Brownsboro I.S.D.
Elementary School

Student Handbook

Brownsboro Elementary School
Kristy Bailey, Principal

Chandler Elementary School
Jenna Evans, Principal

BETTER TODAY
Greater tomorrow

Dear Parents,

Children growing up in today's society face many problems that were not apparent a few years ago. A larger number of children come from homes where both parents work or from one-parent homes. It is very difficult for parents to find time to spend with their children and help them with schoolwork.

BISD Elementary Schools are dedicated to working with parents and helping them find ways to help and encourage their children. This school is dedicated to providing a learning environment which will produce children who are mature emotionally and who are intellectually ready for the challenges they will face as they progress to each level of the school system. We feel that these years in elementary school are very important in the formation of values and work habits that will follow these children into their adult lives and careers.

A major problem in many schools is that many parents do not know what is expected of them or their children. Many parents may not understand the purposes for some of the school's methods and procedures. They may not know about some of the services that are available through the school. We hope this handbook will answer some of your questions.

The instructional staff of BISD Elementary Schools believe that your child's education will be more effective if the school and parents work together and communicate often about your child's progress and any problems that may arise. We encourage you to get involved by showing an interest in what your children are learning in school and by asking your children questions. We encourage you to help your children with homework and school projects. We also encourage you to attend school programs, award ceremonies, and parent meetings. Please communicate with the teacher anytime there is a question or problem.

Sincerely,
Kristy Bailey, BES Principal
Jenna Evans, CES Principal

TABLE OF CONTENTS

I. General Information and Legal Notices……6

II. Emergency Drills and Procedures……17

III. Student Health……17

IV. Student Work……22

V. Special Programs……24

VI. Miscellaneous Policies……..25

VII. Dress Code……27

Appendix A……28

Appendix B……29

Meal Charge Policy……34

Special Education Services ……35

The Student Handbook is a set of administrative regulations and not a contract between the school and parents or students. It can be amended at any time at the discretion of the administration. If changes are made to the Handbook during a school year, the administration will communicate those changes in ways that are designed to inform parents and students of the new or revised information. (www.gobearsgo.net)

BROWNSBORO INDEPENDENT SCHOOL DISTRICT
MISSION STATEMENT

The Brownsboro Independent School District is responsible for preparing its students to live and work in the changing future. All students must acquire essential academic skills in order to become productive, responsible adults. In accordance, all students will be taught a core curriculum consisting of Reading, English, Math, Science, Social Studies, Health, Physical Education, and Computer Literacy. Also, to the full extent of their individual abilities, all students need to develop the ability to think logically, independently and creatively. In order to accomplish this mission the district will provide quality instruction equitably to all students in a safe environment and will be accountable for demonstrated results and continuous improvement.

IMPORTANT TELEPHONE NUMBERS

CENTRAL OFFICE:

Dr. Keri Hampton
Superintendent ……. ..……..…903-852-3701

Brad Robertson
Director of Staff and Students…….903-852-3701

Lacy Armstrong
Director of Transportation……. ..……903-852-3131

Ragan Wangler
Director, BISD Special Programs..……..903-852-3701

BROWNSBORO HIGH SCHOOL

Brent Cooper
Principal…… . . ..……903-852-2321

Lisa Pritchard
Assistant Principal……..……903-852-2321

Marcus Camp
Assistant Principal…….903-852-2321

Cody Tunstall
CTE/Assistant Principal……903-852-2321

Trista Thomison
Counselor……903-852-2321

Melanie Schmitz
Counselor……903-852-2321

BROWNSBORO JR. HIGH

Ricky Daily
Principal……..……903-852-6931

Melissa Crenshaw
Assistant Principal ……..…….903-852-6931

Karen McHam
Counselor……..……903-852-6931

BROWNSBORO INTERMEDIATE SCHOOL

Shelby Costner
Principal……903-852-7325

Shannon Cabiran
Assistant Principal……. ……..…..903-852-7325

Amy Daily
Counselor…….903-852-7325

BROWNSBORO ELEMENTARY

Kristy Bailey
Principal……903-852-6461

Stacey Odom
Assistant Principal…….. ……..903-852-6461

Rebecca Garlington
Counselor……903-852-6461

CHANDLER INTERMEDIATE SCHOOL

Aaron Hoecherl
Principal……903-849-6436

Bylthe Stanley
Assistant Principal……. ……903-849-6436

Paula Stephenson
Counselor…….903-849-6436

CHANDLER ELEMENTARY SCHOOL

Jenna Evans
Principal……..903-849-3400

Demi Swan
Assistant Principal……. ……903-849-3400

Ami Patterson
Student Support Services……..…….903-849-3400

DAEP CAMPUS/HORIZON ACADEMY

Michael McMullen

Principal……903-852-8021

I. GENERAL INFORMATION

SCHOOL SYMBOLS –

School Colors: Blue and Gold
School Mascot: Bear
School Motto: Better Today Greater Tomorrow

SCHOOL PHILOSOPHY

We believe that:

1. Children differ in many ways even within the same family. Their learning abilities vary, and their patterns of physical, emotional and social development are not the same.
2. Children should be permitted to grow and develop at their own rate.
3. The instructional program should be organized to meet the needs, interests and abilities of all types of learners.
4. Early success in school gives a child confidence and promotes a wholesome attitude toward school.
5. It is important to develop good work habits. These habits should be developed in primary school.
6. The parent's attitude about learning is very important to the child's success in school.

PEOPLE WHO MAY BE ABLE TO HELP

Principal/ Assistant Principal	Carries out school board policies and coordinates the instructional program within the building. Is eager to help with any problems or answer any questions.
Counselor:	Assists students in decision making areas of educational and personal social adjustment.
Teachers:	Plan and implement instructional strategies for each individual student. Always eager to help in any way while carrying out school board policies.
Secretary:	Assists the principal and keeps records.

REQUIRED LEGAL NOTICES

Freedom from Discrimination

Brownsboro ISD believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. Any student (or the student's parent) who believes that he or she has experiences prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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

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

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

In it efforts to promote nondiscrimination the District makes the following statements:

Brownsboro ISD does not discriminate in its educational programs and services on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district’s compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Keri Hampton, whose office is located at Highway 31 West and who can be reached by telephone by calling (903) 852-3701.

The Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Pam Neal, whose office is located at Highway 31 West and who can be reached by telephone by calling (903) 852-3701.

All other concerns: See Dr. Keri Hampton, Superintendent, whose office is located at Highway 31 West and who can be reached by telephone by calling (903) 852-3701.

To request a transfer of your child to another classroom or campus if your child has been verified by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the principal for information.

Parent Information about the TEKS: Parents may request copies of the Texas Essential Knowledge and Skills and have an explanation of the curriculum.

Family Educational Rights and Privacy Act:

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

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect,* upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Brownsboro I.S.D developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Brownsboro I.S.D will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Brownsboro I.S.D will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the
specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

Following are activities requiring parental notice and consent or opt-out for the school year.

***There are no activities planned for the school year that require parental notice.**

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures
by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.

- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.

- The district will release directory information about students to any person who submits a written request for the information.

"Directory information" means information that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. If a parent/guardian does not wish for the school to release directory information on their child they must provide notification in writing to the campus principal.

Audio and video recordings of extracurricular and co-curricular performances, such as band, orchestra, and choir concerts; marching band performances; and performances of plays, musicals, or skits are treated as directory information. Video recordings of students made by security cameras on school buses or in common areas of a campus are treated as directory information unless they are used to impose

discipline. In that case, the tapes become an educational record of the student or students who are disciplined and are subject to the same restrictions on access and disclosure as any other student education record.

If you do not want the school to release directory information about your child, you must notify the principal in writing of the category or categories of information that you do not want released. **You have 10 school days after you receive this Handbook to tell the principal in writing what information you do not want released.**

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice.

La Notificacion de Derochos Bajo FERPA Para Las Instituciones Elementales y Secundarias y Notificaciones que relucionan a Informacion del Directorio

Los Derechos Educativos Familiares y Acto del Retiro (FERPA) se permite el iujo de los padres y estudiantes mas de 18 anos de edad (estudiantes elegibles) ciertos derechos con respecto a los archivos de educacian del estudiante. Ellos son:

1. El derecho para inspeccionar y repasar la educacion del estudiante graba dentro de 45 dias del dia el Brownsboro el Distrito Escolare Independiente recibe una demanda para acceso.

Padres o los estudiantes elegibles deben someter al principal escolar una demanda escrita que identifica el archivo ellos desean inspeccionar. El pricipal hara arreglos para acceso y notifica al padre o el estudiante elegible del tiempo y lugar donde los archivos pueden inspeccionarse.

2. El derecho para pedir la enmendadura de los archivos de educacion del estudiante que el padre o el estudiante elegible cree es inexacto o engafioso.

Padres o los estudiantes elegibles pueden preguntarle al Distrito Escolar Independiente de Brownsboro para enuendar un registro que ellos creen es inexacto o enganoso. Ellos deben escribirle al principal escolar, claramente identifique la parte del registro que ellos quieren cambiado, y especifica por que es inexacto o engafioso.

Si el distrito decide no enmendar el registro como pedido por el padre o el estudiante elegible, el Distrito notificara al padre o el estudiante elegible de la decision y los aconscjara de su derecho a un oido con respecto a la demanda para la enmendadura. Se proporcionara.

Informacion adicional con respecto a los prodedimientos oyendo al padre o el estudiante elegible cuando notifice del derecho a un oido.

3. El derecho para consentir a los descubrimientos de informacion personalmente identificable contenido en la educacion del estudiante graba, exceptua a la magnitud que FERPA autoriza descubrimiento sin el consentimiento.

Una excepcion que permite descubrimiento sin el consentimiento es descubrimiento para adiestrar a oficiales con intereses educativos legitimos. Un oficial escolar es una persona empleada por el Distrito como administrador, supervisor, instructor, or miembro de personal de apoyo (incluso salud o personal medico y ley entrada en vigor unidad personal); una persona que sirve en la Tabla Escolar; una persona o compania con quienes el distrito ha acortado para realizar una tarca especial (como abogado, interventor, consultor medico, o terapueta); o un padre o estudiante que sirven en un comite oficial, coma un disciplinario a comite de agravio, a ayundando a otro oficial escolar realizar su o sus tarcas.

Un oficial escolar tiene un interes educativo legitimo si las necesidades oficiales repasen un registro de educacion para cumplir su o su responsabilidad profesional.
En la demanda, el Distrito Escolar Independiente de Brownsboro descubre que la educacion graba sin el consentimiento a oficiales de otro distrito escolar en el que un estudiante busca or piensa enrollarse.

4. El derecho para archivar una queja con la Seccion Americana de Educacion que involucra fracasos alegados por el Distrito obedecer los requisitos de FERPA. El nombre y direccion de la Oficina que administra FERPA son:

Oficina de Complacencia de Politica Familiar
Seccion Americana de Educacion
600 Avenida de Independencia, SW
Washington, DC 20202-4605

FERPA le permite al Distrito Escolare Independiente de Brownsboro para descubrir "informacion del directorio" sin padre o el consentimiento del estudiante elegible. El descubrimiento de informacion del directorio puede incluir descubtimientos en una escuela o directorio de la clase, un programa para un evento extracurricular, o en una insignia que se exigen estudienates a llevar o a exhibir durnate el dia escolar y las actividades extracurriculares.

El Distrito Escolar Independiente de Brownsboro ha identificado lo siguiente y la informacion personalmente identificable similar como "informacion del directorio"; el nombre, dirijase, numero del telefono, clasificacion, las fechas de asistencia en las escuelas del Distrito, altura y peso para el estudiante han involuerado en atletismos o los programas extracurriculares similares, los honores recibieron, mas reciente institucion de educacion anterior, actividades extracurriculares en las que el estudiante esta envuelto, y fotografias. Un padre o un estudiante elegible pueden objetar a cualquiera de estos articulos coma informacion del directorio. Si un padre o el estudiante elegible escoge objetar a cualquierra a todos los articulos coma informacion del directoria, la tal persona debe notificar al Distrito, por escrito, de los articulos que no deben designarse como informacion del directorio para ese estudiante. Cualquier objecion a un articulo de informacion del directorio debe ser recibida par el Distrito el dectro de 10 dias, de cuando recibes esta notice.

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

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

Parents Right to Know

As a parent of a student at Brownsboro ISD you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- ❑ Whether The Texas Education Agency has licensed or qualified the teacher for the grades and subjects he or she teaches.
- ❑ The Texas Education Agency has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ❑ The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

- ❑ Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact your school principal.

Notificación para padres

Comó los padres de estudiantes que asiste a la Brownsboro I.S.D. ustedes tiene el derecho de conocer las calificaciones profesionales del maestro/a que tiene su niño/a en la sala de enseñanza. La ley federal de los Estados Unidientes permite que usted haga ciertas preguntas acerca de las calificaciones del maestro/a que está en la clase con su niño/a, y se requiere que le demos la información en un tiempo oportuno. Especificamente, usted tiene el derecho de obtener la seguiente información acerca de cada maestro/a que su niño/a tenga en sus clases de estudios:

- Si el Departament de Educación de Tejas ha licenciado o calificado el/la maestro/a para enseñar en el grado o en la materia que el/ella enseña.
- Si el Departamento de Educación de Tejas ha decidído que el maestro o la maestra puede enseñar en el salón de estudios sin tener licencia o calificaciones bajo las reglas y requisitos del estado debído a circumstancias especiales.
- El estudio principal académico del maestro/a; sí el/la maestro/a tiene estudios o bachilleratos avansados, y si los tienen, en que materia(s) es su(s) bachillerato(s).
- Si hay para-profesionales o asistentes de maestro/a que proveiden servicios a su niño/a, y sí lo hacen, qué son sus calificaciones.

Si usted gustaría recibir cualquiera de esta información, por- favor hable con El director.

PARENTS RIGHTS

Academic Programs: You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment if doing so would affect the assignment or reassignment of another student.

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

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

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

Exception: The Accelerated Reading computer software does not allow access to a test once a student has already completed the test.

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

Video and Audio Recording: We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent 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; or

-a purpose related to regular classroom instruction; or

-media coverage of the school.

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

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

A. Brownsboro Independent School District Parent Involvement Policy

Acknowledging that parents/guardians are a student's first teachers and that this continuing support is essential for academic success, Brownsboro ISD Elementary Schools are committed to the following parent involvement policy:

- Title 1, Part A parents will annually receive information concerning the implementation of the Title 1, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.

- Parents will be given timely information concerning overall student performance standards and expectations (TEKS).

- Parents will be given timely information concerning campus/state assessment instruments: local assessment measures,TELPAS, STAAR, etc.

- Parents may request information about the professional qualification of their child's classroom teacher.

- Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).

- Parents may request an explanation and description of the school's curriculum.

- Parent representatives (including parents of Title 1, Part A students) will be involved in the development, review and evaluation of the campus improvement plan.

- Title 1, Part A parents will be involved annually in the review/revision of the School/Parent Compact.

- Title 1, Part A parents will be asked to complete surveys seeking evaluation of the Title 1, Part A program and parent involvement.

- Parents will annually review/revise this policy.

Brownsboro la Política Independiente de la Participación de Padre de Distrito de Escuela

Reconocer que cría/guardianes son un estudiante primeros maestros y que este apoyo continuo es esencial para el éxito académico, Escuela de enseñanza primaria de Chandler y Brownsboro, es cometida a la política siguiente de la participación del padre:

• Titula 1, Despide a UN padres recibirán anualmente información con respecto a la implementación del Título 1, Despide UN programa y se alentará a ofrecer las sugerencias para el mejora/reforzando del programa.

• Padres serán dados información oportuna con respecto a estándares generales de desempeño de estudiante y esperanzas (TEKS).

• Padres serán dados información oportuna con respecto a instrumentos de evaluación de campus/estado: las medidas locales de la evaluación, I-Station, TELPAS, STAAR, etc.

• Padres pueden solicitar información acerca del requisito profesional de su maestro de aula de niño.

• Padres serán ofrecidos las oportunidades para aprender a cómo fomentar el desempeño académico mejorado para su niño (ren).

• Padres pueden solicitar una explicación y la descripción del plan de la escuela.

• Cría a representantes (inclusive padres del Título 1, Despide a UN estudiantes) será implicado en el desarrollo, la revisión y la evaluación del plan de la mejora de campus.

• Titula 1, Despide a UN padres serán implicados anualmente en la revisión/revisión del Escuela/Padre Comprime.

• Titula 1, Despide a UN padres serán pedidos completar las inspecciones que buscan la evaluación del Título 1, Despide UNA participación del programa y a padre.

• Padres anualmente revisa/revisa esta política.

SCHOOL ATTENDANCE

Punctual and regular attendance is very important to a child's success and to the smooth operation of the school. We encourage parents not to bring their children to school before 7:15 a.m. since there will be no supervision before that time. **The school day will begin at 7:40 am (CES) /7:40am (BES).**

Regular attendance is required of every student in accordance with the Texas Education Code 25.085. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. Brownsboro schools expect all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Notification letters will be sent for absences or tardies as according to the T.E.C. regulations.

Important note: Students are expected to arrive at school on time, and be present in the classroom ready to work promptly when the morning bell sounds and remain at school until the specified dismissal time for their grade level.

Every child should be sent to school regularly unless there is a good excuse. Parents are requested to call the following school offices if their child is going to be absent for the day.

Brownsboro Elementary: 903-852-6461
Chandler Elementary: 903-849-3400

If a parent does not call, the child must bring a note signed by the parent or guardian telling the reason for the absence. The absence will be considered "unexcused" unless the parent calls or sends a note. The attendance check is 9:30 am everyday. Any child who has a medical appointment, presents a notice from the doctor/dentist's office, and attends school will be counted present. All notes must be submitted to the office within 3 days of absence.

VISITATION POLICIES

All visitors must report to the school office when entering the building, present a state issued ID, and obtain a visitor's pass.. No child will be allowed to leave school early without being signed out

through the office. The secretary will then call the child to the office. We prefer not to have students waiting in the office for the parent to arrive because that adds to the amount of class time a student misses.

Parents are welcome and are encouraged to visit the school, but parent visitation in a child's classroom MUST be arranged with the principal in advance.

CONFERENCES

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor or principal. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student presents any other problem to the teacher, or (3) in any other case the teacher considers necessary.

II. EMERGENCY DRILLS AND PROCEDURES

It is very important to update student information with the school office in the event of an emergency. It is the parent's responsibility to keep the school informed when changes occur with phone numbers, addresses, or emergency contacts.

In the event of a fire, emergency drill, or bomb threat, we will follow established campus procedures.

EMERGENCY EARLY DISMISSAL OF SCHOOL

Occasionally a situation arises making it necessary to dismiss school before the regularly scheduled time. It takes three to three and a half-hours to try to call and contact parents. Experience has shown that not everyone can be reached. Parents, it is therefore necessary that you make arrangements now, to ensure that your child and school personnel know what to do, which bus to ride, and where to go should such an emergency arise and whom to call. Every child must either be picked up or get on a bus. Emergency forms must be completed indicating student instruction.

In case of bad weather students and parents will be notified through School Messenger and can listen to KTBB-Tyler, KZEY-Tyler, KLVQ-Athens, or watch KLTV-Channel 7-Tyler , KETK-Channel 56-Tyler, or CBS-Channel 19 to determine if school will be held.

III. STUDENT HEALTH

MEDICATION ADMINISTRATION

"Basic first aid treatment may be administered to your student if considered necessary by the school nurse or other assigned personnel. Basic first aid will include, but is not limited to, treatment for minor cuts, scrapes, itching, cough, stomach upset, etc."
For the safety of all our students, ALL medication, prescription and non-prescription MUST be brought to school and picked up by an adult. **NO** medication will be sent home with a student. If it is not picked up by an adult at the end of the school year, it will be discarded.
1. Non-prescription medication

a. Nonprescription medications may be administered from the original, properly labeled container that is provided by the parent or legal guardian.
b. The medication must be accompanied by a signed note from the parent or legal guardian authorizing its administration and the frequency that it should be administered.

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 name of the drug with the dosage and frequency clearly stated on the original label from the pharmacy.
d. Medication may be administered within the one-hour time frame surrounding the time requested.

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 for 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 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 school-related activity.
e. The student must demonstrate the skill level to use any monitoring and treatment supplies, as well as any associated equipment 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.

FOOD ALLERGY AND ANAPHYLAXIS MANAGEMENT PLAN

The district has a student Food Allergy and an Anaphylaxis Management Plan in place to identify and care for students with food allergies, as well as strategies to reduce the student's risk of exposure to the diagnosed allergen. Parents shall notify the district of any food allergies, accommodations the student will need throughout the day and medical information and supplies needed to care for the student. The student is entitled to possess and self-administer related medications with documentation from the physician of the need for the medications, when and how to use them and verification of the ability to use them independently.

ACCIDENTS

All student accidents that result in injury to a student are to be reported to the office. NO CONTACT SPORTS ARE ALLOWED AT ANY TIME. Students may not run on campus except during physical education and recess. Climbing and walking on any fences or rock walls is strictly prohibited.

Brownsboro ISD is not permitted by state law to purchase insurance coverage for injuries by students in accidents at school. Therefore, BISD will not be responsible for expenses resulting from student accidents.

CHILDHOOD DISEASES

All contagious diseases should be reported to the school as soon as possible. Parents should send a note explaining the cause of an absence. If at any time the nurse finds it necessary to send a child home, the parent or responsible adult will be notified at once.

BROWNSBORO INDEPENDENT SCHOOL DISTRICT

Communicable Diseases/Non Communicable Diseases Exclusion from School Policy

To prevent the spread of communicable and non-communicable diseases, students with certain symptoms/diseases will be excluded from school. A student with any of the following symptoms must be excluded from school until such time the student is free of symptoms, has been satisfactorily treated, or submits a signed physician's statement affirming that the student is not contagious.

- Temperature of 100 degrees or more. Student must be fever free for 24 hours without the use of fever suppressing medication.
- Diarrhea with 3 or more episodes of loose stool in a 24-hour period. Student must be diarrhea free for 24 hours without diarrhea suppressing medications to return to school. Some exclusions could be made on a case by case basis.
- Vomiting at school unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated. Some exclusions could be made on a case by case basis.
- Undetermined rash over any part of the body accompanied by fever.

- Open, draining wounds or lesions that cannot be contained in a bandage.
- Red, purulent draining eyes.
- Persistent cough that cannot be controlled with cough drops or accompanied by other symptoms or fever.
- Live head lice (student with nits only may remain at school with monitoring) To reenter school, the student must be free of live lice and provide proof of treatment to the campus nurse.
- Any questionable contagious symptoms or if student's behavior indicates that the he/she is not well.
- Any disease or symptoms included in the communicable diseases school exclusion policy provided by the Department of State Health Services. (available upon request).

It is the responsibility of the parent or guardian to transport the student from school to his/her home. Additional information regarding rules for exclusion of students having or suspected of having a communicable condition from school and readmission criteria is outlined in the Texas Administrative Code, specifically Rule 97.7.

IMMUNIZATIONS

A student shall show acceptable evidence of vaccination prior to entry. Admission to school is not allowed until records are produced showing that (1) the child has been immunized in accordance with the rules; (2) the child has an exemption affidavit from immunization requirements on file with the school in accordance with the rules; or (3) the child is entitled to provisional enrollment.

The full list of immunization requirements effective for the current school year is available at https://www.dshs.state.tx.us/immunize/school/default.shtm Immunizations also are required for children in pre-kindergarten and child-care facilities. Those requirements are available at https://www.dshs.state.tx.us/immunize/school/default.shtm .

HEALTH-RELATED MATTERS

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

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

HEALTH-RELATED HUMAN SEXUALITY

As a part of Brownsboro ISD'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.

5th Grade: The school nurse will use a film addressing puberty and human sexuality. Letters will be sent to the parents and the film will be available for preview at school or online before it is shown to students.

Texas Department of State Health Services will present age appropriate programs to other grade levels.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties.

OTHER HEALTH-RELATED MATTERS

Tobacco Prohibited

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in each Principal's Office. If you have any questions, please contact the Maintenance Office at (903) 852-7121.

Pest Management

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, notification will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Maintenance Office at 903) 852-7121.

State law requires that all Texas school districts provide information about bacterial meningitis.

TOILETING GUIDELINES

All physically and developmentally able students are expected to handle their own toileting and hygiene (wiping properly, washing hands) on their own or with verbal cues/reminders.

- Please send your student to school in clothes that are easy for them to pull up/down and button/unbutton for unaided or minimally aided restroom use.
- For younger students or those with developmental delays, please inform the classroom staff of words used at home, how often they tend to go, or any nonverbal cues used by your student to indicate their need to use the restroom.
- Due to a new environment when starting school, some students may experience some accidents during their first few weeks of school. However, if accidents continue, increase, or your student appears to be struggling with independent toileting, it may be necessary to work together on a plan for toileting success.
- We request that students do not attend class wearing diapers or pull-ups unless there is a documented condition making the use of these products necessary. Please notify staff of this condition prior to school starting so appropriate accommodations can be discussed and implemented. It will be parents'

responsibility to provide all items needed to keep the student clean and dry throughout the school day.

- The clinic restroom is not the preferred restroom for use by visitors, staff members, and well students. Nursing staff must use the clinic to manage the needs of students requiring medication or procedures, experiencing medical emergencies, communicable diseases, and injuries.
- Pre-K and kindergarten students may change clothes in their classroom restroom and if needed, the nurses restroom. Students that require a change of clothing related to spills, food mishaps or dress code violations will wait in the classroom to minimize loss of instructional time unless deemed necessary to move the student to an alternate location for the student's comfort.

Pre-K through 3rd grade:

Please keep a complete set of clothing, including underwear and socks, in a zip lock bag with the student's name, grade, and teacher on the bag in their backpack. It is recommended that extra shoes be provided, if possible.

Some schools may have a limited supply of clothing on hand. Due to this, parents should ensure students have extra clothing in their backpack daily.

- If your student uses their spare clothes due to an accident, spill, or other issues please discuss with your student's teacher how you would like to be made aware of the change, so the clothing can be restocked as quickly as possible.
- A parent or legal guardian may be asked to come and assist with changing their student, if necessary, for the child's comfort.
- In some extreme special instances, staff may need to support the student in using the restroom. This may involve entering the restroom, assisting with clothing changes, and helping with personal hygiene and care as needed.
- Parents will be contacted to pick up their student for a more thorough cleaning if they cannot be independently cleaned well enough after one soiling or for two urinary accidents in a day. The student may return to school to finish the rest of the day once completed.

Failure to follow these guidelines or observe any recommendations and requests may result in parent/guardian and campus administrator conference.

BACTERIAL MENINGITIS

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 causes meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups of college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS? Seek prompt medical attention.

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

MENINGITIS BACTERIANA

¿QUÉ ES LA MENINGIITIS?
La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral es la más común y las menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo

plazo. Es una enfermedad poco común, pero requiere de tratamiento immediate con antibióticos para prevenir daño permanente o la muerte.

¿CUÁLES SON LOS SÍNTOMAS?

Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas. Los níños (mayores de 1 año de edad) y los adultos que padecen de meningitis pueden tener un fuerte 33 dolor de cabeza, fiebre alta, vómito, sensibilidad a las luces briliantes, rigidez en el cuello, dolores en las articulaciones, somnoiencia o confusión. Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños punitos rojos o morados. Pueden aparecer en cualquier parte del cuerpo. El diagnóstico de la meningitis bacteriana se basa en una combinación de síntomas y resultados de análisis de laboratorio.

¿QUÉ TAN GRAVE ES LA MENINGITIS BACTERIANA?

Si se dignostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente. ¿CÓMO SE CONTAGIA LA MENINGITIS BACTERIANA? Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tienpo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarillo). A la mayoría de las personas el microbio no les causa meningitis. En cambio, la mayoría de la gente se convierte en portadora del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

¿CÓMO SE PUEDE PREVENIR LA MENINGITIS BACTERIANA?

No comparta las comidas, las bebidas, los utensilios, los cepillos de diente o los cigarrillos. Limite el número de personas a las que besa. A pesar que hay vacunas para algunas otras cepas de la meningitis bacteriana, sólo se usan en circunstancias especiales, por ejemplo cuando hay un brote de la enfermedad en una comunidad o para las personas que van a viajar a un país donde hay un alto riesgo de contagiarse esta enfermedad. También, algunos grupos recomiendan esta vacuna a los estudiantes universitarias, particularmente a los estudiantes de primer año que viven en residencias universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos dias. Hay que esperar de 7 a 10 dias después de recibida la vacuna para desarrollar immunidad y ésta dura por 5 años.

¿QUÉ TIENE QUE HACER SI CREE QUE TIENE MENINGITIS BACTERIANA O PIENSA QUE ALGÚN AMIGO LA PUEDE TENER?

Hágase ver por un médico lo antes posible.

PARA MÁS INFORMACIÓN

La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas. También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de

Enfermedades: www.cdc.gov y el Departamento de Salud de Texas: www.tdh.state.tx.us.

IV. STUDENT WORK

HOMEWORK

Homework has two purposes:

1. To reinforce skills which have been taught at school.
2. To provide enrichment for topics taught at school or when projects require extended amounts of time.

Usually the drill and practice assignments are very short. Sometimes a teacher may only give these assignments to the students who are having difficulty. We encourage you to help your child with drill and practice assignments. When your child does a project, please encourage your child, but let your child do the work alone.

MAKEUP WORK

A student absent for any reason is encouraged to make up specific assignments missed. The student is responsible for obtaining and completing the makeup assignments in a satisfactory manner within the time allotted by the teacher (see gradebook policy). Failure to complete assignments/tests may result in a grade reduction.

REPORT CARDS

Report cards will be available for viewing after each nine-week period. Report cards may be printed upon request.

Grades one through three use both numerical and performance-based checklists to report student progress. In grades 1-3, numerical averages will be reported for language arts, reading, mathematics, science, social studies, fine arts, and PE/Health. Citizenship grades are based on classroom observation, and rate a child's behavior and work habits using the performance-based checklist. The following letters will be used for the citizenship grading system.

Conduct:

E -- Excellent	S -- Satisfactory
N -- Needs Improvement	U -- Unsatisfactory

MODIFICATIONS

State law requires that modifications be made for Special Education students as indicated in their Individual Education Plan. Modifications may also be made for students designated as At-Risk.

STAAR TESTS

The Brownsboro ISD Elementary Schools administer the STAAR (State of Texas Assessment of Academic Readiness) each year to students in third grade. The test is given near the end of the year as designated by the state. (See the school calendar for these dates.)

The purpose of the test is to determine areas of strengths and weaknesses and to identify children who may not be progressing as they should. The STAAR also helps the school to plan and/or adjust the instructional program each year.

END OF YEAR AWARDS

Principal's Award:

Presented to students at the end of the year who have met the following conditions:

- Made all A's/ E's in **all** subject areas each nine weeks.
- Have only grades of E or S in conduct each nine weeks.

A Honor Roll:

Presented to students at the end of the year who have met the following conditions:

- Made all A's in **all** subject areas each nine weeks.

A/B Honor Roll:

Presented to students at the end of the year who have met the following conditions:

- Made all A's or B's in **all** subject areas each nine weeks.

Citizenship Award:

Certificates will be awarded to students who have attained an "**E"** average in conduct and work/study habits for the school year. This means that a student could have four "E's" and two "S's" and still be eligible. Students must not have received an N or U during the academic year.

Perfect Attendance Award:

Certificates will be awarded to students who have not been absent any days during the entire school year and have not arrived tardy to school more than 4 times each semester (2 per 9 weeks).

V. SPECIAL PROGRAMS OF THE SCHOOL

If your child is not able to pass his/her work the teacher may refer the child for one of the special programs of the school. Brownsboro ISD provides special programs for migrant students, students with limited English proficiency, dyslexic students, students with disabilities, and at-risk students. School counseling may be available for students who are in need. The district also provides a program for gifted and talented students. Teachers, counselors, parents or other interested persons may nominate students for the gifted and talented program at any time. A student or parent with questions about any of these programs or about eligibility for these programs or about eligibility for these programs should contact the campus principal or counselor.

Identification of Gifted and Talented Students

1. Provisions for ongoing screening and selection of students who perform or show potential for performing at remarkably high levels of accomplishment in the areas defined in Education Code 29.121.
2. Assessment measures collected from multiple sources according to each area defined in the Texas State Plan for the Education of the Gifted/Talented Students
3. Data and procedures designed to ensure that students from all populations in the District have access to assessment and if identified, to services provided for the gifted/talented program.
4. Provisions for final selection of students to be made by a committee of at least three local district educators who have received training in the nature and needs of gifted students.
5. Provisions regarding furloughs, reassessment, exiting of students from program services, transfer students, and appeals of District decisions regarding program placement.

Gifted and Talented Campus Programs

BES and CES use a pull-out program in the areas of language arts, mathematics, science, and social studies. Field trips are also used to extend G/T learning opportunities.

Gifted and Talented Referral Procedures

Testing windows are open in the fall and spring of each year; however, teachers, counselors, parents, or other interested persons may refer students for the gifted and talented program at any time. Contact the campus counselor to refer a student.

CHILD FIND NOTICE (Section 504)
Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator Pam Neal at (903) 853-3701 (telephone number) or by mail at P.O. Box 465, Brownsboro, Texas, 75756.

Aviso de Identificacion de Estudiantes Incapacitados bajo la Seccion 504
Bajo la Seccion 504 del Decreto de Rehabilitacion de 1973, el Districto Escolar esta obligado a identificar, referir, evaluar, y propocionar servicios educativos apropriados y gratuitos a los estudiantes incapacitados que califican bajo esta ley. Si usted desea mas informacion sobre los derechos de padres de ninos incapacitados, o si tiene preguntas sobre la identificacion, evaluacion, y colocacion de ninos en el programa de Seccion 504, favor de ponerse in contacto con el Coordinador de 504 del Distrito Pam Neal al numero (903) 852-3701, o por correo a la siguiente direccion: P.O. Box 465, Brownsboro, Texas, 75756.

NOTICE OF TITLE 1 SCHOOL-WIDE PARTICIPATION
As School-wide Title 1 participants, our campuses receive federal money which provides supplemental resources to local education agencies to help schools with high concentrations of students from low-income families provide a high-quality education which will enable all children to meet the state student performance standards. Title 1, Part A supports schools in implementing either a school-wide program or a targeted assistance program.

The District's Title 1 program shall be planned and implemented with meaningful consultation with parents of participating students.

VI. MISCELLANEOUS POLICIES

CAFETERIA

The District participates in the National 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. Please inquire at the school office for eligibility guidelines and application forms.

2026-2027 Meal Costs
- Breakfast: $1.75
- Lunch: $2.80

Breakfast is served in the cafeteria from 7:15 - 7:55 a.m. You may pay for your child's lunches by the day or you may send enough to pay for the week. If you send money for the week please place the correct amount of cash or a check in an envelope with the child's name on the outside.

Lunch charges are strongly discouraged. Repayment must be made in the cafeteria the next day or arrangements must be made with the Food Service Director.

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.]

TEXTBOOKS

The state furnishes textbooks to pupils at no charge. However, pupils are responsible for their books and must pay for lost or damaged books. The price charged for lost books is set by the state. The price charged for damaged books is determined by the district. All books are charged to our school and are subject to audit each year. Textbooks must be covered at all times. Books should not be covered with adhesive materials (i.e. contact paper, etc.)

SCHOOL PARTIES / FOODS OF MINIMAL NUTRITIONAL VALUE

In accordance with the Texas Public School Nutrition Policy, Foods of Minimal Nutritional Value may be served on three designated district days.

A. Parties
Classroom parties are held the day before the Christmas break, Valentine's Day (or the day before if Valentine's falls on school holiday, Saturday or Sunday), and last day of school. Staff members need to be familiar with the guidelines of the Texas Food and Nutrition Policy regarding snacks/foods that can be served to students at school. Also, the BISD calendar specifies the school days on which "foods of minimal nutritional value" may be served to students during the school day.

Students and parents are not allowed to pass out invitations to personal parties at school.

Birthdays – Parents can bring one small snack (cupcake, cake, cookies…) the last 30 minutes of class to celebrate a student's birthday. No homemade treats are allowed to be passed out to students on campuses, and foods must be labeled with nutritional ingredients. No decorations, goodie bags, presents or invitations to pass out. The parent and/or the snack will be delivered to the classroom at 2:30 (except teams with specials at the end of the day…those will be delivered to the classroom at 1:45).

SCHOOL SUPPLIES

School supplies are necessary for students to do their work effectively. Each grade level will provide parents with a list of supplies that are needed.

WITHDRAWALS

The parent of any student who is withdrawing is required to notify the school office. When the office has been notified a withdrawal form will be prepared which indicates a student's withdrawal grades, participation in any special program, and whether all books have been turned into the teacher(s) and the library. This form will enable a parent to enroll the student into the new school.

LOST AND FOUND

Children are encouraged to bring any objects they find to the office. Each campus has a lost-and-found box. If your child loses something that cannot be found in the classroom, he/she should check the lost and found box or ask the principal or secretary to check the box.

SCHOOL PROPERTY

No student shall damage or mark on any property belonging to the district. The circumstances will determine the discipline. The parent/guardian is liable for any damage caused by the child. Students violating this rule may be subject to such action or discipline as defined in the BISD School Board Policies.

ELECTRONIC DEVICES

The use of cell phones, hand held games, wrist phones/communication devices, etc. during the school day is prohibited. If a student is caught using and/or displaying these items parents will be notified, the item will be confiscated and subject to the following procedures:

1st offense: The device will be taken up and returned to the student at the end of the day.
2nd offense: The device will be taken up and parents are required to pick up the device from the school office.
3rd offense: The device will be taken up and parents are required to pick up the device from the school office. The student will be provided a disciplinary action.

CHANGES IN TRANSPORTATION

If it becomes necessary for a parent to make changes in their child's school day the parent should notify the school office. **Any changes in routines involving dismissal must be communicated in writing no later than 2:30pm**.

Please note: Students are only allowed to ride a different bus with approval of the transportation director.

PLAYGROUND RULES

1. Don't pick up, play with, or throw any objects, including rocks, dirt, or sand, unless the object is part of the game approved by the teacher.
2. Don't lie down or roll on the ground.
3. Stay out of water puddles.
4. No pushing, fighting, or "play fighting".
5. No cutting in line.
6. Use only the restroom designated by the teacher.
7. Swings: Play away from the swings. Swing in a sitting position only. Only one child is allowed on a swing. No swinging is allowed if there is water under the swings.
8. Slide: Only two people are allowed on the slide at a time; one at the top and one at the bottom step. Slide only feet first in a sitting position.
9. Climbing Toys: Children must not hold or push other children while they are on climbing toys. They must never jump off the equipment.

****Playground equipment should be used appropriately by students. Inappropriate use of the equipment could result in student injury. Violation of these rules and others mandated by the teacher will result in suspension of playground privileges.**

VII. DRESS CODE

1. APPEARANCE: THE STUDENTS' DRESS AND GROOMING:

   A. SHALL NOT LEAD SCHOOL OFFICIALS TO REASONABLY BELIEVE THAT DRESS OR GROOMING WILL DISRUPT, INTERFERE WITH, OR DISTRACT FROM THE SCHOOL'S LEARNING ENVIRONMENT.
   B. SHALL NOT CREATE A HEALTH OR OTHER HAZARD TO THE STUDENTS SAFETY OR THE SAFETY OF OTHERS.

2. DRESS FOR EXTRA-CURRICULAR ACTIVITIES:

   THE PRINCIPAL, IN CONNECTION WITH THE SPONSOR, COACH OR OTHER PERSON IN CHARGE OF AN EXTRA-CURRICULAR ACTIVITY, MAY REGULATE THE DRESS AND GROOMING OF STUDENTS WHO PARTICIPATE IN THE ACTIVITY.

3. GENERAL DRESS AND GROOMING CODES

B. "T" SHIRTS ARE PERMITTED PROVIDED THEY DO NOT ADVERTISE AN ALCOHOLIC BEVERAGE, DRUGS, OR TOBACCO AND DO NOT HAVE OBSCENE PICTURES OR SLOGANS ON THEM.
C. STUDENTS ARE TO WEAR CLOTHING THAT IS NOT SHEER OR "SEE THROUGH," AND THAT DOES NOT LEAVE THE MIDRIFF EXPOSED, BACK EXPOSED, OR CUT TOO LOW IN FRONT.
D. STUDENTS SHALL BE REQUIRED TO WEAR SHOES AT ALL TIMES WHEN IN CLASS, ON CAMPUS, OR INVOLVED IN SCHOOL SPONSORED ACTIVITIES. Flip Flops and sandals are discouraged due to safety reasons. Shoes that make noise or light up are discouraged, students may be asked to turn off the shoes during class time if they are a distraction. Shoes with wheels are prohibited.
E. BOTH BOYS AND GIRLS, GRADES Pre-K-3 MAY WEAR SHORTS IF THEY ARE OF SUFFICIENT LENGTH.
F. NO TATTOOS unless provided as an incentive by the school.
G. NO CAPS OR HATS EXCEPT ON APPROVED DAYS
H. PANTS MUST BE WORN AT WAIST LEVEL. (NO SAGGING)
I. DRESSES AND SKIRTS SHALL BE SUFFICIENT LENGTH.(DUE TO PE AND PLAYGROUND ACTIVITIES, SHORTS ARE HIGHLY RECOMMENDED UNDER DRESSES, SKIRTS, ETC.)

VII. SAFETY PROTOCOLS

Please reference the BISD website to stay current with important safety requirements and updates. All safety requirements and protocols are subject to change without notice due to local or state guidelines. All employees are expected to adhere to all BISD safety requirements and protocols.

Appendix A

Emergency Medication Administration

Due to state and local policies, Brownsboro ISD will only administer over-the-counter medications in emergencies unless provided by the parent or guardian. The following medications could be provided to your student for an **EMERGENCY SITUATION** if considered necessary by the school nurse or other assigned personnel. These would be administered according to package directions.

These medications include:
Tylenol (Acetaminophen)
Advil (Ibuprofen)
Benadryl (Diphenhydramine)

Food Allergy and Anaphylaxis Management Plan

The district has a student Food Allergy and Anaphylaxis Management Plan in place to identify and care for students with food allergies, as well as strategies to reduce the student's risk of exposure to the diagnosed allergen. Parents shall notify the district of any food allergies, accommodations the student will need throughout the day and

medical information and supplies needed to care for the student. The student is entitled to possess and self-administer related medications with documentation from the physician of the need for the medications, when and how to use them and verification of the ability to use them independently.

STUDENT CODE OF CONDUCT

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques including restorative discipline practices. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. The Student Code of Conduct can be viewed on the Brownsboro I.S.D. website at www.gobearsgo.net or a hard copy may be viewed at each campus principal's office.

APPENDIX B

Brownsboro Independent School District

Student Acceptable Use Policy

Introduction

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.

Web Access

Brownsboro ISD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

Brownsboro ISD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Brownsboro ISD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Brownsboro ISD may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Personally-Owned Devices (laptops, iPods, iPads, tablets, cell phones) may be provided wireless access to the Internet as well as web-based applications that are provided by Brownsboro ISD. Personal devices are not to be connected to the wired network. Brownsboro ISD is not responsible for the loss or theft of a personal device, nor for damage, nor unauthorized access to the device nor the data that resides therein.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

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.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

MEAL CHARGE POLICY

For Elementary Schools: May charge up to 3 days of meals. Students are not allowed to charge snack items or a-la-carte items, only reimbursable meals. Once the maximum is reached, a standard reimbursable meal will be offered. Charge notices will be sent home with students. Negative account balance statements will be mailed weekly to notify parents of overdrawn accounts.

METHODS OF PAYMENTS TO ACCOUNTS

• Cash

• Check

• On-line at LUNCH MONEY NOW: information posted on-line at gobearsgo.net>Departments>Food Service. Parents may track a student's meal account through LUNCH MONEY NOW, check balances, sign up to receive low balance notices, and other advantages. For enrollment steps and/or assistance, contact the Child Nutrition Office, 903-852-3131. A small fee is charged through LUNCH MONEY NOW when using this method of payment. There will be a 30-45 minute time frame before an on-line deposit will post to a student's meal account.

• To avoid paying a fee, cash or check payments may be made to any BISD campus kitchen manager. The kitchen manager is available to assist 7:15 a.m. to 10:00 a.m. daily.

• Payments to accounts cannot be accepted at the Child Nutrition Office.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider 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 districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:
If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

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

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.
Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:
Contact Person: Taylor Jett, Coordinator of Special Education
Phone Number: (903) 852-8100

Section 504 Referrals:
Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:
Contact Person: Hailey Ramirez, Coordinator of Federal Programs
Phone Number: (903) 852-3701
Additional Information:
The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:
Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas "chárter" deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela "chárter" respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:
La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:
Persona de contacto: Taylor Jett, Coordinator of Special Education
Número de teléfono: (903) 852-8100
Remisiones de la Sección 504:
Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de

salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:
La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:
Persona de contacto: Hailey Ramirez, Director of Federal Programs
Número de teléfono: (903) 852-3701
Información adicional:
Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- Marco legal del proceso de educación especial centrado en el niño
- Red de colaboradores y recursos
- Centro de Información de Educación Especial
- Texas Project First

Truancy
According to the Texas Education Code, Sec. 25.085, COMPULSORY SCHOOL ATTENDANCE is a mandatory law that schools must enforce. At Brownsboro ISD, our goal is for your child to obtain a quality education. Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance. Because attendance is so critical for the quality of your child's education, in Texas attendance at school is required. At the District level, we have been working to revise attendance procedures to include increased communication. As part of our ongoing communication we want to assist any family that may be struggling with chronic unexcused absences. This letter outlines important information pertaining to truancy.

The 84th Texas Legislature passed House Bill 2398 which altered truancy laws in Texas. Truancy proceedings for the 2020-2021 year will be handled in a civil court. The District is required to provide a written warning to parents at the beginning of the school year informing them that if the student is absent from school for 10 or more days or parts of days within a six-month period in the same school year, the parent/guardian may be subject to criminal prosecution and as mentioned, the student is subject to referral to a truancy court for truant conduct. Any missed days due to regularly scheduled appointments will not be considered excused temporary absences and, therefore, may be subject to judicial enforcement for truancy. According to the Texas Education Agency, in a letter dated November 7, 2001, "Regularly scheduled daily or weekly absences cannot be considered "temporary" within the meaning of TEC §25.087." The only exception is for a student with autism. Texas law provides that a temporary absence of a student diagnosed with autism spectrum disorder, on the day of the student's appointment with a health-care practitioner to receive a generally recognized service for persons with autism spectrum disorder, including applied behavioral analysis, speech therapy, and occupational therapy, will be considered excused absences supported with a note from the health-care professional. Consequently, please schedule any appointments for regularly scheduled therapies or sessions after school hours so that your child can be present at school to receive his/her education and not be counted as having an unexcused absence.

Please be aware, for the 2026-2027 school year Brownsboro ISD will enforce the Texas compulsory laws as follows:

Campuses will place automated phone calls to parents or guardians notifying them when a student has been marked as absent. It is the parent's or guardian's responsibility to ensure that he/she provides current and up to date contact information to the school.

All parents will be issued a warning notice when attendance records reflect that the student has absences without an excuse on three days or parts of days in a four-week period or five or more days or parts of days during the school year. Further, each campus may request a conference with the student and parent/guardian for the purpose of addressing truancy prevention measures for students that exhibit attendance issues in order to improve the student's overall attendance.

After a student is absent five or more days or parts of days during the school year, parents and students, (if older than 12) will be required to participate in the Truancy Intervention Program (TIP). The TIP is an information-based intervention program offered to parents and students as a preventative measure to intervene before students receive a referral to truancy court, and to educate parents/guardians and students who are experiencing truancy problems about the consequences associated with unexcused absences. The TIP is offered to students and parents only once during each school year. This includes any of the following:

Developing an Attendance Behavior Improvement Plan
Student Attendance Contract
Referral to the STAR Program
A Referral to the School Counselor
A Parent Truancy Training with the School Truancy Officer

If a student fails to attend school without an excuse for 10 or more days or parts of days within a six-month period in the same school year and those absences have been verified by the campus as unexcused, students 12 and older may be referred to the prosecutor of the truancy court of Henderson County. At this point, the court could also file a criminal complaint against parents/guardians who contribute to the nonattendance of his/her student, regardless of the student's age.

Presence in school is a strong indicator of future success. We encourage regular attendance and look forward to a successful school year!