

# **Brownsboro I.S.D.**

## **Intermediate Schools**



# **Student Handbook**

**2019 - 2020**

Brownsboro Intermediate School  
Billy Beasley II, Principal

Chandler Intermediate School  
Lisa Brown, Principal

**“Better Today, Greater Tomorrow”**

August 15, 2019

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,

Lisa Brown, CIS Principal

Billy Beasley II, BIS Principal

## TABLE OF CONTENTS

<b>BISD Mission Statement and Board of Trustees</b>	<b>p. 4</b>
<b>Important Telephone Numbers</b>	<b>p. 5 &amp; 6</b>
<b>Recommendation to Parents</b>	<b>p. 7</b>
<b>I. General Information and Legal Notices</b>	<b>p. 8-20</b>
<b>II. Parent Involvement Policy</b>	<b>p. 21-24</b>
<b>III. Attendance</b>	<b>p. 25-27</b>
<b>IV. Emergency Drills and Procedures</b>	<b>p. 27</b>
<b>V. Student Health</b>	<b>p. 27-35</b>
<b>VI. Student Work</b>	<b>p. 36-39</b>
<b>VII. Special Programs</b>	<b>p. 39-43</b>
<b>VIII. Miscellaneous Policies</b>	<b>p. 43-47</b>
<b>IX. Dress Code</b>	<b>p. 47-49</b>
<b>X. Student Code of Conduct</b>	<b>p. 49-52</b>
<b>XI. ACE</b>	<b>p. 52-54</b>
<b>XII. BEAR Pride</b>	<b>p. 55</b>
<b>XIII. Emergency Medication Administration-Appendix A</b>	<b>p. 56</b>
<b>XIV. Notice to Parents: Directory Information-Appendix B</b>	<b>p. 57</b>
<b>XV. Student Acceptable Use Policy-Appendix C</b>	<b>p. 58-61</b>
<b>XVI. Notice of Location for District Code of Conduct and Campus Handbook</b>	<b>p. 62</b>
<b>XVII. Student Code of Conduct Acknowledgement Form</b>	<b>p. 63</b>

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

**District Website:** [www.gobearsgo.net](http://www.gobearsgo.net)

**BROWNSBORO INDEPENDENT SCHOOL DISTRICT  
MISSION STATEMENT**

The Mission of Brownsboro Independent School District is to provide a world-class education that ensures all students graduate ready to meet the challenges of an ever-changing world with the desire to be lifelong learners.

**BOARD OF TRUSTEES**

President	Steve Sanders
Vice President	Michelle Blackmon
Secretary	Michelle Rhinehart
Member	Fred Griffin
Member	Cody Seale
Member	Marsha Stephens
Member	Greg Wyatt

## IMPORTANT TELEPHONE NUMBERS

### CENTRAL OFFICE:

Dr. Keri Hampton

Superintendent .....903-852-3701

Sandra Duke

Director of Special Education Services .....903-852-8100

Roger Millender

Director of Transportation.....903-852-3131

Rita Gray

Director of Federal Programs.....903-852-3701

### BROWNSBORO HIGH SCHOOL

Brent Cooper

Principal.....903-852-2321

Jake Roach

Assistant Principal.....903-852-2321

Mary Kelm

Assistant Principal.....903-852-2321

Tonya Gray

Tammy McKibbin

Counselors.....903-852-2321

Angie Wright

Assistant Principal of Career and Technology and  
Special Education.....903-852-2321

### DAEP/ACES CAMPUS

Laura Ballard

Principal.....903-852-8021

### BROWNSBORO JR. HIGH

Brad Robertson

Principal.....903-852-6931

Tyler Martin

Assistant Principal .....903-852-6931

Karen McHam

Student Support.....903-852-6931

**BROWNSBORO INTERMEDIATE SCHOOL**

Billy Beasley II

Principal.....903-852-7325

Elaine Nelson

Assistant Principal.....903-852-7325

Angela Volentine

Counselor.....903-852-7325

**BROWNSBORO ELEMENTARY**

Robbi McCarter

Principal.....903-852-6461

Laura Sprunger

Assistant Principal.....903-852-6461

Rebecca Garlington

Counselor .....903-852-6461

**CHANDLER INTERMEDIATE SCHOOL**

Lisa Brown

Principal.....903-849-6436

Stephanie Pulido

Assistant Principal.....903-849-6436

Erin Wyatt

Student Support.....903-849-6436

**CHANDLER ELEMENTARY SCHOOL**

Ricky Daily

Principal.....903-849-3400

Melissa Barrett

Assistant Principal .....903-849-3400

Ami Patterson

Counselor.....903-849-3400

## RECOMMENDATIONS TO PARENTS

1. Teach your children their full names, addresses, and telephone numbers. Also teach them his/her parents' names.
2. Encourage your children to be independent. Teach them to dress themselves, hang up their clothes, put away their belongings, and take care of themselves in the restroom.
3. Give your children many experiences. Take them on trips to the airport, library, farm, fair, fire station, etc.
4. Read good books to your children. Encourage them to bring library books home. If reading is important to you, it will become important to your children.
5. Do not discuss your children's abilities and inabilities in their presence. Also, do not compare your child to another brother, sister, or playmate.
6. Make provisions for your children to have adequate rest. We recommend 9 to 10 hours each night.
7. Guard against over-stimulation caused by exciting TV programs before bedtime. A bedtime story is an excellent way to end the day.
8. Teach your children to be courteous and quiet on the bus. You must make them understand the bus rules are for the safety of all the children. If they do not obey the bus rules, they could lose their bus riding privileges.
9. When you send money to school for various purposes, it should be enclosed in an envelope with the child's name and the teacher's name on the outside.
10. Teach your children the proper way to cross the street.
11. Discourage loitering if your children walk to school.
12. Help your children with their homework if they need help.

## I. GENERAL INFORMATION

### SCHOOL SYMBOLS –

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

### SCHOOL PHILOSOPHY

We believe that:

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

### PEOPLE WHO MAY BE ABLE TO HELP

Principal:	Carries out school board policies and coordinates the instructional program within the building. He/she is eager to help with any problems or answer any questions.
Counselor:	Assists students in decision making areas of educational and personal social adjustment.
Asst. Principal:	Assists students in decision-making with regard to their behavior and developing appropriate self-discipline.
Teachers:	Plan and implement instructional strategies for each individual student. They are the primary individuals on the campus responsible for instructing students.
Secretary:	Assists the principal and maintains school records.
Media Resource Aide:	Assists the teachers in planning and organizing the books and instructional materials for efficient use and retrieval.
Instructional Aides:	Follow the teachers' plans and instructions in the implementation of the instructional programs. Help teachers with some clerical duties. Always willing to assist students in learning.



## REQUIRED LEGAL NOTICES

### Freedom from Discrimination

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

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

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

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

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee. To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced

prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

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

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

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

#### GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

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

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

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

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

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

To request a transfer of your child to another classroom or campus if your child has been verified by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341.

Transportation is not provided for a transfer to another campus. See the principal for information.

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

## **Family Educational Rights and Privacy Act:**

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

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

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

Brownsboro I.S.D developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brownsboro I.S.D will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Brownsboro I.S.D will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

## Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

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

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information.

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

Audio and video recordings of extracurricular and co-curricular performances, such as band, orchestra, and choir concerts; marching band performances; and performances of plays, musicals, or skits are treated as directory information. Video recordings of students made by security cameras on school buses or in common areas of a campus are treated as directory information unless they are used to impose discipline. In that case, the tapes become an educational record of the student or students who are disciplined and are subject to the same restrictions on access and disclosure as any other student educational record.

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

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

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

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

de educacion del estudiante. Ellos son:

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

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

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

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

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

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

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

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

Un oficial escolar tiene un interes educativo legitimo si las necesidades oficiales repasen un registro de educacion para cumplir su o su responsabilidad profesional.

En la demanda, el Distrito Escolar Independiente de Brownsboro descubre que la educacion graba sin el

consentimiento a oficiales de otro distrito escolar en el que un estudiante busca or piensa enrollarse.

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

Oficina de Complacencia de Politica Familiar

Seccion Americana de Educacion

600 Avenida de Independencia, SW

Washington, DC 20202-4605

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

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



## QUESTIONING STUDENTS AT SCHOOL

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

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

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, CPS investigators typically do not permit school officials to contact parents/guardians prior to or following their interview of a student.

## **Parents Right to Know**

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

- Whether The Texas Education Agency has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether The Texas Education Agency has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

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

## **Notificación para padres**

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

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

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

## PARENTS RIGHTS

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

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

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

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

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

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

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

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

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

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

## **Chandler Intermediate School**

### ***Parent Involvement Policy***

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

- Title 1, Part A parents will annually receive information concerning the implementation of the Title 1, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.
- Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
- Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, STAAR, etc.
- Parents may request information about the professional qualification's of their child's classroom teacher.
- Parents will be offered opportunities for learning how to foster improved academic performance for their child.
- Parents may request an explanation and description of the school's curriculum.
- Parent representatives (including parents of Title 1, Part A students) will be involved in the development, review and evaluation of the campus improvement plan.
- Title 1, Part A parents will be involved annually in the review/revision of the School/Parent Compact.
- Title 1, Part A parents will be asked to complete surveys seeking evaluation of the Title 1, Part A program and parent involvement.

- Parents will annually review/revise this policy.

## **La Escuela Intermedio de Chandler**

### **La Política de Participación de Padre**

Reconocer que padres/guardiánes son un estudiante primeros maestros y que este apoyo continuo es esencial para el éxito académico, La Escuela Intermedio de Chandler, es cometida a la política siguiente de la participación del padre:

- Titula 1, Despide a UN padres recibirán anualmente información con respecto a la implementación del Título 1, Despide UN programa y se alentará a ofrecer las sugerencias para el mejora/reforzando del programa.
- Padres serán dados información oportuna con respecto a estándares generales de desempeño de estudiante y esperanzas (TEKS).
- Padres serán dados información oportuna con respecto a instrumentos de evaluación de campus/estado: las medidas locales de la evaluación, STAAR, STAAR-M, STAAR-Alt., etc.
- Padres pueden solicitar información acerca del requisito profesional de su maestro de aula de niño.
- Padres serán ofrecidos las oportunidades para aprender a cómo fomentar el desempeño académico mejorado para su niño (ren).
  - Padres pueden solicitar una explicación y la descripción del plan de la escuela.
- Padres a representantes (inclusive padres del Título 1, Despide a UN estudiantes) será implicado en el desarrollo, la revisión y la evaluación del plan de la mejora de campus.
- Titula 1, Despide a UN padres serán implicados anualmente en la revisión/revisión del Escuela/Padre Comprime.
- Titula 1, Despide a UN padres serán pedidos completar las inspecciones que buscan la evaluación del Título 1, Despide UNA participación del programa y a padre.
  - Padres anualmente revisa/revisa esta política.

## **Brownsboro Intermediate School** ***Parent Involvement Policy***

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

- Title 1, Part A parents will annually receive information concerning the implementation of the Title 1, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.
  
- Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
  
- Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, RPTE, STAAR.
  
- Parents may request information about the professional qualification of their child's classroom teacher.
  
- Parents will be offered opportunities for learning how to foster improved academic performance for their child.
  
- Parents may request an explanation and description of the school's curriculum.
  
- Parent representatives (including parents of Title 1, Part A students) will be involved in the development, review and evaluation of the campus improvement plan.
  
- Title 1, Part A parents will be involved annually in the review/revision of the School/Parent Compact.
  
- Title 1, Part A parents will be asked to complete surveys seeking evaluation of the Title 1, Part A program and parent involvement.

- Parents will annually review/revise this policy.

## **La Escuela Intermedio de Brownsboro La Política Participación de Padre**

Reconocer que padres/guardiánes son un estudiante primeros maestros y que este apoyo continuo es esencial para el éxito académico, La Escuela Intermedio de Brownsboro, es cometida a la política siguiente de la participación del padre:

- Titula 1, Despide a UN padres recibirán anualmente información con respecto a la implementación del Título 1, Despide UN programa y se alentará a ofrecer las sugerencias para el mejora/reforzando del programa.
- Padres serán dados información oportuna con respecto a estándares generales de desempeño de estudiante y esperanzas (TEKS).
- Padres serán dados información oportuna con respecto a instrumentos de evaluación de campus/estado: las medidas locales de la evaluación, RPTE, STAAR, STAAR-M, STAAR-Alt., etc.
- Padres pueden solicitar información acerca del requisito profesional de su maestro de aula de niño.
- Padres serán ofrecidos las oportunidades para aprender a cómo fomentar el desempeño académico mejorado para su niño (ren).
  - Padres pueden solicitar una explicación y la descripción del plan de la escuela.
- Padres a representantes (inclusive padres del Título 1, Despide a UN estudiantes) será implicado en el desarrollo, la revisión y la evaluación del plan de la mejora de campus.
- Titula 1, Despide a UN padres serán implicados anualmente en la revisión/visión del Escuela/Padre Comprime.
- Titula 1, Despide a UN padres serán pedidos completar las inspecciones que buscan la evaluación del Título 1, Despide UNA participación del programa y a padre.
  - Padres anualmente revisa/revisa esta política.



## ATTENDANCE

Punctual and regular attendance is very important to a child's success and to the smooth operation of the school. We encourage parents not to bring their children to school before 7:30 a.m. since there will be no supervision before that time.

**Important note: Students are expected to arrive at school on time, and be present in the classroom ready to work promptly when the morning bell sounds and remain at school until the specified dismissal time for their grade level. For 2019-2020, the school day will begin at 8:00am (students report to gym at 7:50) and dismiss at 3:27 pm. Due to changing classes each period, attendance is required in all subject areas.**

**If you need to pick your child up early in the afternoon, you will need to do so before 2:45. This is the last period of the day and students are still receiving instruction. It is also a very busy time as students begin to pack up; therefore, we will not be able to call them to the office after 2:45. If you have an appointment scheduled for your child, please make arrangements to pick them up before 2:45. The only exception to this will be if you send a note with your child stating you have an appointment and they need to be picked up after 2:45. This note will need to be given to the homeroom teacher at the beginning of the day.**

Parents are requested to call the following school offices if their child is going to be absent for the day.  
Brownsboro Intermediate: 903-852-7325  
Chandler Intermediate: 903-849-6436

Attendance is required of every student in accordance with the Texas Education Code 25.085. Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if he/she is sick and will not be at school that day, you should call the school office to let them know of and the reason for the absence. Whenever a child is absent from school for any reason, he/she should bring a note signed by the parent or legal guardian explaining the REASON for the child's absence when he/she returns to school.

Students returning to school after an absence must check in with school personnel to TURN NOTE INTO THE OFFICE. \*\*Please be advised that "out of town" and "home" are considered as UNEXCUSED reasons for absence. The principal or principal's designee will decide whether an absence is excused or unexcused. If the child does not bring a signed note within three days of the absence, the absence will be classified as unexcused. Other policies pertaining to absences are as follows:

- Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be excused and classified as an excused, medical-related absences IF THE STUDENT RETURNS TO SCHOOL ON THE SAME DAY as the appointment and presents a note from the health care provider within three days, stating the time of the appointment and the time the student left the medical professional's office. If the appointment is at the end of the school day, and the student has been at school all day up to that time, the medical-related absence will be considered excused if the student brings a note from the health care provider the following day. Doctors' notes may be faxed to the school at BIS (903) 852-6745 or CIS (903) 849-3019.
- Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences if parents make a written request to the principal at least one week before the days of absence, or if the parent makes an effort to notify the principal or attendance clerk within one week of return to the campus.
- Absences occurring during the time that a student is removed to DAEP shall be excused and all work, in so far as possible, shall be done in DAEP.
- Absences occurring during the time a student is expelled from school shall be excused; however,

no academic credit shall be given for work missed during the term of expulsion.

- Absences occurring during the time that a student is removed from school by the principal or assistant principal shall be excused. Students will be allowed to make up any work missed for full credit during the days of suspension.
- If a student records an unexcused absence, make-up time will be assigned on designated days throughout the school year. Intermediate students are not permitted to attend activities on other BISD campuses during the regular school day. Such absences, without express permission from campus administrators, will be recorded as unexcused.

### **ATTENDANCE AND CREDIT**

Separate and apart from the compulsory attendance requirements, students must also attend school a certain amount of time in order to get credit for any course in which they are enrolled. State law requires that students be in attendance 90% of days enrolled in order to receive credit for a class. It should be noted that students must satisfy this attendance requirement REGARDLESS of the grade they make in a class. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. Intermediate expects all students to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive.

Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard, the committee can award credit or tell the student what additional work or time needs to be completed in order for the student to get credit for the grade level or course. You will be notified when your child is in danger of losing credit because of absences and given a schedule to complete make-up time for attendance. If the student is not given credit, the committee's decision may be appealed to the Brownsboro ISD Board of Trustees.

SCHOOL OFFICIALS AGGRESSIVELY ENFORCE THE STATE COMPULSORY ATTENDANCE LAWS. IF YOU DO NOT SEND YOUR CHILD TO SCHOOL, WE WILL SEND YOU A WRITTEN WARNING THAT YOU MUST COMPLY WITH COMPULSORY ATTENDANCE LAWS. IF A STUDENT FAILS TO ATTEND SCHOOL ON 10 OR MORE DAYS OR PARTS OF DAYS WITHIN A SIX MONTH PERIOD, OR ON 3 OR MORE DAYS OR PARTS OF DAYS WITHIN A FOUR WEEK PERIOD, THEN BOTH PARENT AND STUDENT ARE SUBJECT TO CRIMINAL PROSECUTION UNDER SECTION 25.093(4) OF THE TEXAS EDUCATION CODE. IF YOUR CHILD CONTINUES TO BE ABSENT AFTER A WARNING LETTER IS SENT, **the appropriate school official will conduct a parent conference, either at school or the student's home. If the parent continues to not comply with the compulsory attendance law then the appropriate school official will file charges in the appropriate local court.** EVERY DAY THAT A CHILD IS OUT OF SCHOOL IN VIOLATION OF COMPULSORY ATTENDANCE LAWS IS A SEPARATE OFFENSE. PARENTS MAY BE ASSESSED A FINE FOR EACH OFFENSE AND MAY ALSO BE ORDERED TO PARTICIPATE IN A CLASS DESIGNED TO HELP YOU MAKE SURE ALL STUDENTS ATTEND SCHOOL AS REQUIRED.

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

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, you should go to the school office, **show a photo id** and sign the child out. At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Unless the

principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent. Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation. Students leaving campus without permission or without signing out will be treated as truant and disciplined in accordance with the Student Code of Conduct.

### **Withdrawing from School**

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district. To request a transfer of your child to another classroom or campus if your child has been verified by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the principal for information.

## **II. EMERGENCY DRILLS AND PROCEDURES**

**Important Note: It is very important to update emergency information every year with the school office. It is the parent's responsibility to keep the school informed when changes occur with phone numbers, addresses or emergency contacts.**

### **EMERGENCY PROCEDURES**

The Brownsboro Independent School District has developed a multi-hazard emergency operation plan for use. This plan represents an all-hazards approach that encompasses a multitude of possible crises—from natural disasters to acts of terrorism. The district has also developed a standard operating procedure and response guide to address mitigation, preparedness, response, and recovery as defined by the governor's office of homeland security. The plan and procedure outlines how the district will respond to emergencies that would suddenly and significantly affect our community. Periodic drills will be conducted to prepare for emergency situations. If you have any questions about the plan, you may contact the district administration office or the campus office.

### **EMERGENCY EARLY DISMISSAL OF SCHOOL**

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

In case of bad weather students and parents can listen to KTBB-Tyler, KZEY-Tyler, KLVQ-Athens, or watch KLTV-Channel 7-Tyler, CBS Channel 19, or KETK-Channel 56-Tyler to determine if school will be held. Whenever possible and appropriate, the school district will use the *Blackboard Connect* call-out system to notify parents of emergency information.

## V. STUDENT HEALTH

### MEDICATION ADMINISTRATION

"Basic first aid treatment may be administered to your student if considered necessary by the school nurse or other assigned personnel. Basic first aid will include, but is not limited to, treatment for minor cuts, scrapes, itching, cough, stomach upset, etc."

For the safety of all our students, ALL medication, prescription and non-prescription MUST be brought to school and picked up by an adult. **NO** medication will be sent home with a student. If it is not picked up by an adult at the end of the school year, it will be discarded.

#### 1. Non-prescription medication

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

#### 2. Prescription medication

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

#### 3. Herbal or dietary supplements

a. Herbal or dietary supplements will be administered only if they are required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities and if provided by the parent.

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

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

#### 1. Asthma or Anaphylaxis Medications or treatments

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

- b. The school must have written authorization from the parent or legal guardian for the student to self-administer the medications while at school or at school functions.
- c. The school must have written authorization from the physician or other licensed health-care provider with a statement that the student has demonstrated to them the skill level to self-administer the medication, as well as the use of any device needed to perform the task.
  - d. The student must demonstrate the skill level to self-administer the medication to the school nurse or authorized personnel.

## 2. Diabetes

- a. Any student with Diabetes will have an Individualized Diabetes Health Plan signed by the physician or other licensed health-care provider designed for the management of that student's diabetes.
  - b. In accordance with the student's Individualized Diabetes Health Plan, the student with diabetes will be permitted to possess and use monitoring and treatment supplies as well as equipment while at school or at a school-related activity.
    - c. The school must have written authorization from the parent or legal guardian for the student to self-administer the monitoring and treatment supplies as well as associated equipment while at school or at a school-related activity.
      - d. The school must have written authorization from the physician or other licensed health-care provider with a statement that the student has demonstrated to them the skill level to use any monitoring and treatment supplies as well as any associated equipment while at school or at school-related activity.
        - e. The student must demonstrate the skill level to use any monitoring and treatment supplies, as well as any associated equipment to the school nurse or authorized personnel.

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

## **FOOD ALLERGY AND ANAPHYLAXIS MANAGEMENT PLAN**

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

## **ACCIDENTS**

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

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

## **CHILDHOOD DISEASES**

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

### **BROWNSBORO INDEPENDENT SCHOOL DISTRICT**

#### Communicable Diseases/Non Communicable Diseases Exclusion from School Policy

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

- Temperature of 100 degrees or more. Student must be fever free for 24 hours without the use of fever suppressing medication.
- Diarrhea with 3 or more episodes of loose stool in a 24-hour period. Student must be diarrhea free for 24 hours without diarrhea suppressing medications to return to school. Some exclusions could be made on a case by case basis.
- Vomiting at school unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated. Some exclusions could be made on a case by case basis.
- Undetermined rash over any part of the body accompanied by fever.
- Open, draining wounds or lesions that cannot be contained in a bandage.
- Red, purulent draining eyes.
- Persistent cough that cannot be controlled with cough drops or accompanied by other symptoms or fever.
- Live head lice (student with nits only may remain at school with monitoring) To reenter school, the student must be free of live lice and provide proof of treatment to the campus nurse.
- Any questionable contagious symptoms or if student's behavior indicates that the he/she is not well.
- Any disease or symptoms included in the communicable diseases school exclusion policy provided by the Department of State Health Services. (available upon request).

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

## **IMMUNIZATIONS**

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

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

## **HEALTH-RELATED MATTERS**

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

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

## **HEALTH-RELATED HUMAN SEXUALITY**

As a part of Brownsboro ISD's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

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

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

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

## **OTHER HEALTH-RELATED MATTERS**

### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

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

## **Pest Management**

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

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

### **BACTERIAL MENINGITIS**

#### **WHAT IS MENINGITIS?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

#### **WHAT ARE THE SYMPTOMS?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

#### **HOW SERIOUS IS BACTERIAL MENINGITIS?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

#### **HOW IS BACTERIAL MENINGITIS SPREAD?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold, or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.



## **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

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

## **WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

Seek prompt medical attention.

## **FOR MORE INFORMATION**

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

# **MENINGITIS BACTERIANA**

## **¿QUÉ ES LA MENINGITIS?**

La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral es la más común y las menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo plazo. Es una enfermedad poco común, pero requiere de tratamiento inmediato con antibióticos para prevenir daño permanente o la muerte.

## **¿CUÁLES SON LOS SÍNTOMAS?**

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

## **¿QUÉ TAN GRAVE ES LA MENINGITIS BACTERIANA?**

Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente. **¿CÓMO SE CONTAGIA LA MENINGITIS BACTERIANA?** Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra

nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo). A la mayoría de las personas el microbio no les causa meningitis. En cambio, la mayoría de la gente se convierte en portadora del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

### **¿CÓMO SE PUEDE PREVENIR LA MENINGITIS BACTERIANA?**

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

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

Hágase ver por un médico lo antes posible.

### **PARA MÁS INFORMACIÓN**

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

## **BROWNSBORO INDEPENDENT SCHOOL DISTRICT**

### **Communicable Diseases/Non Communicable Diseases Exclusion from School Policy**

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

- Temperature of 100 degrees or more. Student must be fever free for 24 hours without the use of fever suppressing medication.
- Diarrhea with 3 or more episodes of loose stool in a 24 hour period. Student must be diarrhea free for 24 hours without diarrhea suppressing medications to return to school. Some exclusions could be made on a case by case basis.
- Vomiting at school unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated. Some exclusions could be made on a case by case basis.
- Undetermined rash over any part of the body accompanied by fever.
- Open, draining wounds or lesions that cannot be contained in a bandage.
- Red, purulent draining eyes.
- Persistent cough that cannot be controlled with cough drops or accompanied by other symptoms or fever.
- Live head lice (student with nits only may remain at school with monitoring) To reenter school, the student must be free of live lice and provide proof of treatment to the campus nurse.
- Any questionable contagious symptoms or if student's behavior indicates that the he/she is not well.
- Any disease or symptoms included in the communicable diseases school exclusion policy provided by the Department of State Health Services. (available upon request)

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

Updated 10/17/16 RD

## IV. STUDENT WORK

### HOMEWORK

Homework has two purposes:

1. To provide drill and practice on skills which have been taught at school.
2. To provide enrichment for topics taught at school when a child shows unusual interest or when projects require extended amounts of time.

Usually the drill and practice assignments are very short. Sometimes a teacher may only give these assignments to the students who are having difficulty. We encourage you to help your child with drill and practice assignments. When your child does a project, please encourage your child, but let your child do the work alone. We do not expect fancy projects which require a lot of help from an adult. We want the child to learn to be creative and resourceful.

If your child seems to have too much homework, he/she may be having one of the following problems:

1. The child works very slowly and carefully and does not finish the work in class.
2. The child procrastinates doing work assigned over a long period of time.
3. The child is insecure and prefers to do the classwork at home. This child may be afraid to ask the teacher questions.

\*\*If a parent is concerned that any of these problems exist, he/she is encouraged to contact the school to schedule a parent/teacher conference.

### MAKEUP WORK

A student who is absent for any reason is encouraged to make up specific assignments missed. The student is responsible for obtaining and completing the makeup assignments in a satisfactory manner within the time allotted by the teacher. Students will receive a zero for any assignment or test not made up within the allotted time.

### REPORT CARDS

Report cards will be sent home with your child after each nine-week grading period. You will receive the report card on the Thursday following the last day of the nine weeks. (See the school calendar for these dates.) Please sign and return the report card as soon as possible so the teacher will know that you have seen it.

Grades four through six use both numerical and performance-based checklists to report student progress. In grades 4-6, numerical averages will be reported for language arts, reading, mathematics, science, social studies, fine arts, and PE/Health. Citizenship grades are based on classroom observation, which rate a child's behavior and work habits.

Conduct:

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

### MODIFICATIONS

State law requires that modifications be made for Special Education students as indicated in their

Individual Education Plan. Modifications may also be made for students designated as 504, ESL, & At-Risk.

## PROGRESS REPORTS

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Progress reports will be sent home to parents at the end of the first three weeks of the 9-week grading period and then again after the 6-week point of the grading period. The purpose of Progress Reports is to let parents know how their child is performing in their coursework during the grading period. Any grade above 70 is considered passing. If your child has grades below 70 on the Progress Report, you may want to communicate with the teacher(s) to see what your child needs to do to be more successful.

## STAAR TESTS

BIS and CIS administer the STAAR (State of Texas Assessments of Academic Readiness) each year to students in fourth through sixth grade. The test is given near the end of the year as designated by the state. (Dates are noted on the school calendar.)

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

## TESTING DATES

### **Grade 4**

Writing – April 7  
Reading – May 12  
Math – May 11

### **Grade 5**

Reading – April 8/Retest: May 12 & June 24  
Math – April 7/Retest: May 11 & June 23  
Science – May 13

### **Grade 6**

Reading – May 12  
Math – May 11

## RETENTION

Retention of a student is a serious decision. Final decisions will be made only after a review by the grade placement committee. This committee, which consists of the principal, counselor, the child's teacher(s), the child's parent/guardian, and /or other administrators will be formed during the last six weeks to make recommendations and final decisions about the retention of a student.

## PROMOTION POLICY

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services.

Mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit of final exams or may be administered separately.

Mastery of at least 70 percent of the objectives shall be required.

Grades 4-6

#### ACCELERATED INSTRUCTION

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

#### GRADE PLACEMENT COMMITTEE

If a student in grades 3-8 is not promoted because of failure to meet local standards for mastery and promotion, a campus grade placement committee (GPC) will review all facts and circumstances and shall apply the following standards in deciding to promote or retain the student:

1. Evidence of satisfactory student performance, including grades, portfolios, work samples, local assessments, previous state assessments, or individual reading or mathematics diagnostic tests or inventories, as appropriate;
2. Extenuating circumstances that may have adversely affected the student's participation in required assessments or accelerated instruction; and
3. Consideration of whether a student was not enrolled in a Texas public school for part of the school year.

If all members of the GPC agree that the student likely to perform on grade level if given additional accelerated instruction during the following school year, the student shall be promoted.

For purposes of this policy, the GPC for students in grades 3-8 who are not promoted because of failure to meet local standards for mastery and promotion shall be composed of an administrator or designee, a teacher who instructed the student, and a parent or parent designee.

#### OPTIONAL EXTENDED YEAR / SUMMER SCHOOL

The purpose of the extended year/day program is to provide students with "extra time" to master the essential knowledge and skills needed to succeed. The program is designed to reduce and ultimately to eliminate retention.

Students eligible for OEY are students who are not promoted to the next grade level for the succeeding school year because they do not meet district standards or policies for academic achievement or demonstrated proficiency of the subject matter of the course or grade level. A student promoted at the close of the regular school term is not eligible for OEY summer services.

#### CREDIT BY EXAM

##### Student has not taken the course

Senate Bill 1, Section 28.023 requires school districts to offer examinations for acceleration to all students who wish to earn credit without prior instruction. The passing score required to earn credit on an exam is 90. The dates for Credit by Exam are in June and July. Contact campus student support services for information.

### Student has taken the course

A student who has received prior instruction in a course or subject-but did not receive credit for it-may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skill defined for the course or subject. To, receive credit; a student must score at least 70 on the exam. If approved, cost of each exam is \$20. Contact campus student support services for information.

## AWARDS

### Principal's Award:

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

1. Made all A's in **all** subject areas each six weeks.
2. Have only grades of E or S in conduct each six weeks.

### A/B Honor Roll:

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

1. Made all A's or B's in **all** subject areas each six weeks.

### Perfect Attendance Award:

Certificates will be awarded to students who have not been absent any days during the entire school year and have not arrived tardy to school and left early from school more than 3 times each semester.

## VII. SPECIAL PROGRAMS OF THE SCHOOL

Brownsboro ISD provides special programs for migrant students, students with limited English proficiency, dyslexic students, students with disabilities, and at-risk students. If a teacher has concerns about a student's academic progress, they may refer the student for services in one of these special programs. The district also provides a program for gifted and talented students. Teachers, counselors, parents, or other interested persons may nominate students for the gifted and talented program at any time. A student or parent with questions about any of these programs or about eligibility for these programs should contact the campus principal or counselor.

### **1. Gifted and Talented**

#### **a. Gifted and Talented Identification**

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.

**b. Gifted and Talented Campus Programs**

BES, BIS, CES, and 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.

**c. Gifted and Talented Nomination Procedures**

General screening for G/T occurs in the spring of each year; however, teachers, student support services, parents, or other interested persons may nominate students for the gifted and talented program at any time. Contact the campus student support personnel to nominate a student.

**d. Gifted and Talented Opportunities for Acceleration**

Credit by Exam  
Early High School graduation  
Concurrent high school/college enrollment  
Classes above grade level

**2. CHILD FIND NOTICE (Section 504)**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator, Leann Loyless, at (903) 852-3701 (telephone number) or by mail at P.O. Box 465, Brownsboro, Texas, 75756.

Aviso de Identificación de Estudiantes Incapacitados bajo la Sección 504

Bajo la Sección 504 del Decreto de Rehabilitación de 1973, el Distrito Escolar está obligado a identificar, referir, evaluar, y proporcionar servicios educativos apropiados y gratuitos a los estudiantes incapacitados que califican bajo esta ley. Si usted desea más información sobre los derechos de padres de niños incapacitados, o si tiene preguntas sobre la identificación, evaluación, y colocación de niños en el programa de Sección 504, favor de ponerse en contacto con el Coordinador de 504 del Distrito Rita Gray, al número (903) 852-3701, o por correo a la siguiente dirección: P.O. Box 465, Brownsboro, Texas, 75756.

**3. NOTICE OF TITLE 1 SCHOOL-WIDE PARTICIPATION**

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

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

**4. OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS**



## **WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION (Campus)**

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

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

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

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

Contact Person :       Angela Volentine, Counselor (BIS), phone 903-852-7325  
                              Erin Wyatt, Student Support (CIS), phone 903-849-6436

### **Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Angela Volentine, Counselor (BIS) 852-7325  
Erin Wyatt, Student Support (CIS) 849-6436

### **Parent Notice: Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services (District)**

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.

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

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

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

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

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Sandra Duke, Director of Special Education

Phone Number: 903-852-3701

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: Dr. Keri Hampton, Superintendent

Phone Number: 903-852-3701

## **VIII. MISCELLANEOUS POLICIES**

### **CAFETERIA**

The District participates in the National Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Please inquire at the school office for eligibility guidelines and application forms.

Breakfast is free to qualifying students, otherwise the cost is \$1.50. It is served in the cafeteria from 7:30-8:00 a.m. Students are expected to finish breakfast and be in their classrooms by 8:00 a.m. The cost of the school lunch is \$2.35 unless a student qualifies for free/reduced pricing. Reduced price for lunch is \$0.40. You may pay for your child's lunches by the day or you may send enough to pay for the week. If you send money for the week, please place the correct amount of cash or a check in an envelope with the child's name on the outside. A student's cafeteria account may be accessed online

through LUNCH MONEY NOW which will allow the parent/guardian to view student balances, student food purchases, deposit funds to the account, and request emailed low balance notices. For more information, please contact the campus cafeteria manager.

For Intermediate Schools, a 2- limit lunch meal charge is allowed. Charge slips will be sent home weekly. An alternate lunch will be provided when a student reaches the maximum amount allowed to charge.

Visitors/Parents are welcome to eat with the student and should sign-in at the office prior to eating with the child to get a "visitor's pass".

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

## FOOD AND DRINKS

The consumption of food and drinks with the exception of water by students is prohibited in the school halls and classrooms, with the exception of special occasions such as holiday parties(Christmas, Valentines, Easter and Intermediate Field Day). (See also Cafeteria Regulations/Policies) Students will not be permitted to possess/consume gum or candy in the classroom or in the hallways. Campuses must follow the guidelines of the Foods of Minimal Nutritional Value (FMNV). **ABSOLUTELY NO GUM PERMITTED ON THE CAMPUS.** Repeated violations of "NO GUM" policy could result in disciplinary action.

## TEXTBOOKS

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

## NON-SCHOOL MATERIALS

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or non-student without the approval of the principal and must be in accordance with campus regulations.

## POSTERS

Signs and posters that a student wishes to display must first be approved by the teacher and then the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

## SCHOOL PARTIES / FOODS OF MINIMAL NUTRITIONAL VALUE

In accordance with the Texas Public School Nutrition Policy, Foods of Minimal Nutritional Value may be served on three designated district days: Christmas, Valentine's and Field Day.

Pupils cannot have birthday parties during school hours nor should pupils plan surprise parties for the teachers at school. Invitations for personal parties will not be handed out at school.

## SCHOOL SUPPLIES

School supplies are necessary for students to do their work effectively. Each grade level will provide parents with a list of supplies that are needed. Parents are responsible for re-supplying materials needed for their child throughout the school year. We want all students to have the supplies they need, so if you need assistance with school supplies, contact your campus counselor. Some of the local organizations and churches help to provide students with their school supplies.

## BULLYING AND/OR HARASSMENT

Bullying of any kind is not tolerated on campus. Efforts to address bullying and promote school safety are contained in the campus improvement plan. Parents should see the campus principal to request a transfer of your child to another classroom or campus if your child has been verified by the principal and/or Brownsboro ISD Board of Trustees to have been a victim of bullying as the term is defined by Texas Education Code 25.03421. Transportation is not provided for a transfer to another campus.

## LOST AND FOUND

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

## SCHOOL PROPERTY

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

## LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted any time there is reasonable cause to do so, whether the student is present or not.

## CELL PHONES/ELECTRONIC DEVICES

The use of cell phones, pagers, MP3 or Ipods, CD players/headphones, hand-held games, radios, walkie-talkies, etc. during the school day is prohibited, with the exception of special times designated by school staff. If a student is caught using or displaying these items, the item will be confiscated and be subject to a \$10.00 fee per item before the item will be returned to the student or parent/guardian. Brownsboro ISD is not responsible for damages and/or lost confiscated devices.

## VISITATION POLICIES

All visitors must report to the school office when entering the building. No child will be allowed to leave school early without being signed out through the office. No one without a photo id will be able to pick up a student for any reason. The secretary will then call the child to the office. We prefer not to have students waiting in the office for the parent to arrive because that adds to the amount of class time a student misses.

To better protect our students, visitors, and staff, Chandler Intermediate School and Brownsboro Intermediate Schools screen for registered sex offenders. A valid State issued ID is required to enter our campus. Thank you for your cooperation.

Parents are welcome and are encouraged to visit the school, but parent visitation in a child's classroom MUST be arranged with the principal in advance. All visitors to the campus will be issued a visitor's pass after signing in at the school office.

## CONFERENCES

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

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

## TRANSPORTATION CHANGES

If it becomes necessary for a parent to make changes in their child's school day the parent should notify the school office as early as possible. Please note that by 3:00 in the afternoon the office gets very busy, and getting messages to students becomes difficult. Therefore, that is why it is very helpful if parents call the office earlier in the day if possible to notify the students of transportation changes. Any changes in routines involving bus changes must be approved by the principal or transportation director before loading the bus. Students will be allowed to ride a bus other than their own only if there is enough room on that bus.

**Please note: Students are only allowed to ride a different bus with approval of the transportation director on Monday-Thursday. Bus changes are not allowed on Friday.**

## IX. DRESS CODE

Dress code at the intermediate level (gr. 4-6) is established to instill discipline, prevent disruptions, 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 revisions must be approved by the Brownsboro I.S.D. Board of Trustees and be communicated to students and parents.

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

### GENERAL GUIDELINES:

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

BOTTOMS: shorts, skirts, dresses, pants, jumpers, capri's, etc. CAN NOT HAVE HOLES ABOVE 3 INCHES FROM THE KNEE. If LEGGINGS, JEGGINGS, or TIGHTS are worn, covering garment must be MID-THIGH.

- All shorts, skorts, skirts, dresses, and jumpers must be no shorter than 3 inches above the knee (both in the front and back) and must be hemmed or cuffed. Quick-release style, hip-huggers, low-rise, or extremely baggy clothing is NOT allowed.
- All bottom garments must be worn at the waist or true hip.
- Skirts and skorts may have a kick-pleat or slit which opens no higher than 3 inches above the knee.
- The bottom of the pants must not drag the ground, nor flare past the end of the toe.
- Pajama bottoms are NOT allowed.
- Overalls must have both straps fastened.

### TOPS:

- Students may not wear T-shirts or other articles of clothing that advertise alcoholic beverages, tobacco products, illicit drugs, etc., have vulgar, suggestive, racial, or otherwise offensive slogans, comments, signs, or pictures on them, or have pictures of persons on them that fail to meet the standards of the school and/or community.
- All shirts, blouses, or tops must have a neckline that does not expose cleavage.
- Tops must be long enough to cover the midriff; when arms are raised above the head, no skin shall be visible at the waistline.
- The straps of a tank top should have a width of 3 fingers.

#### FOOTWEAR:

- Skates, skateboards, or skate-like shoes are NOT permitted on campus.
- Handwriting/drawing will not be allowed on any item of clothing, including shoes.

#### JEWELRY/ACCESSORIES:

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

#### HAIR/MAKEUP:

- Hair should be kept clean and neat; the length should not interfere with the student's ability to read, see, or write. Hair (bangs) for male students should be kept trimmed/cut so that it does not fall below the eyebrows. Female student's hair should be pulled away from the face and styled so that the eyes are not covered. *Exotic hair colors that tend to be distracting, including but not limited to blue, green, purple, pink, etc., are not allowed for male or female students.*

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

**Consequences:** If the campus administration determines that a student's grooming violates the dress code, the student may be given an opportunity to correct the problem at school. Repeated dress code violations could result in more severe consequences.



## X. STUDENT CODE OF 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. To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### Intermediate School Code of Conduct

Parents and students should refer to and be aware of all behaviors and consequences addressed in the *Student Code of Conduct*. The students and staff have the right to learn and work in a pleasant, safe, and orderly environment.

### **Discipline Management Techniques:**

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgement 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 students age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

## **Detention**

Detention will be assigned to students for minor infractions. Detention will be held on weekdays from 3:20-4:00pm or other times specified by the teacher or principal. Lunch detention can also be assigned to students for minor infractions by the principal on any day of the week.

## **Corporal Punishment**

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

## **Disruptions**

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.

## **Field Trips/Field Day**

Field trips and Field Day are privileges for students that can be taken away due to code of conduct violations or excessive absences. These privileges can be restricted at the discretion of the principal.

## Bullying

The *Texas Education Code* defines bullying as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district that:

1. 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 harm to the student's person or of damage to the student's property, or
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. See FFI(LOCAL).

Students have an opportunity to report bullying or any issue anonymously through a bullying report form. The bullying report form is available for students in the office or on our campus website. All reports of bullying are investigated promptly by campus administration and appropriate action is taken upon the conclusion of the investigation in accordance with district policy. BISD also TIPTXT as a confidential way to report bullying.

## Tardiness

Tardiness is covered through the attendance policy.

## 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 other students at risk.
- Follow the behavioral standards in this handbook and the ***Student Code of Conduct***, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal 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 drills will be conducted to prepare for emergency situations.

## Conduct Before and After School

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

## Vandalism

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

## Appendix A

### Emergency Medication Administration

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

These medications include:

Tylenol (Acetaminophen)

Advil (Ibuprofen)

Benadryl (Diphenhydramine)

## **Appendix B**

### **Notice to Parents: Directory Information**

**"Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student.**

To be in compliance with the No Child Left Behind Act of 2001, Brownsboro ISD will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child.

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to

local media), may also use directory information.

Brownsboro ISD has designated the following information as directory information:

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address

## **Appendix C**

### **Brownsboro Independent School District**

#### **Student Acceptable Use Policy**

**03/17/2014**

#### **Introduction**

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

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

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

- The Brownsboro ISD network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.

- Brownsboro ISD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Technologies Covered**

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

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

### **Usage Policies**

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

### **Web Access**

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

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

### **Email**

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

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

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

### **Social/Web 2.0 / Collaborative Content**

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

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

## **Mobile Devices Policy**

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

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

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

## **Personally-Owned Devices Policy (Bring Your Own Device)**

Personally-Owned Devices (laptops, iPods, iPads, tablets, cell phones) may be provided wireless access (BISD-Guest) to the Internet as well as web-based applications that are provided by Brownsboro ISD.

The BISD-Guest is strictly filtered to protect your student. Personal devices are not to be connected to the wired network. Brownsboro ISD is not responsible for the loss or theft of a personal device, nor for damage, nor unauthorized access to the device nor the data that resides therein.

## **Security**

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

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

## **Downloads**

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

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

## **Netiquette**

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

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

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

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves,



or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

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

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

### **Cyberbullying**

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

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

### **Examples of Acceptable Use**

I will:

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

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

### **Examples of Unacceptable Use**

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.

- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

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

### **Limitation of Liability**

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

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

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

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

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

### **\*The District Student Code of Conduct and Campus Student**

**Handbook can be viewed on the Brownsboro I.S.D. website at**

**[www.gobearsgo.net](http://www.gobearsgo.net) or a hard copy may be viewed at each campus**

**principal's office.**

## ***Student Code of Conduct Acknowledgment***

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student. We urge you to read this publication thoroughly and discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from your campus administrator. The student and parent should each sign this page in the space provided below, and then return the page to your student's school no later than the fifth day of school.

Thank you for your continued support and involvement.

Dr. Keri Hamptom  
Superintendent

- We acknowledge that we have received a copy of the Brownsboro I.S.D. Student Code of Conduct for the 2019-2020 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.
- We give permission to administer over the counter medication in an emergency as described in Appendix A. (Dosage will be determined by package instructions).

- We give the district permission to release directory information as defined in Appendix B.
- We have read the Student Acceptable Use Policy Agreement (Appendix C) and agree to abide by the outlined provisions.

Print name of student:

Signature of student:

Print name of parent:

Signature of parent:

Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade level: \_\_\_\_\_

Visit our website at [www.gobearsgo.net](http://www.gobearsgo.net) for more information.

Please sign this page and return it to the student's school. Thank you.

\*\*\*If you would like to opt-out of one of the bulleted statements above, or would like a paper copy of this information, please contact the principal's office.\*\*\*