

# Required Forms

## Acknowledgment Form

My child and I have received a copy of the **BLACKWELL CISD** Student Handbook and the *Student Code of Conduct* for 2018-2019. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgment of Electronic Distribution of  
Student Handbook**

My child and I have been offered the option to receive a paper copy or to electronically access at blackwellhornets.org. **Student Handbook** and the **Student Code of Conduct** for 2018-2019.

I have chosen to:

- Receive a paper copy of the **Student Handbook and the Student Code of Conduct.**
- Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the **Student Code of Conduct.** If I have any questions regarding this handbook or the Code, I should direct those questions to the principal at **325-282-2311**.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**

State law requires the district to give you the following 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. If you do not want BLACKWELL CISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 8, 2018 or within ten school days of child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not; use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

Blackwell CISD has designated the following information as directory information:

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

**For the following school-sponsored purposes**—all District publications and announcements—directory information shall include student's name, photograph, date of birth, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

**For all other purposes**, directory information shall include student's name, as well as honors, awards, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give) (do not give)** the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

**Parent's Response Regarding Release of Student Information to  
Military Recruiters and Institutions of Higher Education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

**Parent:** Please complete the following only if you **do not** want your child's information released by Blackwell CISD to a military recruiter or an institution of higher education without your prior consent.

I, parent of \_\_\_\_\_ (*student's name*), request that the Blackwell CISD **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature \_\_\_\_\_

Date

\_\_\_\_\_

## **NOTICES TO PARENTS**

### **Statement of Nondiscrimination**

In its efforts to promote nondiscrimination, Blackwell CISD does not discriminate 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 Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Abe Gott, Superintendent at 325-282-2311.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Bryan Shipman, Principal at 325-282-2311.
- All other concerns regarding discrimination: See the superintendent Abe Gott at 325-282-2311.

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, and is available in the superintendent's office. If you have any questions, please contact the superintendent's office.

### **Pest Management Plan**

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 superintendent's office.

### **Additional Notices**

Other important notices in the Student Handbook cover the following topics:

- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

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# PREFACE

To Students and Parents:

Welcome to school year 2018-2019! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The **Blackwell CISD Student Handbook** is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS**—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

**Section II—INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Blackwell CISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and posted online at [www.blackwellhornets.org](http://www.blackwellhornets.org) or available in the principal’s office.

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the Student Handbook, the provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

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

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and

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

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

This section of the Blackwell CISD Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, Blackwell CISD does not discriminate 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 Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Abe Gott, Superintendent at 325-282-2311.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Bryan Shipman, Principal at 325-282-2311.
- All other concerns regarding discrimination: See the superintendent Abe Gott at 325-282-2311.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.

- Monitoring your child’s academic progress and contacting teachers as needed. Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 325-282-2311 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. Participating in campus parent organizations. Parent organizations include: PTO
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Abe Gott at 325-282-2311.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## **PARENTAL RIGHTS**

### **Obtaining Information and Protecting Student Rights**

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

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

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

### **Displaying a Student’s Artwork and Projects**

As a parent, you have a right to provide consent before the district can display your child’s artwork, special projects, photographs taken by your child, and the like on the



district's Web site, in printed material, by video, or by any other method of mass communication.

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

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

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

### **Inspecting Surveys**

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

### **Accessing Student Records**

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

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

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

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

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

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

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

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

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

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

## **Requesting Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee 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 superintendent or designee for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

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

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

## ***OTHER IMPORTANT INFORMATION FOR PARENTS***

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Bryan Shipman at 325-282-2311.

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

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

potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees 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 Bryan Shipman at 325-282-2311.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

### **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Bryan Shipman and may be contacted at 325-282-2311.

### **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or

academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 610 N. Alamo Ave, PO Box 505, Blackwell, TX 79506.

The address of the principals offices are: 100 Hornet Dr, PO Box 505, Blackwell, TX. 79506

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

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

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

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

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

**Directory Information**

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information” included in this handbook OR included in the forms packet.]

**Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes: all District publications and announcements—directory information shall include student's name, photograph, date of birth, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

For these specific school-sponsored purposes, the district would like to use your child's directory information shall include student's name, as well as honors, awards, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

This information will not be released to the public without the consent of the parent or eligible student.

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

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

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by

simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

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



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

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Bryan Shipman at 325-282-2311.

### **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

#### **Compulsory Attendance**

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

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

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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

### **Parent's Note After An Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

### **Doctor's Note After An Absence for Illness**

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

Absenteeism not only affects a child's performance and progress in school, but also directly affects every taxpayer in Blackwell C.I.S.D. The amount of school support money received from the state is determined by the total average daily attendance during the school year. This means that every day a student is not in school, the district loses state funds.

The Attorney General in opinion No. JC-0398, July 11, 2001, stated that in order to receive credit in a class, students must actually attend the class 90 percent of the days the class is offered. Excused absences are counted as days of attendance for purposes of the compulsory attendance law [see FEA], but do not automatically count toward days of attendance for purposes of receiving credit under Education Code 25.092.

[See FEC(LOCAL).]

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the school office.

## ***ACADEMIC PROGRAMS***

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

## ***AWARDS AND HONORS***

AB Honor Roll

A Honor Roll

Perfect Attendance

Perfect Perfect Attendance

Beta Club

Valedictorian

Salutatorian

Subject Awards

Hornet at State

An "Honor Roll" will be released at the end of each six weeks, "A" and "A-B". Students who are receiving grade modifications are not eligible. 'A' means all A's, not 'A' average.

To be a member of the Blackwell Chapter of the National Beta Club, a student must be going the RECOMMENDED ROUTE or higher for graduation and remain on the "A" or "A-B" Honor Roll. If a grade lower than a 'B' is made, a student cannot become or remain a member of the Beta Club.

Students attaining perfect attendance for the entire school year will be recognized and will receive special awards.

The Hornet at State award began with the 2009-2010 school year. Due to changes in competition the award has become more participatory than honor. To ensure that the award maintains an award of special recognition, the following guidelines will begin in 2018-2019:

- Only students in grade 9-12 are eligible;
- Students who compete in "state-only" contests are not eligible; Students must be in a contest that has a recognized district and regional competition;
- Students that arrive at the state level due to no competition entered at the district level or regional level are not eligible.

## **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

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

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in Vocational Agriculture, Business, and Family Consumer Science. Admission to these programs is based on age, grade, and class schedule.

Blackwell CISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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

Class rankings are given on request.

The Valedictorian honors will be given to the boy or girl making the highest average during the four years of high school study. Salutatorian honors will be awarded to the boy or girl making the second highest scholastic average. These honors are determined soon after the end of the fifth six weeks of the senior year.

Students who transfer from other accredited schools are eligible for honors provided they attend school in Blackwell for the Junior and Senior years and provided they have as high or higher scholastic averages in Blackwell High School as the average brought with them from the other high schools.

Junior High Valedictorian and Salutatorian must attend Blackwell Junior High for their entire 8<sup>th</sup> grade year in order to be considered for these honors.

In High School, the Valedictorian will receive the “Honor Graduate Certificate” from the Texas Education Agency.

A student who completes honors requirements in less than four years will be eligible for honors in their class.

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor for further information about the application process and deadlines.

[For further information, see policies at EIC.]

## **GRADE WEIGHTS**

For a list of classes that receive weighting, see BCISD board policy EIC(local)

## **CLASS SCHEDULES**

Students have 5 days at the first of each semester to request a schedule change.

## **COLLEGE CREDIT COURSES**

In addition to the programs offered by the district, Students in grades 11–12 may earn college credit from the following:

An institution of higher education that is accredited according to district policy EHDD Local must provide the course.

The course(s) for which credit is awarded shall provide advanced academic instruction beyond or in greater depth than the essential knowledge and skills for the equivalent high school course. EHDD Legal.

College courses may be taken for dual credit or college credit. The High School Principal or designee will determine college courses that will be accepted for dual credit by Blackwell High School. EHDD Legal.

The student must be accepted for admittance to college.

The course(s) may be taken during the instructional day, after school hours, or during the summer.

Credit for successfully completed college course(s) shall be earned in one-half increments (3 hours = ½ credit).

The student pays all costs associated with taking the college course(s).

The student must provide Blackwell CISD a copy of the official college transcript or semester grades showing the grade received.

College grades must be a minimum of “C” to qualify for high school credit. Note: Grades of 3.0 or higher are required for college academic courses to qualify as advanced measures under the Distinguished Achievement High School Program – Advanced High School Program.

Grades earned in a college course(s) shall not be used in computing class rank or GPA.

For students entering their 10<sup>th</sup> grade year in or after the school year 2007-2008, the District shall consider dual credit courses determining class rank. The District shall add ten points to the final semester grade averages in each of those courses. These enhanced grade averages shall be recorded on students’ transcripts and shall be used in calculating weighted numerical grade averages for class rank. [EIC local]

When college courses are not meeting, the student will report to the appropriate classroom supervised by the facilitator of the course.

Blackwell CISD will assign an employee as a classroom facilitator for college courses.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher, coach, or principal. Your first step in voicing a concern should be to your child’s teacher or, if it is an athletic concern, to your child’s coach or PE teacher. If unresolved, then your next step would be to discuss the situation with the campus principal (PreK-6, Mr. Powers; 7-12, Mr. Shipman) or the athletic director if it is about coaching or athletics. After that, if the issue is still unresolved, you can discuss it with the superintendent.

For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district’s policy manual. A copy of this policy may be obtained in the principal’s or superintendent’s office or on the district’s Web site at [www.blackwellhornets.org](http://www.blackwellhornets.org)

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

## **CONDUCT**

### **District Jurisdiction**

The district has authority and control over its students during the regular school day and while going to and from school on District Transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action.

### **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.

### **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.

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, **cell phones must remain turned off and not visible during the instructional day, including during all testing.** The use of cell phones in locker rooms or restroom areas at any time while at school is strictly prohibited.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and will include confiscation of the device. The school will charge the owner \$ 15.00 for the release of the telecommunications devices [See policy FNCE.]

## **Public Displays of Affection**

Public displays of affection are not allowed at school or at school sponsored activities.



## **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

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

## **CONTAGIOUS DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

## **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation.

[For further information, see policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact Rita Rotan at 325-282-2311.

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

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 90 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

### ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The deadlines for registration are as follows:

October 14, 2015

January 27, 2015

April 6, 2015

June 1, 2015

A student will earn credit with a passing score of at least 70 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date

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

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served

when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

## **Dating Violence**

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

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

## **Discrimination**

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

## **Harassment**

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

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

## **Sexual Harassment**

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

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

## **Retaliation**

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

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

## **Reporting Procedures**

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

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

## ***DISTANCE LEARNING***

Credit toward state graduation requirements may be granted for distance learning courses only as follows:

1. Students may earn course credit through distance learning technologies, such as satellite, Internet, two-way videoconferencing, and instructional television.
2. The distance learning courses must include the state-required essential knowledge and skills for such a course.

(19 TAC 74.23)

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

### **School Materials**

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

The school newspaper, The Buzz, and the yearbook, The Hornet, are available to students.

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

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

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

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

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

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

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include

the name of the sponsoring person or organization, and be submitted to the superintendent for prior review. The superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

## ***DRESS AND GROOMING***

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. Shirts/blouses are always required on school grounds and at school events. The only exception is Boy's P.E./Sports.
2. Shorts may be worn; the length must not be shorter than dollar bill length from the bend of the knee to bottom of shorts.
3. Skirts have the same length requirements as shorts.
4. Shoes must be worn. House shoes aren't acceptable. Shoes with wheels are unacceptable.
5. No bicycle shorts or wind shorts (unlined nylon shorts) or any combination thereof will be allowed.
6. Clothes must be free of patches, tears, or holes above the knee or are otherwise in need of repair are unacceptable. If cutoffs are worn, they, and all other garments, must be hemmed.
7. Excessively loose or tight clothing is not permitted.
8. Three (3) inch shoulder seam (sleeveless) on dresses and tops are allowed as long as they are not too revealing in front or back, except when formal dress is required by the sponsor. Two shirts that do not meet the 3" requirement may not be combined to meet the 3" requirement. Spaghetti straps aren't allowed for elementary students.
9. Appropriate under garments are always required and must be covered at all times.

10. No sports bras or exercising suits are acceptable unless covered by appropriate outerwear.
11. No nude looks, see-through, fish net, ripped, torn, or cut articles (un-repaired) crop tops, halter tops, mesh tops, tank tops, pajama tops or any revealing fashion.
12. Flannel pants, lounge pants, or pajama pants are not acceptable.
13. No midriffs will show.
14. No visible body piercing, except earrings, for girls are permitted at school or any school functions. No “gauges” or oversize earrings. No visible body piercing for boys are permitted at school or any school functions.
15. No head covering by boys or girls are to be worn indoors during the school day or to be taken to any academic class other than AG or P.E.
16. No “gothic” or “gang related” dress or cosmetics (black finger nail polish) are to be worn to school.
17. No item may be worn that insinuates or portrays an obscene or sexual message, including alcohol or drug-related material.

## **Hair**

1. No more than two (2) inches of skin above the ear can be exposed.
2. All haircuts must be neat, clean, and groomed.
3. No rat tails.
4. No facial hair.
5. Side burns become beards at the bottom of the ear.
6. No wild dying.
8. No face/body paint.
9. No lightning bolts, initials, stripes or the like in hair, eyebrows, or mustaches.
10. On boys, the bottom of the ear must be exposed, and hair must be off the collar of a dress shirt.
11. Hair may not hang over the eyes.

***This list is not meant to be all inclusive; rather it establishes general standards. All dress/grooming is under the scrutiny and authority of the principal. If in doubt, check in advance with the principal.***

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

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

[For further information, see policies at FM and FO.]

## **Lettering Policy, Grades 9-12**

Each high school student (Grades 9-12) is provided the opportunity to participate in extra-curricular activities sponsored by Blackwell CISD. In order to be eligible to participate, the student must meet all University Interscholastic League (UIL) standards as well as Blackwell CISD standards.

### **Earning an Award Letter Jacket:**

An Award Letter Jacket will be awarded to each high school student who successfully completes a minimum of two (2) varsity high school activities, including any combination of the following, and is eligible by academic and disciplinary standards:

1. Varsity Athletics: Football, Spirit Team, Cross Country, Basketball, Tennis, Track & Field, Golf

The student must successfully complete the entire season.

2. High School UIL Academics



The student must successfully complete the entire year in at least one event.

3. One-Act Play

The student must successfully complete the entire year as a member of cast or crew.

4. Academic Achievement

The student must achieve an overall grade average of at least 90 and “Commended Performance” in at least one area of the STAAR Test.

Upon successful completion of at least two of the qualifying activities, and maintaining both academic and disciplinary eligibility, the student becomes eligible to receive an award letter jacket. Only one jacket will be awarded during the high school career and will consist of a green award jacket with white trim and an award letter “B” on the left chest. Any additional options such as student name or additional award letters must be purchased by the student and will be limited to the student name (on back or chest) and/or an official letter or patch indicating an eligible activity, which the student has successfully completed for Blackwell High School. Additional official patches or letters must be displayed in a professional manner and in acceptable locations on the jacket (e.g., the chest area or on the sleeves of the jacket).

Note: Any patches or items displayed on an official BCISD Award Letter Jacket, which do not meet official BCISD standards, may result in the forfeiture of the award jacket by the student.

**Maintaining the Award Letter Jacket:**

Each High School student who has earned an award letter jacket should understand that the award is an honor and a privilege and is contingent upon continued participation in extracurricular activities, and upon continued exemplary behavior and performance in the classroom consistent with the honor and integrity of BCISD and Blackwell High School. Each student should understand that the award jacket could be confiscated by BCISD if the student fails to uphold the standards of the BCISD Student Code of Conduct or fails to represent BCISD and the Community of Blackwell in an honorable and acceptable manner.

The Award Letter Jacket is purchased by Blackwell CISD and remains essentially the property of BCISD until the student graduates from High School, at which time the jacket becomes the property of the student.

**Standards by which to maintain an Award Letter Jacket:**

Continued participation in the activity or activities in which the award was earned, or meeting at least 2 total qualifying standards, unless prevented from participation by injury or other acceptable reason: Ceasing to continue in the participation of such activities must be approved by the BCISD Superintendent, High School Principal, and activity sponsor.

1. Failure to continue in the participation of these activities through the completion of high school could result in the forfeiture of the Award Letter Jacket. The BCISD Superintendent and High School Principal will make any decision

- regarding such forfeiture. Award letters or patches for additional years of participation may be purchased by the student and added to the jacket.
2. Continued and consistent compliance with the BCISD Student Code of Conduct: The student should understand that violation of the Student Code of Conduct could result in the forfeiture of the Award Letter Jacket. Behavior that brings dishonor to self, family, community, or BCISD could result in the forfeiture of the Award Jacket. The BCISD Superintendent and High School Principal will make any decision regarding such forfeiture.
  3. Continued academic and disciplinary eligibility: The BCISD student should understand that failure to maintain academic or disciplinary eligibility could result in the forfeiture of the Award Jacket. The BCISD Superintendent and High School Principal will make any decision regarding such forfeiture

### **Cheerleaders, Twirlers, Mascot and Pep Squad (Spirit Team)**

All students interested in trying out for cheerleader, twirler, or mascot must sign-up in the school office. The sign-up period for try outs will close at the end of the school day of the on the Friday after grades are posted for the fifth six weeks.

Cheerleaders are to be elected by the student body and one or more judges. Voting by the student body will immediately follow the tryouts and tabulation by the judges (60% of total weight) will immediately follow the tryouts in the afternoon. Cheerleaders will be elected by a score comprised of 20% students, 60% judges, 10% grades and 10% school district staff. The results will be calculated by the BCISD Administration (Principal and Superintendent).

The number of participants elected for both High School and Junior High will be as follows:

Cheerleaders – 6            Twirler(s)            Mascot – 1

**Eligibility:** A student must meet all University Interscholastic League (UIL) and Blackwell CISD academic, age, behavioral, and other requirements in order to try out for the program and to continue participation. UIL academic eligibility requirements governing extracurricular activities shall be the standard. The High School Spirit Team will be comprised of students elected from grades 8-11 at the time of tryouts so that participation during the school year will be grades 9-12. The Junior High Spirit Team will be comprised of students elected from grades 6-7 at the time of tryouts so that participation during the school year will be grades 7-8.

BCISD policy will govern all participation and spirit team activities. A copy of the policy will be given to the participants. Questions or concerns may be addressed to the sponsor or principal.

Unless a student is participating in the actual school event, students attending UIL events are expected to behave appropriately and under the guidance of their parent/guardian. Students misbehaviors at football and/or basketball games generally will not be dealt with by school officials unless it is illegal, damaging to school property, or viewed as the principal as behavior so serious that the school must intervene. If a parent or guardian is concerned about their child and/or their child's behavior at an extra-curricular event in

which the child is not participating, then BCISD recommends that the child remain with the parent, rather than allowed to be “unsupervised.”

### **F.F.A.**

The Blackwell Chapter of FFA is sponsored by the teacher of agricultural science. Membership is open to students enrolled in agricultural science.

New Ag Policy (decided at September 19, 2007 Board meeting):

The school will sponsor each FFA member (Jr. or Sr. FFA members – see membership eligibility below) exhibiting a project at a major stock show by paying meals and lodging to one major stock show. Students may enter any stock show at their own expense.

The Ag teacher is authorized to attend the following stock shows:

- Abilene
- Local
- Nolan County – takes precedence over all other shows
- San Antonio – Major
- San Angelo
- Houston – Major

Membership Eligibility –

- (a) (a) A high school student may establish initial membership by enrolling in an approved agricultural science course.
- (b) (b) After completing two consecutive courses, they maintain continuous membership for a maximum of one year while not enrolled in a course provided they maintain an approved supervised experience program, which is documented, in an agricultural record book. For the purposes of this policy, two classes taken concurrently count as two consecutive classes. After re-enrolling and completing one agricultural science course, a student will be eligible to maintain one more year of membership without re-enrollment provided an approved, documented SAEP is in place.
- (c) (c) Local departments may establish more stringent membership requirements. Districts and areas may also adopt enrollment guidelines applying to officers of those associations.
- (d) (d) More rigorous enrollment standards, which apply to competitive events, supersede this policy and are enumerated in the respective handbooks.

### **FCCLA (Family, Career and Community Leaders of America)**

The Blackwell Chapter of FCCLA is sponsored by the family and consumer science teacher. Students enrolled in family and consumer science classes and those who have been previously enrolled are eligible for membership.

## Offices and Elections

### HOMEcomings KING/QUEEN, SWEETHEART, HERO:

Each year a Football Sweetheart and Hero will be selected in the following manner: The Hero is selected from the active football players by the cheerleaders, twirlers, and mascot by ballot under the direction of the sponsors and principal. The Sweetheart is selected from the active cheerleaders, twirlers, and mascot by the football players by ballot under the direction of the coach and the principal. A student can't be Sweetheart or Hero two years in a row. The Sweetheart and Hero will be honored at the pep rally for the last football game.

Each year a Homecoming King and Queen will be selected in the following manner: both will be selected from the UIL eligible High School (9-12) student body. All High School students and the entire faculty can vote. All eligible students will be on the first election. The three boys and three girls with the most votes will be the finalists. Another election among the finalists will be conducted to determine the Homecoming King and Queen. A student can't be King or Queen two years in a row

### MR & MISS BHS:

Mr. and Miss BHS will be selected by a vote of the faculty and 7-12 student body. Mr. & Miss BHS will be seniors.

### EXTRA-CURRICULAR TRIPS;

Students in various organizations may be required/have the opportunity to travel on extra-curricular field trips. Some of these trips require advance planning. If a student drops out or changes plans **AFTER** travel plans have been made and monies disbursed, then the student will be required to pay a refund to the district OR have said funds deducted from their available senior trip funds.

### CLASS FAVORITES:

Class favorites will be elected in grades 9 - 12.

## Junior Class Notes

The Junior Class is responsible for holding the Junior/ Senior Banquet and Prom. All expenses are to be paid from the Junior Class funds. The following guidelines will apply to the Junior/Senior banquet and prom:

- Eligible students will include juniors and seniors enrolled in Blackwell High School and personally invited dates.
- Personally invited dates must be enrolled in a Texas high school.
- Any student (BCISD or date) attending the banquet and prom must be in acceptable academic and disciplinary standing.
- The names of all invited dates must be submitted to the sponsors and administration at least 2 weeks in advance of the banquet and prom.
- A certified law enforcement official will be employed to assist in the supervision of the banquet and prom activities.
- Students who leave the banquet and prom may not return to the banquet and

prom.

- **The BCISD administration reserves the right of final approval of any person attending the Junior/Senior Banquet and Prom.**

## **Class Meetings**

Class meetings may be scheduled only with approval of the class sponsor and principal and during the sponsor's presence.

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

**FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

SCHOOL SPONSORED: Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administrative approval and under the supervision of the project sponsor, for students in all grades. All fund-raising projects shall be subject to the approval of the Principal. Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

The following guidelines will be used to determine fund-raising projects for each class and organization in the District:

1. No fund-raising projects will be allowed during school hours.
2. The following are the number of fund-raising projects allowed each class or organization. This number includes the Fall Festival:

GRADE OR GROUP	NUMBER OF PROJECTS
7.....	1
8.....	1
9.....	3
10.....	3
11.....	4
12.....	NO LIMIT (no fundraising after March 31)
FFA .....	2
FCCLA.....	2
CHEERLEADERS .....	As Approved
TWIRLERS.....	As Approved
BOOSTER CLUBS .....	As Approved

BY OUTSIDE ORGANIZATIONS: No outside organizations or any sort may solicit contributions of any type from students, within the schools.

LOSS OF CLASS TIME: The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected is approved in advance with the administration.

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	Grade 10 (sophomore)
12	Grade 11 (Junior)
19	Grade 12 (Senior)

## **GRADING GUIDELINES**

K - 6 students are not required but may take six weeks and semester tests. The guidelines below apply to grades 7 - 12.

Each instructor will be required to administer a semester exam in each course at the end of each 18-week reporting period. This exam should count for 20% of the student's grade for the semester.

In computing six weeks grades, weighting of daily work and tests/major assignments will be at the discretion of the teacher. Weighting must be approved by the appropriate principal and remain consistent throughout the school year.

Any class or course taught will have a minimum of 10 grades in a six weeks period.

### **Redoing or correcting an assignment**

At teacher discretion, a student may be allowed to redo or correct an assignment. The number of times a student is allowed to redo or correct an assignment is limited to one. However, if the grade is to be used, the grade recorded shall be an average of the two grades.

### **Recorded grades (grades used in obtaining averages for three-week reports and/or six weeks averages)**

Grades recorded in the grade book and used in arriving at averages for the three week or six weeks averages must be teacher-graded assignments. No student-graded assignments can be used in the averaging of grades *except* in the use of a classroom participation grade.

### **End-of Course Assessments**

EOC exams will be part of the second semester grade only. First semester is calculated differently. BCISD conducts a system where grades, ½ credits, and GPA are all calculated separately.

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL).]

Students who entered the ninth grade during the 2005–2006 school year must meet the following credit requirements for graduation:

- Minimum Program 22.5 credits
- Recommended Program 24.5 credits
- Advanced/Distinguished Achievement Program 24.5 credits

Beginning with the 2007–2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

- Minimum Program 22 credits
- Recommended Program 26.5 credits
- Distinguished Achievement (Advanced) Program 26.5 credits

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technology, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.



## **Certificates of Coursework Completion**

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

## **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

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

[See FMH(LEGAL)]

## **Graduation Activities**

Graduation activities will include:

**COMMENCEMENT EXERCISES:** The senior class will choose their speaker under direction of their sponsor and with the approval of the Superintendent. The sponsor will contact all speakers and guests on the program. All graduation exercises will be in the old gym.

**CAPS AND GOWNS:** Students will furnish their own caps and gowns.

**INVITATIONS:** Graduation invitations are selected by members of the class in the fall for spring delivery. Each student must pay for his/her invitations.

**SPONSORS:** Sponsors shall be assigned by the Administration.

Baccalaureate will be held on the Sunday prior to Graduation in the old gym.

## **Graduation Expenses**

Caps and gowns for 8<sup>th</sup> grade and high school graduation will be school colors. Students will rent or purchase caps and gown. Eighth grade students will wear green gowns. In high school, boys will wear green gowns and girls will wear white gowns.

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

## **State Scholarships and Grants**

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement High School

Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

## **HEALTH-RELATED MATTERS**

### **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school shall engage in 45 minutes of moderate or vigorous physical activity per day for at least four semesters. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held 2 meetings. Additional information regarding the district's School Health Advisory Council is available from Bryan Shipman. [See also policies at BDF and EHAA.]

### **Physical Fitness Assessment**

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

### **Vending Machines**

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

## **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 and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the superintendent's office. If you have any questions, please contact the superintendent's office.

### **Pest Management Plan**

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 superintendent's office.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Abe Gott at 325-282-2311.

## **HOMEWORK**

Most students will find it necessary to do homework. It is urged that parents cooperate in making available time for this study and arrange a suitable place for it.

Homework is used to reinforce what has been learned and it will never be given to introduce new material.

Homework Detention - Teachers can place a student in detention to complete homework.

For late homework, 20 points will be deducted from the homework grade. After two days or when the assignment is graded by the teacher (whichever comes first), the student will be given a zero for that homework.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and

submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

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

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA(LEGAL).]

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student must make up assigned work within the time frame of one day for each day of absence.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

## **DAEP or In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## **Suspension of Students**

In accordance with rules adopted by the State Board of Education, the board of trustees of the Blackwell C.I.S.D. or the board's designee (Principal and/or Superintendent) may suspend a student for just cause. (District policies FM, FO, FOB)

If the class work is not made up satisfactorily, a grade of zero will be given for each day or assignment missed.

The Principal and/or Superintendent shall determine the suspension term.

Texas Education Code 21.3011, Senate Bill 1, and BCISD Student Code of Conduct

## ***MEDICINE AT SCHOOL***

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - **Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.**
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district’s medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district’s form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student’s individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

### **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student’s academic progress or behavior with the student’s parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

### **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Physical Examinations are required in order to participate in U.I.L. sports and will be arranged by the coach.

See U.I.L. Side by Side.

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as

the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

## ***PRAYER***

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

## ***PROMOTION AND RETENTION***

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 1-6, promotion to the next grade level shall be based on the overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subjects areas and a grade of 70 or above in language arts and mathematics. EIE (LOCAL)

In grades 7-8, promotion to the next grade level shall be based on the overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subjects areas and a grade of 70 or above in language arts, mathematics, and either science or social studies. EIE (LOCAL)

In grades 9-12, grade-level advancement shall be earned by course credits. EI

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessment of Academic Readiness(STAAR), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the STAAR is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- Beginning with the 2007–2008 school year, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the



district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy

EIF (LEGAL).]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

### ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

**Students who have been signed out from school must leave the school premises.**

### ***REPORT CARDS / PROGRESS REPORTS AND CONFERENCES***

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent should schedule a conference with the teacher of that class or subject. Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or

course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

Report cards will be mailed to the parents of students in 7<sup>th</sup> – 12<sup>th</sup> grade.

Elementary report cards must be signed by the parent and returned to the school within 5 days.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 5 days.

## **Exam Exemptions Policy**

For the purpose of increasing student attendance, the District shall allow exemptions from final examinations (per semester) for students in grades 9 thru 12 who qualify under the following criteria:

1. The student has
  - a. an average in the class of 90 or above;
  - b. no more than three(3) absences;
  - c. no more than one (1) discipline referral from the particular class;
  - d. no more than two (2) total discipline referrals;
  - e. no more than three (3) tardies in the particular class;
  - f. (2<sup>nd</sup> Semester Final Exam exemption) successfully passed class specific STAAR;
  - g. cleared all fines and fees.
  - h. has not failed a six weeks
  - i. has not failed a corresponding STAAR test (Spring only)
  
2. The student has
  - a. an average in the class of 80 or above;
  - b. no more than two(2) absences;
  - c. no more than one (1) discipline referral from the particular class;
  - d. no more than two (2) total discipline referrals;
  - e. no more that three (3) tardies in the particular class;
  - f. (2<sup>nd</sup> Semester Final Exam exemption) successfully passed class specific STAAR;
  - g. cleared all fines and fees.
  - h. has not failed a six weeks
  - i. has not failed a corresponding STAAR test (Spring only)
  
3. The student has

- a. an average in the class of 70 or above;
- b. no more than one (1) absences;
- c. no more than one (1) discipline referral from the particular class;
- d. no more than two (2) total discipline referrals;
- e. no more than three (3) tardies in the particular class;
- f. (2<sup>nd</sup> Semester Final Exam exemption) successfully passed class specific STAAR;
- g. cleared all fines and fees.
- h. has not failed a six weeks
- i. has not failed a corresponding STAAR test (Spring only)

A student meeting all specifications for exemption but who had a DAEP assignment must have principal approval to be exempt.

## **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.

## **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

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

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **Fire Drill Bells**

Fire Tone                      leave the building

## **Tornado Drill Bells**

Tornado tone                      move quietly but quickly to the designated location

## **Emergency Medical Treatment and Information**

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

## **Emergency School-Closing Information**

If inclement weather occurs, school may start late or there may be no classes. Students and parents should listen to the following stations for updates: **KEAN 105 FM, KTXS CHANNEL 12 (Abilene), KRBC CHANNEL 9, OR KTAB CHANNEL 32 (Abilene)**. Parents are also encouraged to check the district's website at [www.blackwellhornets.org](http://www.blackwellhornets.org) and/or [www.bigcountryhomepage.com](http://www.bigcountryhomepage.com). There are times when the information is not given by all the above stations; therefore, you may need to switch back and forth. If there is still doubt, you may contact the Superintendent or Principals. When possible, notes will be sent home with students in grades K - 6.

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

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

## **SCHOOL CALENDAR OF EVENTS**

A school calendar is provided for your use at the district website. Any school event must be recorded on the calendar. This should be done with the permission of the Superintendent. In the event of two things being scheduled on one night, the one on the calendar first will be given first preference.

To facilitate the closing of school more adequately, no school activities of any kind will be scheduled after May 1, except field trips. Class sponsored activities (money making

activities) will be completed by May 1st. The Senior class may receive an extension of this date with permission of the Superintendent.

## **SCHOOL FACILITIES**

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

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

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

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

### **Conduct Before and After School**

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

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

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the *Student Code of Conduct*.

### **Stadium Rules**

Due to bacteria, etc that can harm surfaces, pets are not permitted at any time within the football stadium. This includes sidelines, track, and field.

### **Cafeteria Services**

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

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

## Lunch Hour and the Cafeteria

Drinks brought from home will not be consumed anywhere except in the lunchroom-- during lunch.

High school students who prefer to eat at home or in town will bring written permission from parents or guardians. This paper must be on file in the Principal's office before the student is allowed to leave the campus during the noon hour. The school will not be responsible for any student who has a signed permission slip to leave during the lunch hour. Parents will be held accountable for any actions that their child is involved in during this time.

Common rules of fairness and courtesy should prevail in the cafeteria. Pupils are urged to assist in keeping the cafeteria clean.

During lunch, when on campus, students will go directly to the lunchroom, gym, foyer, or the area right outside the gym front door. Students are not permitted to sit in cars during the lunch period. Students who eat in the cafeteria may not leave campus for the remainder of the lunch period.

There will not be any take out lunches available for students.

Pupils who bring their lunches to school shall eat their lunches in the cafeteria.

## Meal Prices

Meals may be purchased daily, weekly or by the month:

Extra Milk or Juice -----	.30
Reduced Breakfast (K-12)-----	.50
Regular Breakfast (K-12)-----	1.10
Staff Breakfast-----	1.10
Reduced Lunch-----	.65
Regular Lunch (K-5) -----	\$1.70
Regular Lunch (6-12) -----	\$2.20
Staff Lunch -----	\$3.25
Parent/grandparent Lunch -----	\$4.50
Visitor lunch.....	\$5.50

## Lunch Policy

Lunch bills will be mailed on the first of each month. Parents have until the 20<sup>th</sup> of that month to pay their lunch bill in full. **Beginning on the first day of school immediately after the 20<sup>th</sup> of the month, students who have an unpaid lunch account will receive an alternate meal of peanut butter, carrots, and milk or cheese sandwich, carrots, and milk.**

If you feel that you may qualify for free or reduced lunches please pick up a lunch form, complete it, and return it to Mrs. Williams in the cafeteria office. The form and

information is strictly confidential. It is impossible for teachers or other students to have knowledge of information regarding your child's lunch status.

### **Closed Campus**

Students in grades 9-12 may be permitted to leave campus during lunch. Official written consent and request from the parent or legal guardian is required to be submitted to the principal prior to such approval.

Students in other grades shall not be permitted to leave campus during lunch except as approved by the principal, on a case-by-case basis, in response to a parent's written request.

Students who violate this policy or leave campus at any time without official approval from the Principal or designee shall be subject to disciplinary action in accordance with the Student Code of Conduct. FEE (local)

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- 8:00am – 3:30pm

### **Meetings of Non-curriculum-Related Groups**

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

A list of these groups is available in the principal's office.

### **SEARCHES**

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

### **Students' Desks and Lockers**

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Only legally licensed students will be allowed to drive on campus. At no time will four-wheelers or dirt bikes be allowed on campus.[See also the *Student Code of Conduct*.]

No sitting in cars during school (including lunch period).

Cars violating these rules will be suspended from campus.

### **Trained Dogs**

The district may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

## **ADMINISTRATIVE GUIDELINES FOR DRUG AND ALCOHOL TESTING**

### ***Introduction***

It is the desire and intent of the Blackwell Consolidated Independent School

District to provide and promote a drug and alcohol free learning environment and student body.

Objectives

1. To provide a deterrent to the use of illegal drugs and alcohol by students participating in extracurricular activities in grades 6-12.
2. To maintain a school environment free of drug and alcohol use and its effects.
3. To give students a valid reason to resist the peer pressure to use illegal drugs and alcohol.
4. To educate students as to the serious physical, mental, and emotional harm caused by the use of illegal drugs and alcohol.

To help prevent injury, illness, and harm that might result from the use of illegal drugs and alcohol.

School-Sponsored Extracurricular Activity refers to all interscholastic athletics, cheerleading, drill team, twirling, academic clubs, special interest clubs, class trips,



academic contest, musical performances, dramatic productions, student governments, fine arts organizations, FCS activities, FFA activities, and any other activity or group that participates in contests, competitions, or community service events on behalf of or as a representative of the district.

## **RANDOM DRUG TESTING**

To be eligible to participate in school-sponsored extracurricular activities in grades 6-12, a student must agree to participate in random drug testing throughout the school year in accordance with this policy.

Drugs that may be tested for include, but are not limited to:

Opiates

Amphetamines

Cocaine

Phencyclidine (PCP)

Cannabinol (Marijuana)

Ecstasy

Alcohol

Anabolic Steroids

## **CONSENT FORM**

Each student participating in school-sponsored extracurricular activities must sign a consent form agreeing to the student's participation in the district's drug testing program.

If the student is under 18 years of age, his or her parent/guardian must also sign the consent form agreeing to the student's participation in the district's drug testing program.

The consent form will be valid for the school year indicated on the form. The student, and parent/guardian if the student is under 18 years of age, must sign a new form at the beginning of each subsequent school year. Students will be given an opportunity, on the consent form, to list prescription medications they are currently taking. The medications might affect the test results. They will also be given an opportunity, at the time of testing, to indicate and provide written proof of prescription medications they are currently taking.

**ANY STUDENT THAT WOULD LIKE TO BE TESTED ON A VOLUNTARY BASIS WILL BE ALLOWED TO DO SO.**

## **TESTING PROCEDURES**

1. A certified/licensed drug-testing agency that has been approved by the district administration shall conduct drug testing of the student biological samples. District personnel will not be involved in the actual testing process, but may be asked to help bring students to the testing area and maintain the security of the testing area.

2. An initial test of all students who will be participating in any school sponsored extracurricular activity during the school year will be conducted the first week of school. If a date cannot be scheduled the first week of school, the initial test will be conducted as soon as scheduling permits.
3. Random tests will be conducted during the school year beginning in August and going through May of the following year.
4. Testing will occur at a time and date scheduled by the testing agency in cooperation with the Superintendent or designee. Students will not receive prior notice of the testing date or time.
5. The testing agency will randomly select students for each test session. Any - student participating in school sponsored extracurricular activities will be eligible to be randomly selected for drug testing for illegal substances at any time during the school year.
6. Students will be assigned a number and the testing agency will develop and implement a system to randomly select students for each testing session by that number. The testing agency will supply the district a list of randomly selected numbers for each test session when they arrive in the district on the day selected by the agency for testing.
7. A student who is attending school on an assigned test date but refuses to be tested shall be given one hour to change his/her mind but will not be allowed to leave the testing area. At the end of one hour, if the student still refuses to be tested then they shall be subject to the same consequences as if they had a positive test result. Every effort will be made to immediately contact the parent/guardian of the student to inform them of their child's decision during that one-hour period.
8. If a student agrees to be tested, but is unable to produce a biological sample, they will not be allowed to leave the secure testing area until a sample is produced. When selected, students will remain under the supervision of district employees until a sample is provided. The student and/or the district may choose a hair sample if a urine test cannot be produced.
9. If a student is absent on the testing day and their name is randomly drawn, they will be tested the next test date. The student will not be notified as to their selection but will be placed on the list for the next testing date.
10. Students may be asked to empty their pockets before entering the secure testing area. Their personal belongings will be held for them in a secure area. Purses, backpacks, jackets, sweaters, or other bags or clothing with large pockets will not be allowed in the secure testing area.
11. We will attempt to collect samples under conditions that are no more intrusive than those that might be experienced in a public restroom. Any student who tampers with or assists others in tampering with any sample shall be subject to the same consequences that they might receive if they had a positive test result.
12. Parents will be notified in writing if their student tests positive.
13. All test results will be reported to the Superintendent or their designee only.

14. If a student leaves/quits a program or activity, in order to be reinstated he/she must do the following.
  - a. Obtain permission from the coach/sponsor and the campus administration.
  - b. Be drug/alcohol tested during the next 2 testing sessions.
  - c. Will return to the program at the same status they were in when they left the program in relationship to this policy.

### **POSITIVE TEST RESULTS AND CONSEQUENCES**

Any initial positive test results will be confirmed by a detailed secondary analysis with the specific results reported to the district in a timely manner. Positive results from the initial test for alcohol will be considered a true positive result and will not be sent for further analysis.

Parents/Guardians of any student who has a positive test result will have an opportunity to appeal and request a review of the test results by a medical review officer. Parents/Guardians will need to submit an appeal form to the Superintendent or their designee within 24 hours of receiving written notification of positive test results. The medical review officer will be contracted by the testing agency. If the medical review officer overturns the initial test results, the student will also be reinstated to all extracurricular activities immediately, if otherwise eligible.

### **CONSEQUENCES OF THE FIRST POSITIVE TEST RESULT**

1. The Superintendent or their designee will personally, if possible, and in writing, notify the parent/guardian of the student first, and then the student when there is a positive test result. A copy of positive test results will be provided to the parent/guardian.
2. The student will be required to attend and complete mandatory counseling sessions as specified by the district. The parent/guardian will be highly encouraged to also attend the counseling sessions. The district will provide a location for the counseling and will provide the counseling at no expense to the student or parent/guardian.
3. The student will be suspended from all extracurricular activities for a period of 21 school days. The suspension is inclusive of all holidays and weekends and will be served during the student's competitive season, not during the student's off-season activities. In the event of an appeal, the suspension will be in effect. The District will seek a medical review as immediately as possible. If the medical review results in a reversal of the test to negative, the student will be immediately reinstated.
4. The student will be tested during the next 3 subsequent testing dates even if that goes into the next school year.

### **2nd POSITIVE TEST**

1. The Superintendent or their designee will personally, if possible, and in writing, notify the parent/guardian of the student first, and then the student when there is a positive test result. A copy of positive test results will be provided to the parent/guardian.

2. The student will be required to attend mandatory counseling sessions as specified by the district. The parent/guardian will be highly encouraged to also attend the counseling sessions. The district will provide a location for the counseling and will provide the counseling at no expense to the student or parent/guardian.

3. The student will be suspended from all extracurricular activities for a period of one 42 days. The suspension is inclusive of all holidays and weekends and will be served during the student's competitive season, not during the student's off-season activities. The District will seek a medical review as immediately as possible. If the medical review results in a reversal of the test to negative, the student will be immediately reinstated.

4. The student will be tested during the next 4 subsequent testing dates even if that goes into the next school year.

### **FURTHER POSITIVE TEST RESULTS**

1. The Superintendent or their designee will personally, if possible, and in writing, notify the parent/guardian of the student first, and then the student when there is a positive test result. A copy of positive test results will be provided to the parent/guardian.

2. The student will be required to attend mandatory counseling sessions as specified by the district. The parent/guardian will be highly encouraged to also attend the counseling sessions. The district will provide a location for the counseling and will provide the counseling at no expense to the student or parent/guardian.

3. The student will be suspended from all extracurricular activities for one calendar year. The suspension will begin immediately upon receipt of a positive result. In the event of an appeal, the suspension will be in effect. The District will seek a medical review as immediately as possible. If the medical review results in a reversal of the test to negative, the student will be immediately reinstated.

### **NON-PUNITIVE NATURE OF THE POLICY**

No participant shall be penalized academically or punitively, other than actions outlined in this policy or required by state and federal law, for testing positive for illegal drugs or alcohol. The results of any drug testing done by the district pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities without legal compulsion by a valid and binding subpoena or other legal process. In the event the district is served with any legal subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified before the district submits a response.

## ***SPECIAL PROGRAMS***

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Bryan Shipman at 325-282-2311.

## ***STEROIDS***

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition will be subject to random steroid testing. As required by law, each academic year, the student-athlete and his/her parents/legal guardian shall sign the Parent-Student Steroid Agreement Form prescribed by the UIL. Failure to complete and sign the form shall result in the student-athlete's ineligibility for participation in UIL athletic activities. More information on the UIL testing program may be found on the UIL Web site at

[http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

## ***SENIOR TRIP POLICY***

Blackwell CISD supports and promotes the program of Junior/Senior Class fund raising for the purpose of funding a trip for graduating seniors. The following policies and guidelines have been duly adopted by the BCISD Board of Trustees and exist as official local policy governing the Senior Trip Program.

### **Eligibility**

The student eligible to participate in the Senior Trip Program must be an official Junior of Blackwell High School at the beginning of the second six weeks of their junior year. In order to participate in the trip; the student must successfully complete the entire program, including official graduation. A student transferring in to Blackwell High School after the beginning of the senior year will not be eligible for the Senior Trip.

The senior trip is an **extracurricular activity** over which the district exercises control, even though students have graduated. As with any extracurricular activity, students will be held to a higher standard of behavior than the district-developed Student Code of Conduct. Beginning on the first day of school of a student's junior year, any violation of the following list of offenses, regardless of the time or location of the offense, will result in the student not being allowed to go on the trip. Any funds raised or contributed by the student will remain in the senior trip fund for the benefit of students participating in the trip. An arrest does not have to result in a conviction in order for a senior to be denied from going on the trip. Examples of offenses include but are not limited to the following.

Commits assault

Makes a terroristic threat

Sells, gives, delivers, uses, or possesses marijuana, a controlled substance, or a dangerous drug

Commits 1 class A or B misdemeanor or 2 class C misdemeanors including alcohol but excluding traffic tickets

Commits an offense relating to abusable glue or aerosol paint

Engages in public lewdness

Engages in indecent exposure

Engages in retaliation against a school employee

Stealing, robbery, extortion, or arson

Possessing a device, object, or substance that could cause bodily harm to individuals in any school setting

Commits any felony offense

The administration has final authority of deciding who is allowed to go on the senior trip.

## **Rules and Responsibilities for Students**

Each student participating in the Senior Trip Program must have parental signature and full agreement with the official Senior Trip Contract. Seniors 18 years of age or older may sign the contract personally with the understanding that parental involvement is also required in the program.

Each student must make the commitment to fulfill all work and contribution responsibilities in order to maintain eligible status in the program. Each student represents one (1) work slot in the program and is responsible for either working his or her slot in each assignment or making arrangements for a parent or other acceptable person to work in his or her place. Failure of the student to fulfill a work assignment responsibility may result in the subtraction of a minimum amount of \$200.00 and a maximum amount of \$250.00 from the total amount of spending money for each student on the Trip. For example, if each student is allowed a total of \$200 in spending money for the Trip, the student who has been penalized for missing one or more work assignments will have the total amount of penalties deducted from the \$200 total. If a student exceeds \$600 in penalty deductions for missing work assignments, the student may be dismissed from the Trip Program and will not be eligible to participate in the Trip. The amount of deduction for missing a work assignment will be determined by the Senior Sponsors on an individual basis. Extenuating circumstances may be considered in each case and, in certain circumstances, a missed work assignment may be excused

without penalty. The Senior Sponsors and the Senior Trip Program participants will meet at the beginning of the program and develop a list of excusable absences.

Each student is responsible for following the behavioral expectations of the BCISD Student Code of Conduct. Violations of the Student Code of Conduct will be reported to the Senior Sponsors and a record will be kept for each participant.

- Violation of the Student Code of Conduct to any degree while on the Senior Trip could result in the dismissal of the student from the trip and the return home of the student. In the event that a student is dismissed from the trip while the trip is in progress, the parents will be notified and at least one of the sponsors will accompany the student on the return trip home. The sponsor will then be allowed to return to the trip at its current location. The expenses for this situation will be taken from the Senior Trip account.
- If total deductions for a student should reach \$600 or if the student engages in serious or repeated violations of the Student Code of Conduct, the student may be dismissed from the program.
- Each student participating in the Senior Trip Program must also maintain an acceptable academic standard. The primary academic requirement is that the student actually graduate during the year of eligibility. Any student not fulfilling graduation requirements may be dismissed from the program. A student not fulfilling graduation requirements and returning to Blackwell High School for completion of requirements may not be allowed to participate in the Senior Trip Program for the second time. Extenuating circumstances such as extended illness or injury may be considered and must be presented to the Superintendent for Board consideration prior to approval.
- All funds raised during the course of the Senior Trip Program are the property of Blackwell CISD to be specifically deposited and expended in the Senior Trip Activity Fund. No money will be refunded or in any way disbursed to a student until the funds are actually expended on the trip itself. The Senior Trip Activity Fund will be coordinated by the BCISD Business Office and will be included in the official annual audit for the District.

### **Senior Class Sponsors**

A Senior Sponsor must be an employee of Blackwell CISD (including part-time employees) or a member of the Board of Trustees. It is recommended that each Senior Class have at least two (2) official sponsors. One or more than two sponsors must be presented to the Superintendent for Board consideration. Spouses of sponsors may also be considered to be sponsors for the purpose of assisting in fund-raising activities and supervision on the trip. Each class should have at least one sponsor for every 6 students during the year and at least two sponsors (1 male and 1 female) for the trip. If two District employees are required to be an official Senior Sponsor, each sponsor will receive a salary stipend of \$750 for the year. If only one District employee is required to an official senior sponsor, he or she will receive a salary stipend of \$1000 for the year.

The Sponsors will be responsible for the organization and supervision of all fund raising activities and will be responsible for accounting procedures for all money. Accounting must be coordinated with the Business Manager and no funds should ever be taken to the personal home of a Sponsor. Money should be placed in the safe in the Business Office immediately after each fund raising activity. Money can be counted and deposit slip completed on the next school day. The money and deposit slip must be given to the Business Manager for verification and bank deposit. Change and other starting funds for an activity must be obtained from the Business Manager as much in advance as possible.

At the end of the junior year, each Junior Class will be asked to recruit and choose the two sponsors to supervise the class during the senior year. If a current Junior Class sponsor is in place, the sponsor will be allowed to continue as Senior Class Sponsor if desired. The class will be able to recruit and choose another sponsor with the suggestions and coordination of the current sponsor. The choice of Senior Sponsor(s) must be presented to the Superintendent and the BCISD Board of Trustees for final approval.

The Sponsors shall act as supervisors for the Senior Class and will direct the students and organize each activity as to work schedules, etc. The Sponsors will make disciplinary decisions regarding deduction of trip spending money when work is missed or a disciplinary issue is addressed. The Sponsors are expected to consult with the Principal and/or the Superintendent on a regular basis to ensure good communication.

### **Rules and responsibilities for sponsors**

- Sponsors must remember to conduct themselves as employees of Blackwell CISD and representatives of Blackwell CISD and Blackwell, Texas
- Sponsors should conduct themselves within the same guidelines for the trip as given to the students. Sponsors should not engage in behavior that is not permitted for students.

### **Senior Trip**

Each year, eligible seniors are taken on a quality trip using the funds the class has earned over the course of the school year. The following guidelines will serve as official policy and procedures for the Senior Trip:

- The destination of the trip will be determined by a majority vote of the eligible senior students following the suggestions and conditions set out by the Sponsors.
- The senior students must present the trip destination as a recommendation to the Superintendent and the BCISD Board of Trustees who will approve or disapprove the destination. If disapproved by the Board the Senior Class must make an alternate recommendation. It is suggested that the class choose at least one alternate destination to present.
- Senior Trip destination is limited to the United States of America and may be made to any of the 50 states as funds and conditions permit.
- Senior students are responsible for having parents sign a release of liability for BCISD. This liability release must be on file prior to the trip. Senior students 18 years or older may sign the liability release personally.
- The BCISD Student Code of Conduct continues to be the official policy regarding



behavior on the Senior Trip. A student who violates the Student Code of Conduct may realize disciplinary action and faces the possibility of being sent home from the trip (See Program Rules and Responsibilities of Students – Fifth Bullet, in this policy).

- The senior trip, in its entirety, must be taken during the last 5 weeks of the academic school year and may not result in any student missing more than 5 school days.

### **Senior trip fund raising**

- The Sponsors will be responsible for the organization and supervision of all fund raising activities and will be responsible for accounting procedures for all money.
- Prior to the first fund raiser of the junior year, students shall elect a class treasurer and parents will elect a parent treasurer. These two people, along with the sponsor and under the supervision of the high school principal, shall be involved in the counting and transporting of money.
- There should be **four** people present when money is counted...student treasurer, parent treasurer, sponsor, and high school principal (or other administrator).
- Accounting must be coordinated with the Business Manager and no funds should ever be taken to the personal home of a Sponsor.
- Money should be placed in the safe in the Business Office immediately after each fund raising activity. Money can be counted and deposit slip completed on the next school day.
- The money and deposit slip must be given to the Business Manager for verification and bank deposit.
- Change and other starting funds for an activity must be obtained from the Business Manager as much in advance as possible.

### **Senior Class Gift to the District**

It is suggested that each Senior Class show its appreciation to Blackwell CISD for the gift of an excellent education and quality of school life by leaving a gift for the District that can be enjoyed and appreciated by future students and the entire District and community.

### ***STOCK SHOW (local)***

The Blackwell Stock Show is a school-sponsored activity for the purpose of preparing students to show at the Nolan County Stock Show. For a copy of the rules and guidelines, please contact the BCISD ag department or go to [www.blackwellhornets.org](http://www.blackwellhornets.org) and see the guidelines listed under High School/Ag.

### ***STAAR (STATE of TEXAS ASSESSMENT OF ACADEMIC READINESS)***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS or STAAR: the State of Texas Assessment of Academic Readiness) in the following subjects:

- Mathematics, annually in grades 3–11

- Reading, annually in grades 3–11
- Writing, including spelling and grammar, in grades 4,7,9, 11
- Social studies in grades 8, 9, 10, and 11
- Science in grades 5, 8, 9, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

### **STAAR Remediation**

Any student who has not passed the TAKS test will be required to take the **STAAR Remediation Class**.

### **Tutorials**

Tutorials shall be provided in the subjects of English, Mathematics, Science, and Social Studies. Districts may offer tutorials in other subjects or courses.

The district shall provide the opportunity for students to participate in tutorials at least twice a week for a cumulative total of 90 minutes per week. A District may vary length of time to meet the needs of students.

### **TARDINESS**

A student who is tardy to class will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

Tardies recorded per semester, cumulatively for all classes, will receive disciplinary action as follows:

<u># of Tardies</u>	<u>Disciplinary Action</u>
1	Recorded in office
2	Conference with principal
3	1 Detention
4	3 Detention
5	3 days ISS

### **TELEPHONE USAGE**

School phones are business phones and not for personal use except for illness or cases of emergency. Students wishing to use the phone or accept phone calls at school will only be allowed with a pass from the teacher and permission from the principal. Messages for students will be taken but only delivered to the student when they are not in the academic setting.

### **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any

student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

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

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 325-282-2311.

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

**When students ride in a district van or passenger car, seat belts must be fastened at all times.**

Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended. Only school employees and enrolled students may ride in district transportation.

**VANDALISM**

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

**VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

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

**VISITORS TO THE SCHOOL**

**General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

**Students visitors not enrolled in the BCISD may not visit classrooms.** The Principal may request identification from any person on school property and may ask any person not having legitimate business to leave.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Due to health codes associated with allergies and nutrition, no pets are allowed in the building with the exception of science classes.

**Visitors Participating in Special Programs for Students**

On High School Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## ***WITHDRAWING FROM SCHOOL***

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**Alternative assessment instrument**, developed by the state, may be given to students in special education and students identified as limited English proficient.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

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

**Personal Graduation Plan (PGP)** is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a

state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

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

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

**STAAR** is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

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

## ADDENDUM 1

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

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

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

Special Education Referrals:

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

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

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

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