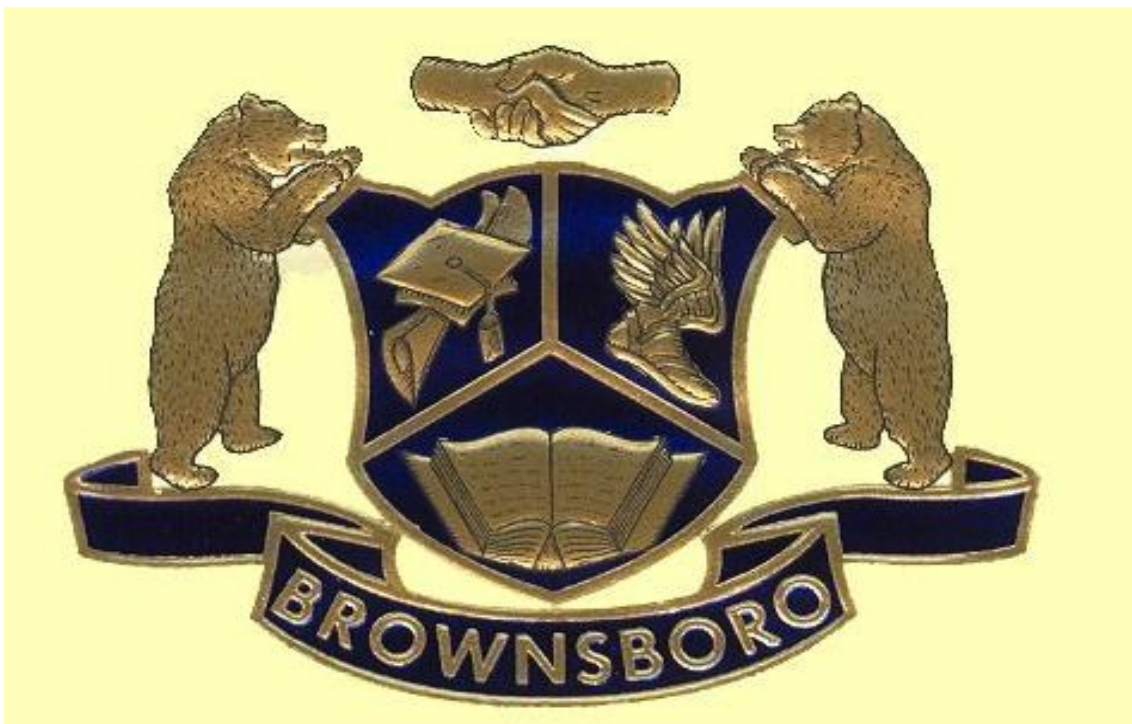


**Brownsboro High School**  
**Teacher Handbook**  
**2018 - 2019**



***Excellence Is Our Standard!***

## **Alma Mater**

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

## **Colors**

**Blue and Gold**

## **Mascot**

Bears / Bearettes

## **Fight Song**

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

**ADMINISTRATIVE TEAM**

Principal ..... Brandon Jones  
Secretary ..... Carol Mayfield

**CURRICULUM & INSTRUCTION**

Assistant Principal - Dean of Academic Affairs ..... Mary Helen Kelm  
Assistant Principal - Special Education ..... Angela Wright  
CTE Director ..... Sherry Fuller  
Student Support Services Coordinator ..... Tonya Gray  
Counselor ..... Tammy McKibbin  
Registrar ..... Alma Hagan

**DISCIPLINE & ATTENDANCE**

Assistant Principal - Behavior Coordinator..... James Crouse  
Attendance Clerk ..... Kim Parker  
Receptionist ..... Jenny Irwin

**LEADERSHIP TEAM**

Greg Lytle ..... English  
Holly Dunklin..... Mathematics  
Erin Florence. .... Science  
Joel Herrington. .... Social Studies  
Jake Boyd, Donnis Poe, and Amanda Gwynn. .... Ag.& Industrial Tech/Health & P.E.  
Reva Jean Thornton ..... Spanish

**CO-CURRICULAR**

Athletic Director ..... Greg Pearson  
Band Director ..... Jeff Russell  
Theater Director ..... Vanessa Hendricks  
Drill Team Director ..... Emily Cawthon  
Athletic Director Secretary ..... Mandy Grubbs

**SPONSORS**

Cheerleaders..... Jacie Rinehart  
Drill Team..... Emily Cawthon  
Athletic Director..... Greg Pearson  
Girls Athletic Coordinator..... Tony Wood  
National Honor Society..... Greg Lytle  
FFA..... Sims/Boyd/Smith/Boyd  
UIL Coordinator..... Emily Siemens  
Theater Director..... Vanessa Bailey  
Band Director..... Jeff Russell

**BROWNSBORO HIGH SCHOOL**  
**Colaborative Teams**

<b>Math</b>	<b>Science</b>	<b>English</b>	<b>History</b>	<b>Spanish</b>
Benton	Florence	Lytle	Herrington	Tores
Dunklin	Latus	Rogers	Park	Thornton
Baker	Phillips	McBryde	Hodge	
Heldman	Rook	Proffitt	Lovett	
Comstock	Parker	Reynolds	Martin	
Pottorf	Hebert	Dunn	Poe, P.	
Goodwin	Duke	Walker	Ballard, S	
Bumpers				

<b>Fine Arts</b>	<b>Health Science-Public Services</b>	<b>Buisness and Industry-Public Services</b>	<b>Buisness and Industry-Ag.</b>	<b>Dropout Prevention</b>	<b>Intervention</b>
Russell	Nation	Kindley	Boyd, J.	Rinehart	Cooper
Stuckey	Rook	Poe, D.	Sims	Haynie	Johnston
Scott	Smith, B	Grayson	Smith, R.	Wood	Caton
Bailey, V.	Phillips	Siemens	Boyd, K.	Miller	McGill
Cawthon		Wilson		Ballard, Z	
Wait		Shaffer			
Bailey, K.		Gwynn			
Oliveras					

# Texas Administrative Code

## Educator's Code of Ethics

**(a) Statement of Purpose.** The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Enforceable Standards.

**(1) Professional Ethical Conduct, Practices and Performance.**

(A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

(M) Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

(N) Standard 1.14. The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

**(2) Ethical Conduct Toward Professional Colleagues.**

(A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

**(3) Ethical Conduct Toward Students.**

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **DISCIPLINE PROCEDURES**

Teachers are encouraged to set their own classroom rules. These rules should be set to maintain discipline and order. We ask that teachers utilize the discipline management plan set forth by the campus. Our D-Hall system is for the minor offenses that occur in the classrooms and hallways. Teachers are responsible for improving student behavior and correcting the students when they make poor choices. Inappropriate language will not be tolerated and will garner the appropriate consequence. A well kept, attractive school building is of the utmost importance in establishing a suitable educational climate. It is each teacher's responsibility to ensure that their classrooms and our campus is neat and clean.

**“Respect - Give It to Get It!”** Do not allow students to call you by your first name. Students should answer “yes ma’am/no sir” and “no ma’am/no sir.”

**Minor Discipline infractions:** Minor discipline violations should be handled through the use of the D-Hall system. Teachers will fill out the D-Hall form and assign the day and time in which the D-Hall will be served by the student. Teachers will then turn the D-Hall form into the office.

### **Minor Violations Examples:**

- Tardy
- Dress code
- PDA
- Not prepared for class
- Classroom rules violation
- Disrespect
- Hallway violations

**Major Discipline Infractions:** Major discipline infractions should be referred to the assistant Principal's office by emailing a code of conduct violation form and calling the office using the intercom system if the student is sent to the office during class.

### **Major Violations Examples:**

- Disrespect
- Fighting
- Using or Possessing Tobacco
- Profanity
- Possessing Prohibited items such as guns, knives, drugs, alcohol or other items
- Truancy
- Persistent Misbehavior

## **DISCIPLINE CONSEQUENCES**

- Corporal Punishment
- In School Suspension
- Out of School Suspension
- Referred to BISD Police

- Referred to Justice of the Peace
- DAEP
- Expulsion

## **MORNING PROCEDURES**

- Breakfast begins at 7:40 a.m.
- Students are to use the restrooms by the counselor's office.
- Students are permitted to attend tutorials but must remain in the teacher's classroom until 7:55 a.m.
- Students should not loiter in the hallways before school.
- STUDENTS MUST BE EITHER IN A TEACHER'S CLASSROOM, ON THE PORCH OUTSIDE, OR IN THE CAFETERIA.

## **EMPLOYEE DRESS AND GROOMING**

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. *BISD Board Policy DH (Local)*

As an employee of Brownsboro High School it is crucial that we dress with an academic purpose of modeling professional, ethical, and moral values that represent ourselves, our families, and our community in a pleasing manner.

NOTE: Jeans may only be worn on designated days. Jeans must be worn with a Brownsboro spirit T-shirt or a blue/gold/white shirt with a collar.

## **DRUG FREE SCHOOLS**

The district prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as a part of any of the district's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the district, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This complies with notice requirements imposed by the Federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201])

## **TOBACCO POLICY**

Smoking or using tobacco products is prohibited by law on all district-owned property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other



school sponsored events. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. (*District Policies: DH, GKA, FNCD*)

## **SEXUAL HARASSMENT**

Brownsboro I.S.D. prohibits sexual harassment between student to student, employee to employee, employee to students, and student to employee. Engaging in sexual harassment is a form of discrimination and is prohibited by law. Employees are prohibited from having any kind of sexual contact or romantic relationship with students enrolled in our schools.

If you have a complaint about sexual comments, conduct, contact or any other inappropriate conduct by a school employee, do not hesitate to contact the school principal or the Title IX coordinator. The administration will listen to your concern and conduct a prompt investigation. The results of the investigation and of the general action taken if there is a finding of wrongdoing will be presented to all parties involved and in accordance with state and federal law.

(*District Policies DHC, FNCJ, FFG*)

## **TEACHER EXPECTATIONS**

**TEACHER ABSENCES:** When it is necessary for a teacher to be absent from school because of illness or other reasons, please log on to AESOP system to enter your request. In the case of an emergency a call to Mr. Crouse on his mobile phone at 903-330-6446 will need to be made if the 6:00 a.m. deadline for AESOP has been missed. If a teacher has to leave campus during the school day for any reason they must receive prior approval from the principal and sign out through the attendance clerk and sign back in upon arrival. The teacher will subsequently be responsible for entering the appropriate information into the AESOP system.

Teachers must leave a “sub packet” readily accessible with seating charts, assignments for the day or other pertinent information so that instruction can proceed without interruption. These “sub packets” will be checked frequently by the principals. If on a morning a teacher is absent and will miss their assigned duty station, it will be the responsibility of the teacher to secure appropriate coverage of their duty station. It is unacceptable to leave students unsupervised.

If a teacher is to be absent for school business, he/she should enter their request into the AESOP system one week prior to the date of the scheduled activity.

Teachers who are ill for more than three days must submit a Dr. note upon returning to school. Teachers are allowed five days absence for a death in the family (This is a part of your sick leave, state and local).

**ANNOUNCEMENTS:** In order to maintain an academic focus, announcements will be made one time each day at the beginning of second period. Teachers should e-mail or send copies of the day’s announcements to Mrs. Irwin before 8:00 a.m. each morning.

**TV Monitors:** Information that teachers are needing to communicate to the students via the TV monitors should be emailed to Mr. Wilson and Mrs. Fuller by Friday of the previous week. Information will be uploaded each Tuesday morning.

**Marquee:** Information that you are wanting to be placed on the Marquee should be emailed to Mr. Wilson and Mrs. Fuller by Friday of the previous week.

**ATTENDANCE FOR PEP RALLIES AND ASSEMBLIES:** All teachers will attend pep rallies and assemblies. During pep rallies and assemblies teachers will sit with their respective classes. Those teachers not assigned a class will be expected to disperse themselves throughout the assembly.

**BOMB THREATS:** Refer to the Emergency Plan.

**COUNSELOR:** Students, who wish to see Mrs. Gray or Mrs. McKibbin should sign a request with Mrs. Hagan. The counselor will send for the student when time allows.

**DISASTER DRILLS:** There will be at least one drill each semester. Teachers should instruct each of their classes in the most expedient route from each building as indicated on the evacuation charts located in each classroom. Teachers should see that all students are out of their rooms and the doors closed before following their students to their designated assembly areas. Teachers should take a copy of the class roll with them to the designated area in order to make sure all students have arrived safely. The assembly areas will be approximately one hundred feet from the building and not blocking any possible fire lanes. Teachers should stress that students be as quiet as possible in order to hear instructions over the intercom or by messenger. Refer to the Emergency Plan for specific instructions.

**FREE /REDUCED LUNCH FORMS:** Each student should receive free/reduced lunch information at the beginning of the school year. Forms are to be turned in to the second period teacher. All Free and reduced lunch forms are required to be turned in to the office daily.

**HALL PASSES:** Teachers should not allow students should not be in the hallways during class except in cases of emergencies. All students must have a metal hall pass from the sending teacher denoting destination. The three locations students are permitted to be at are the restroom, nurse, or the office.

**HOMEBOUND POLICY:** Students placed at home by a physician for medical or physiological reasons are classified as homebound. Please refer to the forms relating to homebound students in back of the handbook.

**LESSON PLANS:** Teachers will turn in lesson plans to appraisers no later than the Friday prior to the applicable week. Teachers will submit lesson plans electronically using the 2018-2019 required lesson plan template.

**MASTER ACTIVITY CALENDAR:** Any dates for special events should be requested to the principal for approval to the "Master Activity Calendar". Events should be scheduled as early as possible after the beginning of the school year (dances, etc.). After administrative approval Mrs. Mayfield will place these on the calendar in the principal's office.

**PARENT/TEACHER CONFERENCES:** Teachers are asked to have parent/teacher conferences as often as needed. If a conference would be helpful, do not hesitate to contact the parent(s) whether by phone, in person, or by email. If a parent requests a conference, please attempt to

arrange the meeting as soon as it is convenient for both parties. Make every effort to arrange the meeting during the teacher's conference period or before/after school. The teacher may request an administrator to be present, if necessary. Please document the conference, keeping a copy for your records and send a copy to the office. Conference forms will be available, upon request, from the office.

**SCHEDULE CHANGES:** Student that wish to change thier schedule must make an appointment with the counselor and must be made in the first two weeks of school.

**SCHOOL SPONSORED TRIPS:** Field trips should be instructional in nature. Field trips shall be limited to one per grade, class, or organization per year. Additional trips may be taken if they are outside the regular school day.

Students who intend to participate in school sponsored trips are required to adhere to UIL eligibility standard and comply with Brownsboro High School Co-Curricular attendance policy. Additionally, students who participate in school-sponsored trips shall be required to ride in transportation provided by the school. Parents/guardians should not be allowed to transport students in the parents'/guardians' personal vehicles for field trips or other school-sponsored trips except in very limited circumstances when small groups of students are involved. Approval for parents/guardians to transport students shall be by the campus principal, sponsor, or designee. If parents/guardians are permitted to transport students to and/or from school-sponsored activities, they shall provide proof of insurance and the school shall obtain a written statement from the parent of each student that grants permission for the student to be transported by the designated adult in his/her vehicle. The proof of insurance and the signed permission statements shall be in the campus principal, sponsor, or designees possession prior to departure. Parents may give permission in person for their children to ride with a designated adult in lieu of a written request. If such is the case, the personal request shall be given prior to departure also. *The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.*

The Board shall permit students to take school-sponsored overnight trips for the following purposes: activities of school-sponsored or -sanctioned clubs or organizations. Approval for the trip shall be from the Superintendent.

**TELEPHONE CALLS:** A telephone has been placed in the teachers lounge for teacher use. Do not let students out of class to make phone calls, unless so directed from the office.

**CELL PHONES:** Teachers may use personal cell phones during the school day out of the sight of students and not during instructional time. Examples: Teacher's lounge, office, empty classroom during conference, etc...

**TEXTBOOKS:** If a teacher chooses to issue textbooks to students they are to maintain accurate records for inventory and accountability purposes.

**TRANSPORTATION REQUESTS:** Requests for vehicles to transport school personnel (students, teachers, aides, etc.) on school sponsored trips are to be submitted on line using the Schooldude application that is on the school website no later than one week prior to the date of the trip. There must be money available in your budget before a trip is approved. All requests must be approved by the principal and the transportation director.

**WORKDAY SCHEDULE:** Teachers should report to school by 7:40 a.m. and remain until 3:50 p.m. Morning tutorials will begin at 7:40 a.m. and students must stay in classrooms until 7:55 a.m. All teachers need to be available for tutorials either before school or after school.

**DUTY:** Teachers will be required to work one duty station per week. Duty starts at 7:40 a.m. and it is imperative that teachers are diligent about being present and attentive for the duration. If a teacher is unavailable to perform their duty for extenuating circumstances it is the responsibility of the teacher to secure adequate coverage.

If for any reason a teacher must leave campus during their conference period, they should receive permission from a principal and sign out at Ms. Parker's office. When you return, sign back in so that we know you have returned. If you are late for any reason, notify a principal.

## **LIBRARY GUIDELINES**

**LIBRARY MATERIALS:** The library has books, magazines, videos and other items available for teachers to use as needed. Each teacher may check out these materials for the length of time required. Teachers are encouraged to come by the library anytime. Teachers may also email the librarian or aide for material requests, which can be put in the teacher's mailbox. For equipment, come by the library (or email the librarian or aide) to reserve the dates needed so that it will be available for use, as quantities are limited. The teacher reserving equipment needs to return it as soon as they have finished. Those teachers not reserving equipment in advance will be served as availability allows. Visual media equipment is to be checked out by the *teacher* requesting the machines. No student will be allowed to remove school technology without the requesting teacher's presence. It is to be returned by the teacher and not sent back by students. (Safety standards state only *adults* are to push the large media carts)

**RESEARCH:** Teachers may reserve class periods for research by contacting the librarian who will reserve those days or weeks needed.

**ADDING RESOURCES:** Teachers wishing materials to be added to the core collection may request these by giving the information to the district librarian. (Requests can be made through email if the librarian is not available). Requests can be general such as "materials on alcoholism" or specific items in which case please give as much information as is available - source, price, title, and author etc. Such requests will be filled as funds allow.

## **VISUAL MEDIA POLICIES**

**PHILOSOPHY:** DVDs and other forms of visual media can be excellent instructional resources. When used appropriately, they enable teachers to present information in an interesting manner that promotes learning. Teachers should take advantage of the opportunities that this technology has offered them. However, visual media can be used inappropriately. In order to assure that BISD students receive the quality instruction they need, and to maximize instructional time in classes, the following guidelines have been developed for use on the BISD campuses.

**INSTRUCTIONAL PURPOSE:** All visual media shown in the classroom must have an instructional relevance that relates to the subject being taught at the time they are viewed. Video use should be planned with the same care and forethought that all instructional activities are planned. They should be included in lesson plans and correlated to the district's curriculum. Pre-instructional and post-instructional activities must accompany all visual media.

**PRIOR APPROVAL:** In order to show a movie or video as part of the core curriculum, a teacher must have prior approval. Prior approval may be obtained by submitting a request to the district's video committee, which will be composed of teacher representation from each campus and the principals. This should be done for all videos that teachers anticipate showing throughout the year. Videos, which have been approved by the principal for one-time showing, must be submitted to the district's video committee for approval before they can be used again.

**LEGALITIES:** Movies or Videos shown need to be within legal use. There are four criteria that must be met to meet copyright standards for educational use:

1. A teacher or instructor is present
2. The showing takes place in a classroom setting with only enrolled students attending
3. The movie or video is used as an essential part of the current core curriculum being taught  
(Meaning the movie or video contributes to the overall required course of study)
4. The movie or video being used is a legitimate copy and not pirated from a legitimate copy or taped from television.

**GRADE/AGE APPROPRIATENESS:** In selecting movies or videos, teachers must look closely at the social, emotional, and intellectual development of the students in their classrooms. Teachers must not select videos that are either too elementary or "over the heads" of their students. In addition, teachers must ensure that the subject matter of the videos is not considered objectionable to the general community and is appropriate for a classroom setting. Teachers are encouraged to use common sense in selecting the movies or videos that are conducive to a learning environment.

**LIBRARY CHECK OUT OF THE VIDEOS AND PLAYERS:** To check out visual media and the technology to display it on, teachers are expected to have a copy of the lesson plan for the movie or video and evidence of prior approval. The teacher is responsible for any and all visual media shown in class.

### **CAMPUS EDUCATION IMPROVEMENT COMMITTEE**

The CEIC is elected by the campus faculty and meets regularly to discuss matters and make recommendations regarding the improvement of the educational programs at Brownsboro High School. The new members to serve on the committee will be elected at the beginning of the school year.

**For Grading Policy, Make Up Work, Grades, Grade Reporting, Semester Examination Policy, Progress Reports, Tutorials, and Homework Assignments see BISD Instructional, Grading and Reporting Procedures Manual for 2018 - 2019.**

**NOTE: TEACHERS ARE RESPONSIBLE FOR KNOWING THE CONTENTS OF THEIR HANDBOOK.**

**Brownsboro High School  
Bell Schedule 2018 - 2019**

<b><u>Period</u></b>	<b><u>Bell Schedule</u></b>
1	8:00 - 8:45 am
2	8:49 - 9:34 am
Enrichment	9:38 - 10:11 am
3	10:15 - 11:00 am
Lunch A	11:00 - 11:30 am
4	11:34 - 12:19 pm
5	12:23 - 1:08 pm
4	11:04 - 11:49 am
Lunch B	11:49 - 12:19 pm
5	12:23 - 1:08 pm
4	11:04 - 11:49 am
5	11:53 - 12:38 pm
Lunch C	12:38 - 1:08 pm
6	1:12 - 1:57 pm
7	2:01 - 2:46 pm
8	2:50 - 3:35 pm

**LUNCH MATRIX**

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

**Eligibility Calendar  
2018-19 UIL ELIGIBILITY  
GRADE CHECK DATES**

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

6 Week Check-Progress Report	Sept. 28th 2018 (Fri). <i>UIL eligibility for all students will be checked on this date.</i> Effective Date: 10/5/18 End of school day
(1 <sup>st</sup> 9 Week Grades)	Oct. 12th 2018 (Fri). <i>All students will be checked.</i> Effective Date: 10/19/18 End of school day
3 Week Check-Progress Report  *All students are eligible 11/16/18 End of school day until 11/24/18 for Thanksgiving Break	Nov. 2nd 2018 (Fri). <i>Only students failing 10/12/18 will be checked.</i> Effective Date: 11/9/18 End of school day
3 Week Check-Progress Report  *All students are eligible 12/20/18 End of school day until 1/7/19 for Christmas Break	Nov. 30th 2018 (Fri). <i>Only students failing on 10/12/18 &amp; 11/2/18 will be checked</i> Effective Date: 12/7/18 End of school day
(2 <sup>nd</sup> 9 Week Grades) Semester Ends	Dec. 20th 2018 (Fri). <i>All students will be checked.</i> Effective Date: 1/11/19 End of school day
3 Week Check-Progress Report	Jan 25th 2019 (Fri). <i>Only students failing on 12/20/18 will be checked.</i> Effective Date: 2/1/19 End of school day
3 Week Check-Progress Report	Feb 16 <sup>th</sup> (Fri). <i>Only students failing 12/21 &amp; 1/26 will be checked.</i> Effective Date: Feb 23 End of school day
(3 <sup>rd</sup> 9 Week Grades)	March 9th (Fri). <i>All students will be checked.</i> Effective Date: Mar 23rd End of school day
3 Week Check-Progress Report	April 6th (Fri). <i>Only students failing 3/9 will be checked.</i> Effective Date: April 13th End of school day
3 Week Check-Progress Report	April 27 <sup>th</sup> (Fri). <i>Only students failing 3/9 &amp; 4/6 will be checked.</i> Effective Date: May 4th End of school day
(4 <sup>th</sup> 9 Week Grades) Semester Ends	May 23rd 2019 (Thur). <i>All students regain eligibility during summer break</i>

<b>DUTY STATIONS 2018-2019</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>
<b>DUTY TIMES - 7:40am-7:55am</b>	<b>7:40-7:55</b>	<b>7:40-7:55 5</b>	<b>7:40-7:55</b>	<b>7:40-7:55</b>	<b>7:40-7:55</b>
FRONT PORCH/ENTRY	V. Bailey	Bumpers	Gwynn	J. Boyd	Reynolds
BREAKFAST - STATION 1	Siemens	Benton	Park	P. Poe	Rogers
BREAKFAST - STATION 2	D. Poe	Hodge	Goodwin	Lytle	Wilson
STUDENT PARKING LOT	Parker	B. Lovett	Martin	Ballard, Z./Ballard, S.	Phillips
A-WING ENTRANCE DOORS	Scott	Pottorf	Baker	Comstock	Dunklin
A - WING OUTSIDE (EAST)	Haynie	Thornton	McBryde	Torres	Heldman
C-WING ENTRANCE DOORS	Bledsoe	Proffitt	Cooper	Dunn	Kindley
D- WING SCIENCE	Florence	Latus	Rook	Hebert	Padgett
GYM HALLWAY	Smith, B	A. Lovett	Miller	Wait	Johnston
CTE/BAND PARKING LOT	Smith, D	Sims	Smith, R	K. Boyd	Nation
ATHLETIC PARKING LOT	McGill	Caton	Grayson	Wood	Shaffer
<b>CAFETERIA DUTY</b>	<b>A - LUNCH</b>	<b>B- LUNCH</b>	<b>C- LUNCH</b>		
	<b>11:00-11:30</b>	<b>11:49-12:19</b>	<b>12:38-1:08</b>		
	Crouse	Wright	Kelm		
	Miller	Miller	Miller		
	INL INL TBD	INL TBD	INL INL TBD		



