

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, 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.

The principal 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. [Also see **School Safety Transfers.**]

A copy of the district's policy is available in the principal's office, superintendent's office, and 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).

[Also see **Dating Violence, Discrimination, Harassment, and Retaliation, School Safety Transfers, Hazing**, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technology programs, please contact the counselors for more information.

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

Class rankings are calculated at the end of every semester. Final rank in class for purpose of determining valedictorian and salutatorian and honor graduates is calculated at the end of the third ninth-week grading period of the senior year.

Brownsboro High School uses a weighted grade averaging system that is designed to recognize the relative difficulty and effort required for the courses taken. The additional points added to the grade are used solely for ranking purposes and will not be reflected on the student's transcript.

The honor of valedictorian and salutatorian shall be given to the graduates who:

- 1) Earned the highest and second highest weighted grade averages; and
- 2) Attended the District high school for the four regular semesters immediately preceding graduation. To be considered in attendance for a semester a student must have been enrolled by the 10<sup>th</sup> day of instruction that semester.

In case of a tie in weighted grade averages among the top ranking students, the following methods shall be used to determine who shall be recognized as valedictorian or salutatorian:

- 1) The student with the most AP courses shall be ranked higher.
- 2) If a tie still remains, the student with the higher numerical grade average in all AP courses shall be ranked higher.

Three year graduates shall not be eligible for valedictorian or salutatorian honors.

Students whose cumulative average is 90 or above and who are on the distinguished achievement or recommended program, with at least 5 honors, or Pre AP, and/or AP credits on their transcript will be recognized as honor graduates. Three-year graduates are eligible for graduation honors.

Grades received from courses taken from a college or university for concurrent credit or grades received from credit by examination or correspondence courses will not be used in calculating a student's grade point average. Also, grades earned through band, athletics, drill team, and physical education shall not be used for grade point calculation.

## **CLASS SCHEDULES**

Student schedules are comprised through a planning process where the student is provided an opportunity for input. No schedule changes will be made except to equalize class size or satisfy graduation requirements. Students will be told the procedure for requesting a schedule change when school starts. All schedule changes will be made by campus administration and/or counseling department. Campus administration has the discretion to add/drop classes as needed.

## **COLLEGE CREDIT/DUAL CREDIT/CONCURRENT ENROLLMENT**

Juniors and Seniors may receive college credit while attending Brownsboro High School by enrolling in classes offered at TVCC or TJC. See your counselor for more details. Students enrolled in dual credit / concurrent course @ BHS who are assigned DAEP may be removed from the class and enrolled in a regular level class equivalent.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. 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 [www.gobears.go.net](http://www.gobears.go.net).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, 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.

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted 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 these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be

familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### **DETENTION**

Detention will be assigned to students for minor infractions. Detention will be held Tuesday morning from 7:15-7:45, Wednesday afternoon from 3:45-4:15, other times specified by the teacher or principal and Saturday from 8:00-12:00.

**FAILURE TO ATTEND DETENTION WILL RESULT IN ONE DAY OF SATURDAY SCHOOL OR ONE DAY OF I.S.S.**

**FAILURE TO ATTEND SATURDAY SCHOOL WILL RESULT IN 1 DAY OF I.S.S.**

### **DISCIPLINE STEPS**

Students should refer to and be aware of all behaviors and consequences addressed in the Student Code of Conduct. The following discipline schedule will be used for minor infractions, but is not limited to this action if the principal decides otherwise.

#### **VIOLATION**

#### **CONSEQUENCES**

<b>#1</b>	<b>D-HALL</b>
<b>#2</b>	<b>D-HALL</b>
<b>#3</b>	<b>D-HALL</b>
<b>#4</b>	<b>1 SATURDAY SCHOOL 8AM –12PM</b>
<b>#5</b>	<b>1 DAY ISS OR 2 SWATS</b>
<b>#6</b>	<b>2 DAYS ISS</b>
<b>#7</b>	<b>3 DAYS ISS</b>
<b>#8</b>	<b>5 DAYS ISS</b>
<b>#9</b>	<b>30 DAYS OF DAEP</b>

**Other major violations of the Student Code of Conduct may result in immediate placement in Saturday School, In-School Suspension, Out of School Suspension or long-term alternative education placement.**

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.

- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of 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; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

### **Social Events**

School rules apply to all school social activities and events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. Approval of guests/students attending is at principal's discretion.

A student attending a school sponsored activity or 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.

### **CONTAGIOUS DISEASES / 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 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 Department of State Health Services regarding these diseases.

### **COUNSELING**

#### **Academic Counseling**

School rules apply to all school social activities and events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. Approval of guests/students attending is at principal's discretion.

A student attending a school sponsored activity or 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.

The **College Readiness Coordinator** can also provide information about college entrance exams and application deadlines, 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 on a short term basis 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.

### **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is 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 policies EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

### **COURSE CREDIT**

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

### **CREDIT BY EXAM**

**Student has not taken the course-** Senate Bill 1, Section 28.023 requires school districts to offer examinations for acceleration to all students who wish to earn credit without prior instruction. The passing score required to earn credit on an exam is 90. See the campus counselor for information.

**Student has taken the course-** A student who has received prior instruction in a course but did not receive credit for that course may, under certain circumstances be permitted to take a credit by exam to receive credit for the course. This decision will be made by the counselor or principal. To receive credit, a student must score at least 70 on the exam.

For further information, see the counselor and policies EEJA.

### **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid 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 person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

## **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

## **Harassment**

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; creates an intimidating, threatening, hostile, or offensive educational environment; 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 [www.gobearsgo.net](http://www.gobearsgo.net).

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, 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, romantic

and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

### **Investigation of Report**

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 of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

## **DISCRIMINATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

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

### **School Materials**

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

The school newspaper, The Bear Facts, and the yearbook, are available to students.

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

[See **Directory Information for School-Sponsored Purposes.**]

### **Nonschool Materials...from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of 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. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated office bulletin boards as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### **Nonschool Materials...from others**

Before non-school materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within 24 hours of the time the materials are submitted, and his or her failure to act within that time is interpreted as disapproval.

## **DRESS AND GROOMING**

Dress code at the secondary level (gr. 9-12) is established to instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. The dress code is subject to revision at any time in order to accommodate current trends and fashions. Any revision must be approved by the Brownsboro I.S.D. Board of Trustees and be communicated to students and parents.

**Interpretation and enforcement of the dress and grooming code will be at the discretion of campus administrators.** Students who are in violation of the dress and grooming code may be provided clothing by the school. If a student is unable or unwilling to correct the problem, then he/she will be assessed an appropriate consequence.

### **GENERAL GUIDELINES:**

1. **Any article of clothing, accessory, hair color, or hair style that creates a distraction or disturbs the normal routine of school shall be deemed inappropriate.**
2. **Any clothing which fit tightly are not allowed.**
3. **Clothing that are too baggy or loose are not allowed.**
4. **See-through, transparent, or revealing clothing are not allowed. Undergarments or underwear should not be visible.**
5. **Clothing should be hemmed and free of holes in the garment.**
6. **All clothing must be worn as it was intended to be worn.**
7. **No chains, spikes, straps, studs, safety pins, or other potentially dangerous adornments are allowed on any item of clothing or accessory.**
8. **Students are not permitted to have a knife or weapon of any kind on campus.**

**BOTTOMS: All shorts, skirts, dresses pants, jumpers, Capri's, etc... MUST BE KNEE LENGTH or LONGER.**

**If LEGGINGS, J'EGGINS or TIGHTS are WORN your top garment must extend to mid-thigh.**

- Pleated or flat front walking-style shorts are allowed.
  - Jogging shorts, gym shorts, cut-offs, nylon shorts, biker shorts, wind shorts, boxer shorts, spandex shorts, swimming trunks, or biker/skater/"board" shorts are not permitted.
- All shorts, skorts, skirts, dresses, and jumpers must be knee length or longer (both in the front and back) and must be hemmed or cuffed. Quick-release style, hip-huggers, low-rise, or extremely baggy clothing is NOT allowed.
- All bottom garments must be worn at the waist or true hip.
- Skirts and skorts may have a kick-pleat or slit which opens no higher than 3 inches above the knee.
- The bottom of the pants must not drag the ground, nor flare past the end of the toe.
- Pants must be worn on the outside of boots.
- Pajama bottoms are **not** allowed.
- Overalls must have both straps fastened.

### **TOPS:**

- Students may not wear T-shirts or other articles of clothing that advertise alcoholic beverages, tobacco products, illicit drugs, etc., have vulgar, suggestive, racial, or

otherwise offensive slogans, comments, signs, or pictures on them, or have pictures of persons on them that fail to meet the standards of the school and/or community.

- All shirts, blouses, or tops must have a neckline that does not expose cleavage.
- Tops must be long enough to cover the midriff; when arms are raised above the head, no skin shall be visible at the waistline.
- All tops must have minimum of 3 inches across the shoulder; spaghetti straps and tank tops will NOT be permitted.

### **FOOTWEAR:**

- Shoes must have a back or heel strap, or have a closed, covered front/toe. House shoes or shoes like house shoes and “flip-flops” are **not** allowed.
- Skates, skateboards, or skate-like shoes are NOT permitted on campus.
- Pants are to be worn on the outside of any shoes or boots.
- Handwriting/ drawing will not be allowed on any item of clothing, including shoes.

### **JEWELRY/ACCESSORIES:**

- No body piercing (including tongue rings) is allowed except for earrings on female students. Spacers or stints may not be worn on any body piercing.
- Male students are not allowed to wear earrings, nor are males allowed to cover an earring or wear a spacer/stint.
- Female students may wear no more than two pairs of earrings (all at the discretion of administrators).
- Gloves (exclusively for decoration) may not be worn during the school day.
- No body art, tattoos, handwriting, or drawings of any kind will be allowed on the skin, clothing, backpacks, shoes, or accessories.
- Students may not **bring or wear** caps, hats, headbands, bandanas, or other head coverings to the school building(s).
- Students are not permitted to wear sunglasses in the building unless prescribed by a physician.
- Male students are not allowed to wear nail polish or makeup.

### **HAIR/MAKEUP:**

- Hair should be kept clean and neat; the length should not interfere with the student’s ability to read, see, or write. Hair (bangs) for male students should be kept trimmed/cut so that it does not fall below the eyebrows. Female student’s hair should be pulled away from the face and styled so that the eyes are not covered. For male and female students, exotic colors that tend to be distracting, including but not limited to blue, green, purple, pink, etc., are not allowed.
- For grades 9-12 no facial hair is allowed; males must be clean-shaven. Sideburns may not extend past the ear lobe.

**Exceptions:** It should be noted that sponsors of extracurricular activities might, with the approval of the building principal, impose other grooming and dress standards. In order to accommodate special days (e.g., Homecoming/Red Ribbon Week, fundraising efforts), the

campus administration may alter the dress code. Any special clothing worn to accommodate an injury must have principal approval.

**Consequences:** If the campus administration determines that a student's grooming violates the dress code, the student may be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated dress code violations could result in more severe consequences.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

#### **Cell Phones, Radios, CD Players, and Other Electronic Devices and Games**

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. **"If we see it or hear it, we will take it."** Teachers will collect the items and turn them in to the principal's office. There is a \$10.00 fee assessed, on all electronic items, before confiscated item is returned to student or parent. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, (7:55 – 3:30), including during all testing. We encourage our students not to bring cell phones to school on state mandated testing days. The use of cell phones in locker rooms, restroom, common areas, hallways, classrooms, shop area, etc... At any time while at school strictly prohibited. **BROWNSBORO ISD is not responsible for damaged or lost electronic devices.**

#### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

#### **Acceptable Use of District Technology Resources**

Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers. The following types of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

Brownsboro ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Brownsboro ISD network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Brownsboro ISD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Technologies Covered**

Brownsboro ISD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Brownsboro ISD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### **Limitation of Liability**

Brownsboro ISD will not be responsible for damage or harm to persons, files, data, or hardware.

While Brownsboro ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Brownsboro ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

Students and their parents should be aware that e-mail using district computers are not private and will be monitored by district staff. For additional information, see policies at CQ.

## **END-OF-COURSE (EOC) ASSESSMENTS**

See **Course Credit**, **Grading Guidelines**, **Graduation**, and **Standardized Testing**.

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

Participation in 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, not a right.

Brownsboro High School activities include: boys and girls athletics, cheerleading, FFA, FHA, FCCLA, Drill Team (The Golden Girls), marching band (includes twirlers and flag squad), drama, UIL Academic competition, Science Club, National Honor Society, Student Council, Fellowship of Christian Athletes and other Clubs.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition.

The following requirements apply to all extracurricular / co-curricular activities:

A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.

In order to participate in any extracurricular activity for the 1<sup>st</sup> 6 weeks of the school year, a student must have moved up at least a grade level from one school year to the next.

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.

The District shall make no distinction between absences for UIL activities and absences for other co-curricular activities approved by the Board. The number of days a student will have for co-curricular absences will vary according to the number of days a student has been absent from school. A student shall be allowed 18 total absences during the school year. The absences may either be regular absences or extracurricular absences. Example: A student has 4 regular absences, they would be allowed up to 14 extracurricular absences. A student and / or a student's parents may appeal for additional days if there have been extenuating circumstances. A committee made up of the student's teachers and a campus administrator will determine if additional days may be granted.

A student participating in a co-curricular or extracurricular activity during the school week must be present for the accounting period on the day of competition to be eligible to participate.

To ensure the health and safety of our student athletes and others who participate in extracurricular activities, we have implemented a random drug testing program. At the time your child expresses an interest in participation in an activity subject to the drug testing program, you and your child will receive complete information about the program, which is a requirement for participation in affected activities.

## 2014-15 UIL ELIGIBILITY GRADE CHECK DATES

Eligibility check grades are **inclusive** of the dates listed below. Actual check dates may happen later to allow for teacher postings and verifications.

6 Week Check-Progress Report	<b>Oct. 3rd /2014 (Fri).</b> <i>UIL eligibility for all students will be checked on this date.</i> Effective Date: <b>Oct 10</b> End of school day
<b>(1<sup>st</sup> 9 Week Grades)</b>	<b>Oct. 16<sup>th</sup> (Thur).</b> <i>All students will be checked.</i> Effective Date: <b>Oct 24</b> End of school day
<ul style="list-style-type: none"> <li>•</li> <li>• 3 Week Check-Progress Report</li> </ul>	<b>Nov. 7<sup>th</sup> (Fri).</b> <i>Only students failing 10/16 will be checked.</i> Effective Date: <b>Nov 14</b> End of school day
3 Week Check-Progress Report	<b>Dec. 5<sup>th</sup> (Fri).</b> <i>Only students failing on 10/16 &amp; 11/7 will be checked</i> Effective Date: <b>Dec 12</b> End of school day
<b>(2<sup>nd</sup> 9 Week Grades) Semester Ends</b>	<b>Dec. 19<sup>th</sup> (Fri).</b> <i>All students will be checked.</i> Effective Date: <b>Jan 9</b> End of school day
3 Week Check-Progress Report	<b>Jan 23rd (Fri).</b> <i>Only students failing on 12/19 will be checked.</i> Effective Date: <b>Jan 30</b> End of school day
3 Week Check-Progress Report	<b>Feb 13<sup>th</sup> (Fri).</b> <i>Only students failing 12/19 &amp; 1/23 will be checked.</i> Effective Date: <b>Feb 20</b> End of school day
<b>(3<sup>rd</sup> 9 Week Grades)</b>	<b>March 6<sup>th</sup> (Fri).</b> <i>All students will be checked.</i> Effective Date: <b>Mar 20</b> End of school day
3 Week Check-Progress Report	<b>April 3rd (Fri).</b> <i>Only students failing 3/6 will be checked.</i> Effective Date: <b>April 10</b> End of school day
3 Week Check-Progress Report	<b>April 24<sup>th</sup> (Fri).</b> <i>Only students failing 3/6 &amp; 4/3 will be checked.</i> Effective Date: <b>May 1</b> End of school day

3 Week Check-Progress Report	<b>May 15<sup>th</sup> (Fri).</b> <i>Only students failing at 3/6, 4/3 &amp; 4/24 will be checked.</i> Effective Date: <b>May 22</b> End of School Day
<b>(4<sup>th</sup> 9 Week Grades) Semester Ends</b>	<b>June 4<sup>th</sup> (Thur).</b> <i>All students will be checked.</i> Effective Date: <b>June 12</b>

**Note:** There is a **7-day** period following grade check date before a student ***gains or loses*** eligibility. The **Effective Date** is at the conclusion of those 7 days. **Any student holiday of 5 days or more (Thanksgiving, Christmas and Spring Break) is not included in a student's eligibility.** **8-1-2014**

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and 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's standards of behavior. For further information, see policies at FM and FO.

**Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill 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's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups.**]

**Offices and Elections**

Elections at school are conducted through the classes designated by the office. Elections will consist of three nominees. These three must have the highest number of votes to be in the run-off. If there is a tie for third place, a run-off election will be held to determine the third nominee. Students with major disciplinary problems will be ineligible to hold offices, class favorites, Who's Who, or Mr. and Miss BHS

**FEES**

Materials that are part of the basic educational program are provided with state and local funds 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 requires use of facilities not available on district premises.

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

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GENDER-BASED HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

## **GRADE CLASSIFICATION**

Students are classified according to the number of credits earned toward graduation.

Freshman	Academic promotion or grade-age classification
Sophomore	Earned a minimum of 5 credits in grade 9
Junior	Earned a minimum of 10 credits in grades 9-10
Senior	Earned a minimum of 15 credits in grades 9-11)

## **GRADING GUIDELINES**

### ***GRADING POLICY AND MAKE UP WORK***

District guidelines regarding grading policy for Brownsboro High School can be found in BISD Instructional Grading and Reporting Procedures Manuel located on the school web site at [gobearsgo.net](http://gobearsgo.net) or by contacting the high school principal's office at 903-852-2321.

Each teacher is responsible for developing their individual grading policy within the framework of the district guidelines. The classroom teacher is responsible for communicating to their students any specific requirements of their individual grading policy.

Also see **Report Cards/Progress Reports and Conferences** for additional information on grading guidelines. See **Graduation** below, **Course Credit**, and **Standardized Testing** for additional information regarding EOC assessments.

## LATE WORK

Students are given opportunities to complete and turn in their work. Any late work turned in will be graded according to the following chart.

Please Note: Students are expected to complete work in order to gain an understanding of concepts. If a student fails to complete work in the time in the time provided, the student will be assigned INL (during lunch) until the work is completed.

<b>Class Days Late</b>	<b>% of Grade Received by Student</b>	<b>Example(s)</b>
1 Day	90%	100 records as 90 (100x.10=10 points off)
2 Days	80%	100 records as 80 (100x.20=20 points off)
3 Days	70%	100 records as 70 (100x.30=30 points off)
4 Days	50%	100 records as 50 (100x.50=50 points off)
5 Days	0%	Teacher records a grade of Zero

\*Class days constitute any day school is in session.

## Makeup Work

In order to provide the total assessment profile of a student's academic progress for a course, any student missing classroom instruction should be given the opportunity to make up the missing work. This will ensure instructional continuity and place importance upon consistent attendance and daily study.

### Makeup Work Guidelines

1. Makeup work is available to all students. Students are responsible for asking teacher for makeup work upon returning to class. Students shall receive credit for satisfactory makeup work after an absence, but may receive a zero for any test not made up within the allotted time. Any assignment not turned in within the allotted time falls with the late work restrictions.
2. Exceptions may be granted by the Administration in extenuating circumstances.
3. The number of classes allowed for makeup work to be completed for full credit will be equal to the number of times a class was missed.

4. A student should not, on the day of returning to school, be required to take a quiz or test that was announced during his/her absence.
5. Makeup work, including tests, may be of an altered version. Teacher may assign alternate work to assure that students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine makeup work.

## **EXEMPTION POLICY**

### **Exam Exemption Criteria**

All students are eligible for exemption from the final exam in each subject area. Campus Administration will determine exemption criteria and will communicate this information prior to January 6, 2015.

Points added on to grades for the purpose of determining a student's ranking, may not be included for the purpose of determining eligibility for exemption (e.g., AP Classes).

All students are required to attend school during the accounting period (second period) each day. Failure to do so will result in a loss of exemption privileges for any remaining examinations.

### **Students with Disabilities**

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

## **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 statewide exams.

See High school counselor for specific statewide exams required.

### **Graduation Programs**

Under State Board of Education rules, students have a variety of graduation plans to choose from, depending on when the student enters high school. All students entering the 9<sup>th</sup> grade are required to choose an endorsement under HB5.

For details regarding the various graduation plans please refer to the BHS Planning Guide, contacting the counseling office or log onto [www.gobearsgo.net](http://www.gobearsgo.net).

## **EARLY GRADUATION**

Permission for early graduation may be given if the student is on target for graduation as evidenced by:

- ◆ A history of adequate performance on EOC's
- ◆ Credits Earned
- ◆ Grades

Applications for early graduation may be picked up in the counselor's office. Application should be turned in prior to starting the junior year. The final decision for permission for early graduation will be made by the Early Graduation Committee which will include the principal and the senior counselor.

## **Graduation Activities**

### **Graduation Exercises**

Students, who have completed all graduation requirements, whether in three or four years, are eligible to participate in the graduation exercise.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the ceremony will be removed. Graduating students who were assigned to the district's Discipline Alternative Education Program through the end of school year will not be allowed to take part in graduation ceremonies.

The administration will exercise their right review and approve of the speeches and other comments to be delivered by the Valedictorian and Salutatorian and any other students.

### **Graduation Speakers**

Graduating students may be given an opportunity to provide opening and closing remarks or speaking roles during the graduation ceremony. Only those students who are Valedictorian, Salutatorian, ranked third and fourth in the senior class will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal. See FNA(LOCAL).

### **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.

## **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student

for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

### **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 Department of State Health Services office to ask about a 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 Department of State Health Services, <http://www.dshs.state.tx.us>.

\* Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Also refer to **Immunizations**, below, for more information.

## **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

## **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held two meetings. Additional information regarding the district's School Health Advisory Council is available from the superintendent's office. See also policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction** for additional information.]

## **Other Health-Related Matters**

### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### ***Vending Machines***

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the director of operation. See policies at CO and FFA.

### ***Tobacco Prohibited***

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Kevin McCarthy the district's designated asbestos coordinator, at 903-852-7121.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Kevin McCarthy, the district's IPM coordinator, at 903-852-7121.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, [Dr. Trampass Bass], at 903-852-3701.

## **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 Texas Department of State Health Services (TDSHS), Immunization Branch,

can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by 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 poses a significant risk to the health and well-being of the student or a 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(LEGAL) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

As noted above at **Bacterial Meningitis**, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- 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.

### **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 a 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 student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

## **MEDICINE AT SCHOOL and STUDENT HEALTH**

### **MEDICATION ADMINISTRATION**

#### **1. Non-prescription medication**

- Nonprescription medications may be administered from the original container that is provided by the parent or legal guardian.
- This type of medication (e.g. Tylenol, Advil, cough syrups or cough drops, etc.) must be clearly labeled with the student's name, name of the medicine, and the frequency that the medication should be administered.
- The medication must be accompanied by a signed note from the parent or legal guardian authorizing its administration.

## 2. Prescription medication

- a. Administration of prescription medication must be requested in writing by a licensed physician, dentist or other licensed medical professional.
- b. Administration of prescription medication must also be requested in writing by the parent or legal guardian.
- c. Prescription medications must be in the original container with the student's name, the physician's name, the dosage and frequency clearly stated on the original label from the pharmacy.

## 3. Herbal or dietary supplements

- a. Herbal or dietary supplements will be administered only if they are required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities and if provided by the parent.
- b. The medication must be accompanied by a signed note from the parent or legal guardian authorizing its administration.

All medications, prescription and non-prescription, are to be kept and administered in the nurse's office or designated area except in the following conditions.

### 1. Asthma or Anaphylaxis Medications or treatments

- a. A student with asthma or severe allergic reactions (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medications at school or school-related events.
- b. The school must have written authorization from the parent or legal guardian for the student to self-administer the medications while at school or at school functions.
- c. The school must have written authorization from the physician or other licensed health-care provider with a statement that the student has demonstrated to them the skill level to self-administer the medication, as well as the use of any device needed to perform the task.
- d. The student must demonstrate the skill level to self-administer the medication to the school nurse or authorized personnel.

### 2. Diabetes

- a. Any student with Diabetes will have an Individualized Diabetes Health Plan signed by the physician or other licensed health-care provider designed for the management of that student's diabetes.
- b. In accordance with the student's Individualized Diabetes Health Plan, the student with diabetes will be permitted to possess and use monitoring and treatment supplies as well as associated equipment while at school or at a school-related activity.

- c. The school must have written authorization from the parent or legal guardian for the student to self administer the monitoring and treatment supplies as well as associated equipment while at school or at a school-related activity.
- d. The school must have written authorization from the physician or other licensed health-care provider with a statement that the student has demonstrated to them the skill level to use any monitoring and treatment supplies as well as any associated equipment while at school or at a school-related activity.
- e. The student must demonstrate the skill level to use any monitoring and treatment supplies, as well as any associated to the school nurse or authorized personnel.

Any other medication or drugs of any type will be confiscated by school personnel and reported to the proper authorities.

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Brownsboro ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Chris Moran, Superintendent, 14128 State Hwy 31E, Brownsboro, TX 75756, 903-852-3701.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Trampass Bass, Assistant Superintendent, 14128 State Hwy 31E, Brownsboro, TX 75756, 903-852-3701.
- All other concerns regarding discrimination: See the superintendent, Dr. Chris Moran, 14128 State Hwy 31E, Brownsboro, TX 75756 903-852-3701.

[See policies FB(LOCAL) and FFH(LOCAL).]

## **NONTRADITIONAL ACADEMIC PROGRAMS**

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

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Physical examinations are required for those students who are participating in UIL extracurricular activities on a bi-annual basis. Medical history, steroid notification and acknowledgement of rules forms are required every year. These forms must be on file prior to participation in any practice, scrimmage or contest before, during or after school.

Routine health screenings are performed by school personnel throughout the school year, for opt-out information please contact the school nurse.

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags.**]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more 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 encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **RELEASE OF STUDENTS FROM SCHOOL**

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, you should go to the principal's office and sign the child out.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day.

**Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

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 will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **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 9 weeks.

Progress reports will be sent home for all students at the 3 week grade check.

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

## **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 ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or others 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 any safety hazards, such as intruders on campus or 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 the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

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

Brownsboro I.S.D. has an emergency management plan in place and we are constantly in the process of revising it in response to current needs. Periodic drills will be conducted to prepare for emergency situations.

## **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 may have to rely on previously provided 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.

## **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the **College Readiness Coordinator** early during their junior year to determine the appropriate exam to take; these 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 a standardized test, such as the Texas Higher Education Assessment [THEA]).

## **SCHOOL FACILITIES**

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

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:40 a.m.

Cafeteria

Tutorials

Little Theater (meetings or bad weather only)

Library

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **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 rehearsals, club meetings, athletic practices, 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 standards of behavior established by the sponsor for extracurricular participants.

### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, 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 Code of Conduct.

### **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 Cafeteria Manager to apply.

Students are required to eat lunch in the cafeteria whether they bring their lunch or participate in the school lunch program. Students are expected to dispose of their trash and place their trays in the proper areas.

Students are not allowed to leave campus for lunch. Visitors (other than parents/guardians) are not allowed to eat lunch with students. Students leaving campus during the lunch will be given appropriate disciplinary actions.

Students are not allowed to take any food or drink items out of the cafeteria without the permission of a teacher and the approval by a campus administrator.

Students will not be allowed to charge in the cafeteria, unless arrangements are made with the cafeteria, the office will not be responsible for cafeteria charges.

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.

See Food Services Director 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(LEGAL).

## **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 independent student use during the following times with a teacher permit:

Monday – Friday 7:30am to 3:40pm (unless meetings or classes are present)

## **Meetings of Noncurriculum-Related Groups**

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

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 their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are 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 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.

### **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

### **Vehicles on Campus**

Students are permitted to drive onto school property. Students who drive are subject to the following regulations:

1. The student driving must have a valid driver's license and proof of insurance. A student may purchase only one parking permit.
2. Students are required to park at all times in the assigned student parking area.
3. Students must display a current BHS parking permit in vehicle. These may be obtained in the office for a fee of \$10.00. The number on the permit will correspond to the number of the parking space assigned to that student. Students not parking in the assigned space will be subject to disciplinary action and/or fine.
4. Once a student drives onto school property, he/she is required to park immediately and report to building area. Students may not go to the parking lot without permission.
5. A speed limit of **10 mph** should be observed on campus at all times.
6. Students observed driving in a fast or reckless manner or violating any of the above regulations will have his/her privilege of driving on campus revoked for a time period to be determined by a school administrator. Repeated violations will result in longer periods of suspension, ultimately leading to a permanent revocation.
7. Students should be aware that while parked on school property, their automobile is subject to search by drug sniffing dogs and that they are responsible for anything found in their automobile.
8. BISD Police Department will thoroughly investigate any incidents of theft or vandalism to student's vehicles, the District is not responsible for any damage or for any stolen articles.
9. Student obtaining a parking permit will be subject to random drug testing. See the Drug Testing Policy for more information.

See also the *Student Code of Conduct*.

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or

student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

### **Drug-Testing**

Brownsboro ISD does require all students that participate in grades 7-12 UIL extracurricular activities and those students who obtain a parking permit to submit to the random drug testing policy.

[For further information, see policy FNF(LOCAL). Also see **Steroids** on page.

### **SEXUAL HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

### **SPECIAL PROGRAMS**

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

### **STANDARDIZED TESTING**

#### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

Many 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; these exams are usually taken at the end of the junior year.

#### **STAAR (State of Texas Assessments of Academic Readiness) or End-of-Course (EOC) Assessments for Students in Grades 9–12**

Beginning with ninth graders in the 2011–2012 school year, State of Texas Assessments of Academic Readiness (STAAR) or end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I, English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months.

### STAAR RETEST DATES

12/02/14            English I  
12/03/14            English II

### STAAR RETEST

12/01/14-12/05/14    Alg I  
                              Biology,  
                              US History

### STAAR

03/30/15            English I  
03/31/15            English II

### STAAR/STAAR-L

05/04/15 – 05/08/15    Alg I, Biology, US History

### STAAR RETEST

07/07/15            English I  
07/08/15            English II  
07/06/15- 07/10/15    Alg I, Biology, US History

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Also see **Course Credit**, **Grading Guidelines**, and **Graduation** for additional information.

### **THEA (Texas Higher Education Assessment)**

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

### **STEROIDS**

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.

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.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uiltexas.org/health/steroid-information>.

## **STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events: awards assemblies, class meetings, pep rallies, and opening announcements and greetings for the school day. Students are eligible to introduce these events, only those students in the highest two grade levels of the school at which the student is publicly speaking and who hold one of the following positions of honor based on neutral criteria are eligible to use the limited public forum: student council officers, class officers, captains of high school varsity athletic teams, captains of junior high school athletic teams, band officers, high school National Honor Society members, National Junior Honor Society officers, high school varsity cheerleaders, junior high school cheerleader officers, and all high school club and organization officers  
See FNA (LOCAL)

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

## **SUMMER SCHOOL**

See Counselors for more information.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSFERS**

The principal is authorized to transfer a student from one classroom to another.

[See **School Safety Transfers**, on page, **Bullying**, on page, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**, on page, for other transfer options.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

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.

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

#### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or designee, 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.

#### **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.

A parent may also request a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The requested facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Key Duke in transportation at (903) 852-2097.

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*. **Bus-riding privileges may be suspended.**

## **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 for years to come—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.

## **VIDEO CAMERAS**

We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

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

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parent/Guardian are encouraged to visit your children's schools from time to time; however, we ask that you comply with our policy requiring ALL visitors to go first to the principal's office, sign in and comply with all applicable district policies and procedures. The visitor's badge will be worn at all times during your visit.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only 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.

### **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. The parent may obtain a withdrawal form from the counselor's office.

A student who is 18 or older prior to the first day of the 2014-2015 school year, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

## 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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**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 admission to certain colleges or universities.

**ARD** is the admission, 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 and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

**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 for directory information, unless a 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 to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, 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 DAEP, ISS removes the student from the regular classroom.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**PGP** stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified 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 one 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.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and 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 DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

## Brownsboro High School Bell Schedule 2014-2015

<u>Period</u>	<u>Bell Schedule</u>
1	8:00-8:49 (49 min)
2	8:53-9:45 (52 min)
3	9:49-10:38 (49 min)
A Lunch	10:38-11:08 (30 min)
4	11:12- 12:01 (49 min)
5	12:05-12:54 (49 min)
4	10:42-11:31 (49 min)
B Lunch	11:31-12:01 (30 min)
5	12:05-12:54 (49 min)
4	10:42-11:31 (49 min)
5	11:35-12:24 (49 min)
C Lunch	12:24-12:54 (30 min)
6	12:58-1:46 (48 min)
7	1:50-2:38 (48 min)
8	2:42-3:30 (48 min)

### LUNCH MATRIX

A Lunch (4)	B Lunch (5)	C Lunch (5C)
4B	4A	4A
5B	5B	5A