Brownsboro ISD
Intermediate Schools

Student Handbook

Brownsboro Intermediate School
Shelby Costner, Principal

Mission

BISD will encourage, empower and equip ALL students to achieve their full potential.

Vision

BETTER TODAY
Greater tomorrow

Values

- *Every* student is a perfect creation that deserves a chance.
- *Every* child has *value* and deserves the very best we can give.
- EVERYONE matters at BISD.
- A small town atmosphere leads to stronger relationships.
- We are a "family/community comes first" district.
- The BISD community will support *anything that benefits our students*.
- We use *different measures of success* than just test scores.
- "Out of the box" thinking excites both students and teachers.
- Facilities are *not* a measure of what can happen inside of them.
- We can be the "go to" district!

PO BOX 465
13951 Saylors St.
BROWNSBORO, TX 75756
903-852-7325
www.gobearsgo.net

ALMA MATER

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

COLORS

Blue & Gold

MASCOT

Bears/Bearettes

FIGHT SONG

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

Dear Parents,

Children growing up in today's society face many opportunities and challenges. BISD Intermediate Schools are dedicated to working with parents to assist them in finding ways to help and encourage their children to meet these opportunities and challenges. Brownsboro and Chandler Intermediate Schools are dedicated to providing a learning environment which will produce children who are emotionally mature and intellectually ready for the challenges they will face as they progress to each level of the school system. We feel that these years in intermediate school are very important in the formation of values and work habits that will follow these children into their adult lives and careers.

We hope this handbook will answer some of your questions about services that are available through the school. Also, hopefully, it will be a tool for you to know what is expected of your child and you to have a successful school year, and it will explain the purposes for some of the school's methods and procedures.

The instructional staff of BISD Intermediate 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 concern or question.

Sincerely,
Shelby Costner, BIS Principal

SECTION I: PARENTAL RIGHTS

This section of the Brownsboro ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation
A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information
Teachers may display student work, which may include personally identifiable information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying student artwork, special projects, photographs taken by students, original videos, voice recordings, and other original works via all methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14
A child under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law
State Law permits the school to make a video or voice recording without parental permission for the following circumstances:

When it is to be used for school safety;
When it relates to classroom instruction or a co-curricular or extracurricular activity;
When it relates to media coverage of the school.

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

Prohibiting the Use of Corporal Punishment
Corporal Punishment - may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district's manual.

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

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

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

Limiting Electronic Communications with Students by District Employees

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

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

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

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

Objecting to the Release of Directory Information

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

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

The district has identified the following as directory information:
Student name, address, phone number, date of birth, grade level.

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

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

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

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

"Opting Out" of Participation in other types of Surveys or Screenings and the Disclosure of Personal Information

As a parent, you have the right to receive notice of and deny permission for your child's participations in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. (See policies EF and FFAA.)

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

Reciting a Portion of the Declaration of Independence in Grades 3-12

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. (see policy EHBK(LEGAL).)

Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request in writing that your child be excused from participation in the daily recitation of the pledge of allegiance to the United States flag and the pledge of allegiance to the Texas flag. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. (See Pledges of Allegiance and Minute of Silence policy EC(LEGAL).)

Religious or Moral Beliefs

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student is in need of additional time and support in order to master essential standards. The school will always attempt to provide this support in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

(Also refer to policies EC and EHBC, and contact your student's teacher with questions about any support programs provided by the school.)

RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS

Instructional Materials

As a parent, you have a right to review tests (after administration), and instructional materials used in the curriculum, or administered to your child.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.(See policy FO(LEGAL) and the Student Code of Conduct.)

Student Records

Accessing Student Records

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

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law
- State assessment instruments that have been administered to your child

Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's educational records. For purposes of student records, an "eligible" student is one who is 18 or older who is attending an institution of postsecondary education. These rights are discussed in this section as well as at Objecting to the Release of Directory Information:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failure by the school to comply with FERPA requirements. The name and address of the office that administers FERPA:

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

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or student, requesting the information.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records are considered confidential educational records.

Inspection and release of student records is primarily restricted to an eligible student or a student's parents - whether married, separated, or divorced - unless the school is given a copy of a court order terminating parental rights or the rights to access a student's education records.

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

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student in the following circumstances.

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teacher, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allow to prove particular instructional service or function (such as an attorney, consultant, third-party vendor that offers only programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties."Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigation or evaluation programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office,

and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information (see Objecting to the Release of Directory Information for opportunities to prohibit this disclosure).

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

The principal is custodian of all records for currently enrolled students at Brownsboro Intermediate School as well as all records for students who have withdrawn.

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the principal's office is:

13951 Saylors Street
Brownsboro, TX 75756

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student

has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. (See FINALITY OF GRADES at FNG(LEGAL), Reports Cards/Progress Reports and Conferences, and Complaints and Concerns for an overview of the process).
The district's policy regarding student records found at policy FL is available from the principal or superintendent's office as well as at www.gobearsgo.net.

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

Teacher and Staff Professional Qualifications
You may request information regarding the professional qualifications of your child's teachers and paraprofessionals.

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty, is on leave, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than that 60th day before deployment or no later than the 30th day after the parent's return from deployment.
Additional information may be found at:
Military Family Resources at the Texas Education Agency

Parental Role in Certain Classroom and School Assignments Multiple Birth Siblings
As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or

in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. (See policy FDB(LEGAL).)

Safety Transfers/Assignments

As a parent you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for the transfer to another campus. See the principal for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decided to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. (See Bullying policy FDB, and policy FFI.)
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. (See policy FDE.)
- Request the transfer of your child if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

Service/Assistance Animal Use by Students

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal before bringing the service/assistance animal on campus. The district will address the request within ten district business days.

Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship of the state and moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school.

Students who are Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements
- Immunization requirements
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

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.

Students Who Receive Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. (See policy FDB(LOCAL).)

Students Who Speak a Primary Language Other than English

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

Students With Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protection under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and

supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. (Also see policy FB.)

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: Brett Durham, Director 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: Pam Neal, Director 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: Brett Durham, Director 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: Pam Neal, 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 Fir

Gifted and Talented

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

BIS, CIS 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.

SECTION II: STUDENT/PARENT INFORMATION

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in a disruption of a student's mastery of the instructional content; therefore, the student and parent should make every effort to avoid unnecessary absences.

(Between Ages 6 and 19)

State law requires that a student between the ages of six and not yet reached their 19th birthday attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

Exemptions to Compulsory Attendance

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

- Religious holy days
- Required court appearances
- Activities related to obtaining United States citizenship
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus
- For students in the conservatorship (custody) of the state
    - Mental health or therapy appointments
    - Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours

As listed in Section 1 at Children of Military Families absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty, is on leave, or immediately returned from certain deployments.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

Failure to Comply with Compulsory Attendance

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

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 written notice outlines important information pertaining to truancy.

The 84th Texas Legislature passed House Bill 2398 which altered truancy laws in Texas. Any truancy proceedings will be handled in a civil court. The District is providing this 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 that 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
    - 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.

Please remember, presence in school is a strong indicator of future success!!!

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Student Between Ages 6 and 19

If a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parents. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated. Education Code 25.085(g)

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year.

If a student age 12 through age 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense. [See policy FEA(LEGAL).]

Attendance for Credit or Final Grade (K-12)

To receive credit or a final grade in a class, a student must attend at least 90% of the days the class is offered. A student who attends fewer than 90% of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.(See policy FEC.)

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL).
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision following policy FNG(LOCAL).

Official Attendance-Taking Time

The district must submit attendance of its students to (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day at 8:45 for ADA purposes.

DOCUMENTATION AFTER AN ABSENCE

Parent's Note after an Absence

When a student is absent from school, the parent/guardian must call the school on the day of the absence or the student must bring a note, the day they return to school. The note must be signed by the parent that describes the reason for the absence. Unexcused Absences must be cleared by required documentation within 3 days of absences. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note after an Absence for Illness

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

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.
[See policy FEC(LOCAL)]

Accountability Under State and Federal Law

Brownsboro ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and rating
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA
- Information compiled by TEA for the submission of a federal report card that is required by federal law

This information can be found on the district's website at gobearsgo.net. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA homepage.

Bullying

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct,that:

Has the effect or will have the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of physical harm to the student's person or of damage to the student's property; or Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property.
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity.
3. Cyberbullying that occurs off school property or outside of a school- sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, racial slurs, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student who was alleged to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

A student may anonymously report an alleged incident of bullying by calling BISD Police Department at (903)852-8068. To report any other bullying complaints you may obtain a form from the website or the main office at your campus.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be offered to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

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

A copy of the district's policy is available on the district's website at www.gobearsgo.net

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

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

Child Sexual Abuse and other Maltreatment of Children

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at www.gobearsgo.net. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.

Behavioral indicators may include verbal references to pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression sleeping or eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services.

The following websites might help you become more aware of child abuse and neglect:

- Child Welfare Information Gateway Factsheet
- KidsHealth, For Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Texas Attorney General, What We Can Do About Child Abuse Part 1
- Texas Attorney General, What We Can Do About Child Abuse Part 2

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website).

Class Schedules

No schedule changes will be made except to equalize class size and/or administrative decision has been made.

COMMUNICATIONS-AUTOMATED

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See Safety for information regarding contact with parents during an emergency situation.]

Non-Emergency

Your child's school will request that you provide contact information, such as your phone number and email address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately

upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real- time phone or e-mail communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See Safety for information regarding contact with parents during an emergency situation.]

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office www.gobearsgo.net.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct.

Detention

Detention may be assigned to students for minor infractions. Detention will be held during the student's lunch period the following school day, or at another time designated by the principal.

Discipline Management Techniques

Discipline shall be designed to improve conduct and 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 effects of the misconduct on the school environment, and statutory requirements.

Discipline Management Plan

The following discipline schedule will be used for different levels of discipline infractions. The levels of infractions and the consequences that are given are always at the discretion of the campus administration.

Offenses Per Semester	Level 1 Infractions: Repeated dress code, horseplay, inappropriate hallway and classroom behavior, etc.
1	Lunch Detention or Corporal Punishment
2	2 Days Consecutive Lunch Detentions
3 or more	Principal Discretion and/or In School Suspension
Offenses Per Year	Level 2 Infraction: Theft, bullying, vandalism, profanity towards staff, disrespect towards staff, etc.
1	½ Day of In School Suspension
2	1 Day of ISS
3	2 Days of ISS
4	3 Days of ISS
5 or more	Principal Discretion and/or Out of School Suspension
Offenses Per Year	Level 3 Infractions: Assault, drugs, alcohol, etc.
1 or more	Suspension and/or DAEP

Dress Code Infractions

Dress code infractions will be at the discretion of the Principals.

Fighting

Fighting (fist to fist) is not tolerated at Brownsboro ISD. Students who fight will be given 3 days In School Suspension and if appropriate, Out of School Suspension.

Tobacco/E-cigarette/Vape

First Offense: Any student using or in possession of tobacco products; cigarettes; e-cigarettes; vapes; and/or any component, part, or accessory for an e-cigarette device or vaping device will result in 2 days ISS and a citation from the school resource officer.

Second Offense: will be 3 days of Out of School Suspension and 3 days ISS and a citation from the school resource officer.

Third Offense: will be a DAEP Placement and a citation from the school resource officer.

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

Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator
- Interference with an authorized activity by seizing control of all or part of a building
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly
- Use of force, violence, or threats to cause disruption during an assembly
- Interference with the movement of people at an exit or an entrance to district property
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district

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

COUNSELING

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance. The counselor may also make available information about community resources to address these concerns.

(Also see Substance Abuse Prevention and Intervention and Suicide Awareness and Mental Health Support.)

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

Dating Violence

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office, the superintendent's office or can be found on the district website at www.gobearsgo.net.

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

Sexual Harassment and Gender-Based Harassment

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

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

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

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an

investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation may be subject to appropriate discipline.

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

Reporting Procedures

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

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. During the course of an investigation, the district may take interim action to address the alleged prohibited conduct. When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the

complaint was not unlawful. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS

School Materials

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

Non-school Materials From Others

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

The principal has designated the front office as the location for approved non school material to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

Dress and Grooming

Dress code at the intermediate level is established to instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. The dress code is subject to revision at any

time in order to accommodate current trends and fashions. Any revision must be approved by the Brownsboro I.S.D. Board of Trustees and be communicated to students and parents. Interpretation and enforcement of the dress and grooming code will be at the discretion of campus administrators. Students who are in violation of the dress and grooming code may be provided clothing by the school. If a student is unable or unwilling to correct the problem, then he/she will be assessed an appropriate consequence.

General Guidelines:

1. Any article of clothing, accessories, hair color, or hairstyle that creates a distraction or disturbs the normal routine of school shall be deemed inappropriate.
2. See-through, transparent, revealing including too tight clothing are not allowed. Undergarments or underwear should not be visible. All clothing must be worn as it was intended to be worn.
3. Clothing should be hemmed and if holes are present 3 inches above the knee, skin must not be visible.
4. No chains, spikes, straps, studs, safety pins, or other potentially dangerous adornments are allowed on any item of clothing or accessory.

Bottoms:

- If leggings, jeggings or tights are worn your top garment must extend to mid thigh.
- All shorts, skirts, dresses, and jumpers must extend to at least 3 inches above the knee.
- All bottom garments must be worn at the waist.
- Skirts may have a kick-pleat or slit, which opens no higher than 3 inches above the knee
- Pajama bottoms are not allowed

Tops:

- Students may not wear t-shirts or other articles of clothing that are of an inappropriate nature including but not limited to:
    - Alcoholic beverages
    - Tobacco products
    - Illicit drugs
    - Vulgar, suggestive, racial, or otherwise offensive slogans
    - Pictures of persons that fail to meet the standards of the school and/or community
- All shirts, blouses, or tops must have a neckline that does not expose cleavage.
- Tops must be long enough to cover the midriff; when arms are raised above the head, no skin shall be visible at the waistline.
- Sleeveless shirts must be 3 fingers in width across the shoulder, must be hemmed, not torn, and should not expose sides, front or back of the body when on.
- No tank tops or spaghetti straps allowed.

Footwear:

- House shoes or shoes like house shoes are not permitted.

- Skates, skateboards, or skate-like shoes are not permitted.

Jewelry/Accessories:

- No body piercings (including tongue rings and nose rings) are allowed except for earrings. Spacers or stents may be worn and must be clear without sparkle or adornment.
- Students are not allowed to wear accessories and makeup that cause a distraction.
- Hand writing or drawing on skin in prohibited.
- For safety purposes, Intermediate campuses do not permit caps, hats, or other head coverings to be worn by students or attached to students during regular school hours. Caps, hats, or other appropriate head coverings may be attached to backpacks, lunch boxes, purses, or other external accessories, but they may not be attached to belt loops, shirts, or other areas of clothing.
- For safety purposes, bandanas are not permitted on campus.
- Students are not permitted to wear sunglasses in the building unless prescribed by a physician

Hair/Makeup**:**

- Hair should be kept clean and neat; the length should not interfere with the student's ability to read, see, or write. The student's hair should be pulled away from the face and styled so that the eyes are not covered. Hair should be kept to a natural hair color. For male and female students, exotic colors that tend to be distracting, including but not limited to blue, green, purple, pink, etc., are not allowed.

Exceptions**:**

It should be noted that sponsors of extracurricular activities might, with the approval of the building principal, impose other grooming and dress standards. In order to accommodate special days (e.g., Homecoming/Red Ribbon Week, fundraising efforts), the campus administration may alter the dress code. Any special clothing worn to accommodate an injury must have principal approval.

- Repeated dress code violations may result in more severe consequences.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Cell Phones, Air Pods, Radios, and Other Electronic Devices

Students are not permitted to possess electronic devices such as, but not limited to, air pods, radios, DVD players, cameras or games at school unless prior permission has been given by a faculty member. If these items are seen or heard, they will be confiscated. Confiscated items

will be turned in and kept in the office. The principal will determine whether to return items to students or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain out of sight and turned off during school operational hours: 7:15-3:36. Students are encouraged to not bring cell phones to school on state mandated testing days. Teachers may allow cell phones for instructional purposes in the classroom**.** If a cell phone is seen or heard during school hours it will be confiscated. For the first infraction, the phone may be returned to the student or parent at the end of the day with a verbal warning. If a student refuses to surrender a cell phone or other prohibited electronic device to school personnel, they will be subject to further disciplinary consequences as well as losing privileges to bring the phone to school. For the second cell phone infraction, the phone may be recovered by the student for $10.00. For the third cell phone infraction, the phone may only be recovered by the parent for $10.00. BROWNSBORO ISD is not responsible for damaged or lost electronic devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

Acceptable Use of District Technology Resources

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.

Before your child is permitted to receive a user ID and password to use school computers, you and your child must sign a user agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The 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.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as could impede future endeavors of a student, we encourage you to review with your child *Before You Text: Sexting Prevention Course,* a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in extreme cases, may be expelled.

BISD Technology

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 solely intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the

spirit of it. Be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Limitation of Liability

Brownsboro ISD will not be responsible for damage or harm to persons, files, data, or hardware. Brownsboro ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it however, makes no guarantees as to their effectiveness.

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

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

E-mail using district computers are not private and will be monitored by district staff. For additional information, see policies at CQ.

English Language Learners

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible. In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program. The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish may be administered to an English language learner. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services. If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Fees

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

- Costs for materials for a class project that the student will keep
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district

- Fees for lost, damaged, overdue library books, and/or chromebooks.

Gang-Free Zones

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

Gender-Based Harassment

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

Grading Guidelines

District guidelines regarding grading policy for Brownsboro Intermediate School can be found in BISD Instructional Grading and Reporting Procedures Manual located on the school website at gobearsgo.net or by contacting the principal's office at 903-852-7325.

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

Also see Report Cards/Progress Reports and Conferences for additional information on grading guidelines.

HARASSMENT

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

Hazing

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

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

[Also see Bullying and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Bacterial Meningitis

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

- What is meningitis?
    - Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?
    - Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.
    - Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.
    - The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?
    - If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?
    - Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).
    - The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
- How can bacterial meningitis be prevented?
    - Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.
    - While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity

develops within seven to ten days after the vaccine is given and lasts for up to five years.*

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

- Where can you get more information?
    - Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine.

Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, http://www.cdc.gov, and the Department of State Health Services, http://www.dshs.state.tx.us.

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

Also refer to Immunizations, below, for more information.

Food Allergies

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

School Health Advisory Council

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

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

OTHER HEALTH-RELATED MATTERS

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12.In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students

in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters]. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

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

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school related activity. The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

Asbestos Management Plan

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

Pest Management Plan

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

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

Homeless Students

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, call the district office at 903-852-3701.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at Affidavit Request for Exemption from Immunization. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the DSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the DSHS Web site: Texas School & Child Care Facility Immunization Requirements.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety
- To comply with a properly issued directive to take a student into custody
- Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender. [For further information, see policy FL(LEGAL).]

Leaving Campus

Student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted

approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

1. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. Documentation regarding the reason for the absence will be required.
2. If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign out procedures as listed above.

STUDENT HEALTH

Communicable/Non Communicable Conditions Exclusion from School

To prevent the spread of communicable and noncommunicable 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 satisfactory treated, or submits a signed physician's statement affirming that the student is not contagious.

- Temperature of 100 degrees or more. Students 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. Students 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 the 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 or draining eyes.

- Persistent cough that cannot be controlled with cough drops or accompanied by other symptoms or fever.
- Live head lice (students with nits only may remain at school with monitoring) To return to 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 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.

MEDICINE AT SCHOOL

Medication Administration

All medications, prescription and nonprescription, must be administered solely by the school nurse. Students are not allowed to possess medications of any kind and they must be kept in the conservatorship of the school nurse.

1. Non-prescription medication

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

c. The medication must be accompanied by a signed note from the parent or legal guardian authorizing its administration.

2. Prescription medication

a. Administration of prescription medication must be requested in writing by a licensed physician, dentist or other licensed medical professional.

b. Administration of prescription medication must also be requested in writing by the parent or legal guardian.

c. Prescription medications must be in the original container with the student's name, the physician's name, the dosage and frequency clearly stated on the original label from the pharmacy.

3. Herbal or dietary supplements

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

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

1. Asthma or Anaphylaxis Medications or treatments

a. A student with asthma or severe allergic reactions (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medications at school or school-related events.

b. The school must have written authorization from the parent of 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 demonstrat the skill to self- administer the medication to the school nuse or authorized personnel.

2. Diabetes

a. Any student with Diabetes will have an Individualized Diabetes Health Plan signed by the physician or other licensed health-care provider designed for the management of that student's diabetes.

b. In accordance with the student's Individualized Diabetes Health Plan, the student with diabetes will be permitted to possess and use monitoring and treatment supplies as well as associated equipment while at school or at a school-related activity.

c. The school must have written authorization from the parent or legal guardian for the student to self administer the monitoring and treatment supplies as well as associated equipment while at school or at a school-related activity.

d. The school must have written authorization from the physician or other licensed health-care provider with a statement that the student has demonstrated to them the skill level to use any monitoring and treatment supplies as well as any associated equipment while at school or at a school-related activity.

e. The student must demonstrate the skill level to use any monitoring and treatment supplies, as well as any associated with 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**.**

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.

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Brownsboro ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, and provides equal access to other designated youth group. For further information or to inquire about the specifics of the BISD nondiscrimination statement please call 903-852-3701.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-852-7325 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. See Report Cards/Progress Reports and Conferences.
- Becoming a school volunteer. For further information, see policies at GKG and contact the school office at138951 Saylors St., Brownsboro, TX (903)852-7325.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council.
- Being aware of the school's ongoing bullying and harassment prevention efforts.

- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Athletics' Participation

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

For all information concerning physical examination for participation please see the Brownsboro High School Athletic Trainer, at 903-852-3811 ext 5104.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 9 weeks.

Progress reports will be available online for all students at the 3 week grade check.

RETALIATION

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

SAFETY

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

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

SAT, ACT, AND OTHER STANDARDIZED TESTS

(See Standardized Testing)

SCHOOL FACILITIES

Use by Students Before and After School

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

The following areas are open to students before school, beginning at 7:15 a.m.

- Cafeteria
- Media Center
- Tutorials

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

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

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises. These events such as tutorials or sporting events. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Cafeteria Services

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

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

Students are not allowed to take any food or drink items out of the cafeteria without the permission of a teacher and the approval by a campus administrator. Students will not be allowed to charge in the cafeteria, unless arrangements are made with the cafeteria, the office will not be responsible for cafeteria charges. BISD follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. The district also follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. For more information, see policy CO(LEGAL).

Media Center

The Media Center is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and leisure activities.

Meetings of Non-curriculum-Related Groups

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

SEARCHES

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

Students' Desks

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks.

Searches of desks and backpacks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or backpack.

Electronic Devices

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

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

[See policy FNF(LEGAL) for more information.

Trained Dogs

The district can bel use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom or backpack to which a trained dog alerts may be searched by school officials.

SPECIAL PROGRAMS

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

STAAR (State of Texas Assessments of Academic Readiness)
State of Texas Assessments of Academic Readiness (STAAR) assessments are administered for the following courses:
-4th-6th Reading
-4th-6th Math
-5th Science

SUICIDE AWARENESS

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

- http://www.texassuicideprevention.org
- http://www.dshs.state.tx.us/mhservices-search/

SUMMER SCHOOL

See Principal for more information.

ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

District-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned

or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS

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

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

TRANSPORTATION

School-Sponsored Trips

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

To and From School

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. A parent may also request a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The requested facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the transportation department at (903) 852-2097.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the *Student Code of Conduct*. Bus-riding privileges may be suspended.

VANDALISM

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

VIDEO CAMERAS

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

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

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

Upon written request of a parent of a student who receives special education services, a staff member, (as this term is defined by law), a principal or assistant principal, or the board, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. [See EHBAF(LOCAL).**]**

VISITORS TO THE SCHOOL

General Visitors

Parents and/or guardians are encouraged to visit their student's schools from time to time; however, we ask that they comply with our policy requiring all visitors to check in at the security vestibule, sign in, and comply with all applicable district policies and procedures. A visitor's badge will be worn at all times during the visit.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or remove a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or removal

Appeals regarding refusal of entry or removal from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).
[See also Student Code of Conduct.]

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.