

# **BROOKELAND INDEPENDENT SCHOOL DISTRICT**

The following has approved this handbook:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Principal

## **BOARD OF TRUSTEES**

|                 |                |
|-----------------|----------------|
| Brett Holloway  | President      |
| Charlie Beckett | Vice-President |
| Tom Spring      | Secretary      |
| Kevin Holloway  | Member         |
| Jessie Morgan   | Member         |
| Shaine Campbell | Member         |

## **EQUAL OPPORTUNITY STATEMENT**

Brookeland I.S.D. does not discriminate on the basis of age, race, religion, color, national origin, sex or disability in providing educational 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, Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

## **TO STUDENTS AND PARENTS**

The Brookeland I.S.D. Student handbook contains information students and parents will need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Brookeland I.S.D. Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code is required by law and is intended to promote school safety and an atmosphere for learning. This document may be found as an attachment to the handbook and posted in the high school office and on the official website of Brookeland I.S.D.

The Student Handbook is designed to be in harmony with the Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy, which affect student handbook provisions, will be communicated to students and parents by newsletters and other communications. These changes will generally supersede the provision found in this handbook.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct **most recently adopted by the Board shall prevail.**

## **GENERAL INFORMATION**

|                               |                   |                  |
|-------------------------------|-------------------|------------------|
| Superintendent                | Kevin McCugh      | 698-2677 ext 200 |
| Principal                     | Charlotte Odom    | 698-2413 ext 206 |
| Assistant Principal           | Donald Hubbard    | 698-2413 ext 207 |
| Business Office               | Tammi Haden       | 698-2874 ext 211 |
| Counselor/Testing Coordinator | Stacy Gillis      | 698-9738 ext 206 |
| Superintendent Secretary      | Donna Cooper      | 698-2677 ext 200 |
| High School Secretary         | Dee Ann Duffey    | 698-2413 ext 206 |
| PEIMS                         | Maranda Hightower | 698-2413 ext 203 |
| School Nurse                  | Dawn Moon         | 698-3285 ext 208 |
| Career & Technology Dir.      | Charlotte Odom    | 698-2413 ext 206 |
| Technology Coordinator        | Mike DeFee        | 698-3201 ext 205 |
| Athletic Director             | Kevin McCugh      | 698-2677 ext 200 |
| Coaches' Office               |                   | 698-9953 ext 216 |
| Cafeteria                     | Dee Dee Thomas    | 698-2135 ext 212 |

## COMPLIANCE STATEMENT

In agreement with the Title IX Rules and Regulations Implementing Educational Amendments of 1972, and as defined in Title 42, Section 2000e-15, United States Code, Brookeland ISD does not discriminate on the basis of sex, origin, race, color, religion, or handicapping conditions regarding employees or students in all its functions.

Title VI, CIVIL RIGHT ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION.

Review of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

1. Acceptance policies on student transfers from the school district;
2. Operation of school bus routes or runs on a non-segregated basis;
3. Nondiscrimination in extra-curricular activities and the use of school facilities;
4. Nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning or dismissing of faculty or staff members who work with children.
5. Enrollment and assignment of student without discrimination on the basis of race, color, or national origin;
6. Nondiscriminatory practices relating to the use of a student's first language; and
7. Evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring. Where a violation of Title VI or the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, U.S. Department of Education.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1973 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of the Texas Education Agency to comply fully with the discrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any of the personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Texas Education Agency makes positive efforts to employ and advance in employment all protected groups.

### **AIDING STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION OR 504 SERVICES**

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

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

Special Education Referrals:

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

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

request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

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

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

Contact Person for Special Education Referrals:

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

Contact Person: Stacy Gillis

Phone Number: 409-698-2413

Section 504 Referrals:

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

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Stacy Gillis

Phone Number: 409-698-2413

Additional Information: Stacy Gillis

### **Gun-Free Schools Act**

Brookeland ISD assures that it is in compliance with Section 37.007(e) of the Texas Education Code, which requires expulsion of a student who brings to school or possesses at school a firearm as defined by 18 U.S.C. Section 2891 [pursuant to the requirements in P. L. 107- 110, Section 4141(d)(1)]. In addition, Brookeland ISD certifies that it has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school [P. L. 107-110, Section 4141(h)(1)].

### **Unsafe School Choice Option**

Brookeland ISD certifies that it has establish and implements a policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the Texas Education Agency, or who becomes a victim of a violent criminal offense, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school (P. L. 107-110, section 9532).

## **Title I, Part A**

At the beginning of each school year, Brookeland ISD will notify the parents of each student attending any school receiving Title I, Part A funds that the parents may request, and Brookeland ISD will provide the parents on request (in a timely manner understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand) information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following—

- whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. [P.L. 107-110, Section 1111(h)(6)].
- whether the child is provided services by paraprofessionals and, if so, their qualifications. [P.L. 107-110, Section 1111(h)(6)].

## **Title II, Part A**

A. Brookeland ISD will comply with Section 3302 (Parental Notification) of this law that addresses identification, language instructional program, exit requirements and parental participation. Not later than 30 days after the beginning of the school year, Brookeland ISD will inform a parent or the parents of a limited English proficient child of:

- (1) the reasons for the identification of their child as limited English
- (2) the child's level of English proficiency, how such level was assessed, and proficient and in need of placement in a language instruction educational program; the status of the child's academic achievement;
- (3) the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
- (4) how the program in which their child is, or will be participating will meet the educational strengths and needs of the child;
- (5) how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
- (6) the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this title are used for children in secondary schools;
- (7) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
- (8) information pertaining to parental rights that includes written guidance —
  - (A) detailing —
    - (i) the right that parents have to have their child immediately removed from such program upon their request; and
    - (ii) the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
  - (B) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.

## **Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors:**

Brookeland ISD assures that it is in compliance with Chapter 26 of the Texas Education Code concerning parental rights and responsibilities. In addition, Brookeland ISD, as a recipient of funds under the No Child Left Behind Act certifies that it has developed and adopted policies, in consultation with parents, regarding certain rights of a parent to access and inspect

information; student privacy; the administration of physical examinations or screenings (except for examinations or screenings required by state law); and the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information. Brookeland ISD also assures that it is in compliance with the requirements for annually notifying parents of such policies and specific events (P. L. 107-110, Title X, Part F, section 1061).

**Education of Homeless Children and Youths. Brookeland ISD assures that:**

- a. Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- b. Homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
- c. It will review and undertake steps to revise any laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.
- d. It will not separate students from mainstream school environment on basis of homelessness alone.
- e. Homeless children and youth have access to the education and other services they need to in order to meet the same challenging State student academic achievement standards to which all students are held.

**FEDERAL REGULATION 104.4**

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits **from federal financial assistance**.

**FCC 11-125**

The Federal Communications Commission (FCC) released a new Order (FCC 11-125) in August of 2011. This relates specifically to the Children's Internet Protection Act (CIPA) rule revisions, which incorporate the E-Rate provisions of the Protecting Children in the 21<sup>st</sup> Century Act enacted in 2008. In addition to existing district established internet and technology policies, effective July 1, 2012, BISD will provide education to minors concerning appropriate online behavior, including interacting with individuals on social networking websites in chat rooms and cyberbullying awareness. Sexting and cyberbullying will not be tolerated on any level at BISD and will be handled according to local established district discipline policy. Teachers and other school personnel will receive training on how to recognize and address minors concerning this issue in the event that cyberbullying and/or inappropriate online behavior take place. BISD will continue to monitor all students because our students' safety is our number one priority.

**Mission Statement**

The staff of Brookeland ISD believes that ALL students can learn. We believe that our school's purpose is to educate all students to high levels of academic performance while fostering positive growth in social/emotional behaviors and attitudes. We accept the responsibility to teach all students in a challenging, meaningful way that allows each child to become a literate, contributing adult. Brookeland ISD is a center for sound learning, academic discovery, and the pursuit of wisdom through advanced course offerings, high academic standards and aggressive, innovative instruction. The students of Brookeland ISD will excel and compete academically with any students in the country.

**School Board Meetings**

The Brookeland I.S.D. Board of Trustees will hold their regularly scheduled meeting on the third Thursday of each month. Notices concerning Board Meetings, including agenda, are posted on the door of the Administration Building. Anyone with an issue of concern must sign-up in the administration building or prior to the beginning of the meeting that evening.

**District Educational Goals**

**Goal 1**

Brookeland students, because of a well-balanced curriculum, will be expected to meet or exceed established state and local educational performance standards.

## **Goal 2**

Brookeland students will be offered a well-balanced curriculum in a positive, safe drug-free environment, utilizing technology and innovative teaching methods, to prepare them to lead productive lives.

## **Goal 3**

A working relationship will be forged between Brookeland ISD and the community for both academic and extracurricular activities.

# **BROOKELAND INDEPENDENT SCHOOL DISTRICT** **ELECTRONIC COMMUNICATION AND** **DATA MANAGEMENT GUIDELINES**

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***This policy applies to all employees, students, and users of Brookeland Independent School District.***

## **GENERAL INFORMATION**

The Brookeland Independent School District (the District) provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The system administrators are employees of the Brookeland Independent School District and reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The District may modify these rules at any time by publishing modified rules on the system. The signatures on the Acceptable Use Policy are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

The Superintendent or his/her designee will oversee the District's electronic communications system.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in use of District's system will emphasize the ethical use of this resource.

## **CONSENT REQUIREMENTS**

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifies may upload copyrighted material to the system.

No original work created by any District student will be posted on a web page under the District's control unless the District has received written consent from the student's guardian.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy.

## **System Access**

Access to the District's electronic communications system will be governed as follows:

1. Teachers may grant students access to the District's system as deemed necessary.
2. The District suggests that all passwords be changed periodically.
3. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines will be denied access to the District's system.

## **District Responsibilities**

The Superintendent or his/her designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the Principal or supervisor's office or on display. (See Acceptable Use Policy)

3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Set limits for data storage within the District's system, as needed.

### **Individual User Responsibilities**

The user is being given access to the District's electronic communications system. Through this system, the user will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. The user will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that the user read the District policy, administrative regulations, and agreement form and asks questions if help is needed in understanding them.

Please note that the Internet is a network of many types of communication and information networks. It is possible that the user may run across some material he/she might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be the user's responsibility to follow the rules for appropriate use.

### **Rules for Appropriate Use**

- The account is to be used mainly for educational purposes. Students have no access for personal usage.
- Students must have expressed permission from an instructor to access the system.
- The individual in whose name a system account is issued will be responsible at all times for its proper use. Any generic accounts are the responsibility of the appropriate campus principal/department head and their designee.
- System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
- System users must purge electronic mail in accordance with established retention guidelines.
- Students may use teacher's system at teacher's request, but only with strict supervision.

### **Inappropriate Uses**

- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- Downloading or using copyrighted information without permission from the copyright holder.
- System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
- Students may not distribute personal information about themselves or others by means of the electronic communication system without the appropriate permission from the student's guardian. (See Disclosure Statement)
- **Students may not access personal electronic mail while on campus, except in classes where curriculum dictates e-mail usage.**
- System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- System users may not install any software items without consent from appropriate administrative technology staff. System users are responsible for determining whether a program is in the public domain.
- System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- No disks or CD's are to be brought from home, other than a sealed packet of disks, which maybe part of the school supply list.



- System users may not intentionally access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- System users may not waste District resources related to the electronic communications system.
- **Chat-rooms, on-line journals or blogs of any nature are strictly prohibited.**
- System users may not gain unauthorized access to **resources or information.**

**Consequences for Inappropriate Use:**

- One verbal warning documented by teacher.
- Further violations will be referred to the Discipline Pyramid.

**Vandalism Prohibited**

Any malicious attempt to harm or destroy District equipment or data or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration on equipment repair or replacement, as well as other appropriate consequences.

**Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

**Information Content/Third Party Supplied Information**

System users and parents of students with access to the District's system should be aware that the use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. (See Acceptable Use Policy)

A student who gains access to such material is expected to **discontinue the access as quickly as possible and to report the incident to the supervising teacher.**

**Network Etiquette**

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving a message is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

**Requirements for Web Page Publication**

A Web page is created under the auspices of the campus principal or administrative department head. A Web page can be created by any web page creation software or straight HTML. However, pages must reflect good coding practices and will NOT be published if they do not meet acceptable requirements by the Web Development Committee.

**Examples:**

1. The campus/department's web coordinator's name must be on file with the Web Development Team.
2. The site folder/directory structure should be in alignment with the site's home page making the site easy to maintain by this year's web coordinator or next year's web coordinator.
3. When naming files or folders please avoid cryptic abbreviations so as to be understandable to anyone viewing the information.
4. Folder and file names should not contain capitals, spaces or slashes. Underscores are preferred for separation in names.
5. Unnecessary and excessive folders/directories will not be accepted. A folder should contain no less than 7-10 items.
6. Folders should be used to organize the site. Sites lacking needed folders will not be accepted.

7. A common graphics folder is acceptable for graphics used throughout the web site but for the most part, graphics and photos should be with the htm pages. This also facilitates transfer of web site ownership.
8. Pages with unnecessary coding will not be published.
9. For future pages and graphics, please keep file extensions to three letters-examples: .htm .jpg .gif .pdf

Proper consent forms must support all photographs and work. (See Disclosure Statement)

A chosen editor (web coordinator or someone with editing skills) will edit a page for grammar and spelling. The Campus Web Coordinator edits the page for content in keeping with BISD web standards.

The page must be approved for content, spelling, & grammar by the campus principal, administrative department head or their designee. Principals and department heads are responsible for accuracy and appropriateness of information at the campus/department level.

The web page is then given to the Web Specialist for publication. The Web Specialist will also proof both the copy and code to be sure the pages are in keeping with district practices in regard to content, links, copyright adorns and code viability.

The Web Coordinator and Principal monitor all BISD affiliate sites and reserve the right to remove inappropriate material.

Both Web Coordinator and the Principal/department head will be notified when the link is made to the Brookeland web site.

#### Campus Web Site Content Requirement

Each campus web site must contain the following information in an easily accessible portion of their site:

1. BISD identification
2. A link to the BISD home page
3. A link to the BISD employee e-mail search page
4. An indication of the last update
5. A link to the generic campus E-mail address (or designated account if preferred) for questions or concerns
6. A link to the BISD copyright page
7. Campus Name
8. Campus Address
9. Campus Main Telephone and Fax numbers
10. An e-mail link to Building Principal and Main Contact points
11. Student Dress Code/Uniform information
12. Enrollment information (link to district site for this)
13. Campus Calendars
14. District Calendars (link back to district site for this)
15. Curriculum information (link back to district site for this)
16. Link to the Student/Performance Information page
17. Link to School Menus

#### Department Web Site Content Requirement

Each Department web site must contain the following information in an easily accessible portion of their site

1. BISD identification
2. A link to the BISD home page
3. A link to the BISD employee e-mail search page
4. An indication of the last update
5. A link to the generic department Email address (or a designated individual's account if preferred) for questions or concerns
6. A link to the BISD copyright page
7. Department Name
8. Department Location and Physical Address
9. Department Telephone and Fax Numbers
10. Department Head and Main Contact points
11. Frequently Asked Questions and their answers
12. Forms provided by Department

- 13. Departmental Deadlines
- 14. Handbooks or Manuals

#### Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

The user understands that his/her computer use is not private and that the District may monitor the user's activity on the computer system.

The user accepts the District's electronic communications system policy and administrative regulations and agrees to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, the user hereby releases the District, its operators, and any institutions with to which they are affiliated from any and all claims and damages of any nature arising from the user's use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

#### Game Playing and Painting

Game playing and painting is permitted on the District's system only when terminals are not needed for other purposes and the game conforms to the curricular goals of the District and with instructor permission. Game playing machine to machine that requires communication is prohibited. Game playing for purely entertainment purposes is not encouraged, as the District views this as a waste of academic time and opportunity.

#### Printing

The printing facilities of the District's network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

In accordance with the AHERA, the Brookeland Independent School District (BISD) would like to inform you that asbestos containing building material (ACBM) has been identified in various district-owned buildings.

Brookeland ISD wishes to protect all students, employees, and workers. Therefore, before any work is performed within the Brookeland ISD buildings, your representative should contact Donna Cooper, the district's Asbestos Designated Person, to verify if any ACBM is present in the project work area. If work is performed before receiving authorization, your company will assume all liability for damage and resulting contamination.

The Asbestos Management Plan is located in the Superintendent's Office. Please contact Donna Cooper if you have questions or concerns.

#### ATTENDANCE

Regular school attendance is essential for the 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. A student's day starts at 7:55 am – 3:20 pm unless the student is enrolled in a preparatory class or with administrator permission. Students who leave early for any reason must sign out in the high school office and have permission from a

parent in writing. **ARRIVAL AFTER 8:00 A.M. IS CONSIDERED A TARDY AND ARRIVAL TEN MINUTES AFTER CLASS BEGINS IN AN ABSENCE FOR THAT PERIOD.** Two state laws, one dealing with compulsory attendance, the other with absences for course credit, are of special interest to students and parents. Each is discussed in the following sections:

### **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth (18<sup>th</sup>) birthday is required to attend each school day. However, if a student 18 or older has more than five (5) unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be considered trespass.

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

**Failure to attend 90% of the educational day will result in assessment of penalties by a court on student and/or parents and loss of credit.**

### **TRUANCY**

Absence from school without the knowledge and approval of the parent and BISD administrator will be considered truant and will be unexcused. Each absence due to truancy will result in a grade of zero for any activity, test, or assignment missed if all members of the class are assigned grades for the same work. A student who is intentionally absent from school one or more periods without a legitimate excuse and without knowledge of parent and BISD administrator is considered to be truant.

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court against both the student and his or her parents. A complaint against the parent may be filed in the appropriate 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.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. This applies to remote learners as well. Any student, who attends fewer than 90 percent of the days the class is offered, may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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, health-care appointments, and court appearances will be considered days of attendance for this purpose.
- All absences must be verified in writing and signed by a parent or guardian. All documentation including but not limited to parent notes, medical notes, etc. must be presented no later than 3 days following the student's return to school following the absence. Notes not meeting these requirements will not be accepted.
- A transfer or migrant student incurs absences only after his or her enrollment 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 consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or the student's parents could exercise any control.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- 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 District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

When a student must be absent from school, the student –upon returning to school – must bring a note, signed by the parent, describing 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.

**\*A parent note, while possibly making the absence excused, does not count the same as a doctor's excuse.**

Detention will be offered for students with excessive absences in order to regain credit. Detention will be from 3:30 – 5:30pm on designated days. Each student will be required to write a two-page essay and turn it in at the end of the detention time. Failure to do so will result in an invalidation of the detention stay.

#### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must annually 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 campus office.

**\*\* Forms will only be given to students who meet the attendance requirements.**

#### **Dismissal**

**Students will be dismissed from their classroom at 3:20 when the bell rings. Parents are asked not to come into the building to gather their child (ren) as this creates problems in the hallways.**

The Texas Education Code provides that every student enrolled must comply with the compulsory attendance laws of 180 days in school per school year. Violations will be reported to the proper law offices. Students must be in attendance 90% of all subject areas in order to be promoted to the next grade level. **An attendance day is 7:55 a.m. to 3:20 p.m. Early release days are 7:55 a.m. to 12:30 p.m.** If the attendance committee finds that the absence is the result of extenuating circumstances, the committee may assign detention and/or other assignment to regain the credit. Should a student not attend the assigned amount of detentions, credit will be denied. If the attendance committee finds that there are not extenuating circumstances for the absence(s), or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit. It should be noted that, in all cases, the student must also earn a passing grade in order to receive credit.

#### **Transportation Changes must be called in before 2:00 p.m.**

When a student's absence for personal illness or health-related conditions exceed five consecutive days, the student shall present a statement from a physician or health care professional verifying the illness or condition that requires the student's extended absence from school. **Please note:** if the student has established a questionable pattern of absences, the attendance committee may also require a physician's statement of illness on health related conditions after a single day's absence as condition of classifying the absence as one for which there are extenuating circumstances.

#### **Tardiness**

A student who is in the hall after the bell sounds is "tardy"; no exceptions. If a student goes to class late but has a note from another teacher, that student will not be counted as tardy. If this happens too often, the student will be referred to the administrator in charge.

A student tardy to first period will report to the office for a tardy slip. When a student is 10 minutes or more late to class, that student is no longer tardy but absent and should arrive to class with an absence slip from the office.

All first period tardy students will be required to obtain a tardy slip from the office. All other period tardies are to be noted by the teacher on the gradebook program. The Assistant Principal will periodically pull the tardies and assign discipline accordingly.

### **BROOKELAND ISD TARDY POLICY**

Student success is a priority at Brookeland ISD and developing a good teaching and learning environment is crucial to that process. This environment is easily harmed if learning in a classroom is continually being interrupted or disrupted. We have implemented a tardy policy that we hope will eliminate disruptions in the classroom, thus providing all students an opportunity to be academically successful. Our policy is as follows:

| <b>Action</b>      | <b>Consequence</b>                                       |
|--------------------|--|
| Tardy #1           | Verbal Warning   |
| Tardy #2           | Parent Contact   |
| Tardy #3           | 1 day After School Detention                             |
| Tardy #4, #5, & #6 | 2 days After School Detention                            |
| Tardy #7           | 1 day of Isolated Lunch & 2 days After School Detention  |
| Tardy #8           | 2 days of Isolated Lunch & 2 days After School Detention |
| Tardy #9           | 1 days of ISS  |
| Tardy #10          | 3 days of ISS – Parent Conference                        |
| Tardy #11          | 1 Absence  |

- Tardies will be submitted electronically daily along with attendance.
- Failure to attend After School Detention or Isolated Lunch will result in ISS.
- Detention will be from 3:30 – 5:30pm
- Grades 6 – 12 students will be assigned a two-page essay due at the end of detention.
- Consequences for tardies will start fresh each semester.

### **Make-Up Work**

Students who miss work in class due to excused absences are permitted to make up that work *prior to* or within *three* school days from last absence. It is the student's responsibility to check with each teacher for make-up work. Zeros will be given for work not made up. If a student missed they need to refer to Google classroom for assignment, no extended time will be granted. Tests will be made up as scheduled by the teacher. (The teacher or the principal may grant exceptions for extenuating circumstances).

**If a student is in class when an assignment is given, or a test is announced, he or she will then be responsible for the assigned material when returning to class.** Most teachers make major assignments at least a week in advance; therefore, students who are absent generally have some idea as to what class work is in progress during their absences. After an absence of three consecutive days or more, parents should contact the school to secure assignments. Quizzes over classroom discussion may not be made-up.

Please note:

- A student's absence from school for any reason, other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening.
- In those rare circumstances when a student must be absent from school, the student, upon returning to school, **must bring a note signed by the parent along with any documentation that describes the reason for the absence.** A note signed by the student, even with the parent's permission, will not be accepted.
- A student absent for any reason is required to make up specific assignments missed and/or to complete in-depth studies assigned by the teacher to meet subject or course requirements.
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student's absence from school **OR FROM ANY CLASS** without permission, including required tutorials, will be considered truant and subject to disciplinary or legal action.
- For a student to leave early the parent or guardian must notify the office giving personal authorization and the time the student is permitted to leave campus. This is not necessarily an excused absence.
- A student who becomes ill during the school day, with the teacher's permission, will report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

- Make up/corrections must be made within three school days from last absence or by assigned correction date and will not receive a grade higher than 70.

### Good Attendance Luncheon

**There are two (2) levels of perfect attendance.**

1. If a student is on campus each day from 7:55 AM until 3:20 PM and he/she only leaves for a documented doctor's visit and then returns to campus with a doctor's note, the student will be eligible for a good attendance luncheon.
2. If a student is on campus each day from 7:55 AM until 3:20 PM and he/she never leaves campus except for school related field trips, the student will be eligible for a special luncheon at the end of the six week's period.

### BUS AND OTHER TRANSPORTATION

The bus is an extension of the school and many of the same rules apply. Safe school bus practice will help to provide a safe and enjoyable experience for students who ride the school buses. Riding the school bus is a privilege provided by the school district and should be treated as such. To ignore these rules will result in disciplinary action or suspension of the privilege. Buses will unload at the school at 7:30AM and will depart each regular day at 3:25PM.

#### Bus Discipline

One of the goals at Brookeland ISD is to provide every student a safe learning environment each and every day. That day starts when they step on the bus in the morning and ends when they step off of the bus in the afternoon. Discipline problems on the bus can be distracting for the driver, and in turn, create a potentially unsafe environment for every student. Riding the bus is a privilege, NOT a right. Therefore, the following policy will be followed in order to maintain the safest environment possible. All bus discipline is enforced at the discretion of the Assistant Principal.

First Write-up – Warning

Second Write-up – 3 days off bus

Third Write-up – Off the bus for the remainder of the semester.

#### School Bus Rider Rules

The Brookeland Independent School District provides bus transportation for all students who live a specified distance from school. A mask must be worn at all times while on a bus. The administration encourages all eligible students to ride the buses provided by the school district. The Brookeland Independent School District assumes responsibility for the supervision of students to and from school only when said students are being transported to and from school on school operated vehicles. A student who rides the bus to school in the morning will be expected to ride the bus home in the afternoon, unless the student's parents make arrangements with the principal's office.

1. Bus riders must stay in their **assigned seats** and in a sitting position at all times on the bus.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Pupils must be on time at their bus stops. It would be advisable to be there three to five (3-5) minutes early. Drivers may wait for students who are in sight, if they are hurrying. Students are to load and unload the bus at the designated bus stop.
4. Bus riders may leave their seats only after the bus has come to a complete stop at their bus stop.
5. Bus riders in the elementary grades who must cross a street or road at their bus stop should wait for the driver to signal them.
6. No part of the student's body is allowed outside of a bus window.
7. Loud talking, profane or vulgar language, horseplay, or fighting is a distraction to the driver and will not be tolerated.
8. The school dress code also applies while riding buses.
9. No dangerous items may be carried on a school bus. Firecrackers, knives, etc. will not be tolerated.
10. The person inflicting damage shall pay for any damage to a bus.
11. All riders should help to keep the bus clean and sanitary on the inside. Eating on the regular routes, therefore, will not be tolerated.
12. Be courteous and obedient to your bus driver. Your help and cooperation will enable the driver to make your school bus ride safer.
13. Bus drivers may reassign seats to individuals on buses if they feel it is advisable.
14. Conduct on the school bus should be similar to conduct in the classroom, except that ordinary conversation may be permitted. All school rules apply while riding the bus.

15. The bus driver has complete authority on all bus runs and is to enforce all rules
16. Students must ride the bus to which they are assigned.
17. Repeated bus misbehavior will ultimately result in removal from the bus. Remember that bus riding is a privilege, not an absolute right and to keep this privilege, students must obey the bus rules.
18. Throwing or shooting objects on the bus creates an unsafe condition and is prohibited.
19. All bus routes are subject to being monitored by video camera without notice.
20. Students who miss the bus will report to the office for assistance.
21. For the violation of any of these rules or for failure to obey the bus driver, students will be reported to their building principal who will make final decision as to revocation of bus privileges.
22. Students are not allowed to have objects in their mouth. Objects in the mouth create a potential danger to student safety, if the bus makes a sudden stop or is involved in an accident.
23. Students must wear a mask to and from school while on the bus.

Students will not be allowed to walk to their bus through a campus parking lot. They will proceed at a safe pace along the walkways away from traffic. Students who miss the bus will report to the office for assistance. Missing the bus is not a valid reason for walking to or riding another bus.

When a child is enrolled in the District, a form must be filled out and signed by the parent/guardian listing his/her regular way of transportation. To make a change in the bus schedules, the student must have a note from a parent asking the driver if the change involves a different route or bus stop.

Transportation arrangements, which are changed during the day, will be accepted by phone **BEFORE** 2:00 p.m. If called after that time, we cannot guarantee that the student will get the change in transportation. This will result in miscommunication and misunderstanding between the staff, students, and parents.

#### **CAFETERIA SERVICES**

Breakfast Serving Hours are 7:30 to 7:50 a.m. (Students must be in the classroom by 7:55 a. m.)

| <b>Meal Prices:</b>           | <b>Regular</b> | <b>Reduced</b> |
|-------------------------------|----------------|----------------|
| Elementary Student Breakfast  | \$1.50         | \$0.30         |
| High School Student Breakfast | \$1.50         | \$0.30         |
| Elementary Student Lunch      | \$2.25         | \$0.40         |
| High School Student Lunch     | \$2.75         | \$0.40         |
| Adult Breakfast (Visitor)     | \$4.00         |                |
| Adult Breakfast               | \$4.00         |                |
| Adult Lunch (Visitor)         | \$4.00         |                |
| Adult Lunch                   | \$4.00         |                |

The District participates in the National School Lunch Program and offers free and reduced-priced meals based on the student's financial need. Families must apply for free and reduced meals at the beginning of **EACH** school year. All students will be given a financial needs form at this time. The form **MUST** be completed and returned to our campus the next school day. Families will be informed if their child qualifies for free or reduced meals. Information on this program can be obtained by contacting BISD at (409) 698-2135.

No one except cafeteria staff will be allowed behind serving lines or in the food prep areas. Anyone in these areas must be wearing a hairnet, gloves and have a food handler's card.

Menus are published and posted monthly. Students may purchase food only during their designated lunch period **AND ALL FOOD MUST BE EATEN IN THE CAFETERIA OR IN THE DESIGNATED AREA TO THE REAR OF THE CAFETERIA. NO FOOD WILL BE TAKEN TO THE CLASSROOMS. TEACHERS ARE TO WRITE THIS UP AS A DISCIPLINARY INFRACTION IF IT CONTINUES AFTER ADDRESSING THE PROBLEM ONE TIME.** (This includes candy, chips, ice cream, soft drinks, etc.) Students must remain in designated areas and will not be permitted in the halls, classrooms, library, or parking areas during lunch. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH. WE ARE A CLOSED CAMPUS AND AGE HAS NO BEARING ON THE RIGHT TO LEAVE CAMPUS. IF YOU ARE A STUDENT AT BISD, YOU WILL REMAIN ON CAMPUS FOR LUNCH.**

Breakfast will be served each morning from 7:30 to 7:50. At 7:50, the serving line doors will be closed and no other students will be served.



While charges are acceptable, there is a limit to which the school can reasonably go. **If your child has charged over the acceptable limit, and has no money for lunch that day, there will be an alternative meal provided.**

While in the cafeteria for either breakfast or lunch, students will be expected to behave in a proper manner so that everyone will be able to go through the lunch line and enjoy their meal.

### **CAMPUS RULES**

- 1) **Phone usage, messages and deliveries:** School phones are for school business only and are only to be used by students for emergencies and only with the permission of the school secretary. Students will not be called to the phone during class periods except in case of emergency. **No incoming phone calls will be accepted after 2 P.M. Any messages or deliveries of food, flowers, clothes, etc. will be delivered at a time of least interruption. This will be a secretarial decision.**
- 2) **Prohibited Articles** No students are allowed to carry any article that could be considered dangerous or disruptive on campus at any time. Some examples of restricted articles are matches, balloons, fireworks, taps on shoes, razor blades, knives, hair rakes, pepper spray, mace, tasers, any sharp object, and/or any object that might be used as a weapon. Personal entertainment devices (wireless ear buds, IPODs, headsets, radios, recorders, CD players, games, laser pointers, electronic readers, such as but not limited to laptops, IPADs, Nooks, Kindles, etc. unless documentation specifies otherwise). Slam books, water guns, stink bombs, and cigarette lighters are also prohibited. If any of these items are brought on campus against our rules and advice, the school will accept no responsibility for the safety of the item. Articles such as sports cards, other types of cards, marbles, dice, etc. may not be disruptive or dangerous in and of themselves but create disruptions and are likewise prohibited. No food or liquid will be allowed in the classrooms. These articles will be confiscated and turned in to the Principal's office. Possession of these articles may result in corrective measures. Medical issues will be handled individually.

Students who bring prohibited articles by mistake may turn them in voluntarily to the office without penalty. Students should bring only items related to school activities. Items considered to be lewd, vulgar, sexually explicit, or obscene are prohibited. Prohibited articles will be confiscated and may not be returned until the end of the school year.

- 3) **Acts of Vandalism against school property**

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 in the coming years—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.

- 4) **Possession of Tobacco, Alcohol, Drugs or Weapons:**

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns or other weapons on school property or at school-related or school sanctioned activities, on or off school property. Also, one of these items in a privately owned vehicle that the student may have driven to school and parked on the District's property is also prohibited. Violation of this state & federal law may result in Alternative Education placement at the discretion of the principal.

- 5) **Hazing/Assault-Bullying; Fighting-Verbal or Physical Abuse:**

- **Hazing/Bullying** includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse, threats of abuse, social ostracism, shame, or disgrace. No student shall engage in any form of hazing nor shall any student encourage or assist any other student in hazing.
- **Assault:** Students are prohibited from assaulting anyone on school property or at any school-related function. An assault is defined as intentionally, knowingly, or recklessly causing bodily injury to another person by intentionally or knowingly:
  - 1) Threatening another with imminent bodily harm
  - 2) Placing another in fear of imminent bodily harm
  - 3) Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

### **“David’s Law”**

“David’s Law” expanded authority to school districts, allowing public and charter schools to address cyberbullying off-campus and outside of school related or school-sponsored activities based on specific criteria. Bullying or cyberbullying will be addressed according to the protocol and procedures of “David’s Law”.

- 6) **Disruptions:** The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, disruption, riot, sit-in, walkout, blocking of entrances etc. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the Principal. Violators shall be subject to disciplinary action.
- 7) **Academic Dishonesty/Cheating/Plagiarism:** Academic dishonesty is not acceptable. Cheating is defined as an act that deceives or defrauds. This applies to **all work** i.e. test, class work, homework, reports, major projects, etc. Any student obtaining or helping others to obtain credit for work they did not do will be equally guilty and subject to the same punishment. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. It is unlawful and unacceptable. Plagiarism is considered cheating and will be corrected accordingly. **The penalty for academic dishonesty including cheating, plagiarism, and copying another student’s work is a zero for that work, parental notification and any other action that the principal deems necessary.**
- 8) **Brookeland ISD for reasons of safety and accountability has designated the campus to be closed for student departure throughout the day. Therefore, once a student arrives on campus (regardless of age), he/she must remain on campus until the end of the school day unless the student has a note written and signed by a parent or guardian stating the reason for leaving and the departure time for the student. The note needs to be presented to the office prior to 8:20 the day of the intended departure. In case of an emergency, a parent may call and request that a student be allowed to leave. We discourage students from calling home and asking for parental support with this. Should your child call home and request permission to leave, please do not give that permission given that legally we would need written permission by parent. After a couple of calls, the situation will stop.**

### **CAREER AND TECHNOLOGY EDUCATION**

The District offers career and technology programs in Home Economics, Trade and Industrial Education, Automobile Technology and Business/Office Education. Admission to these programs is based on curriculum requirements and class standing of students. At least five students must be interested in taking the class or it may not be offered. Students interested in the Co-op work program must attend on campus learning.

### **CELL PHONES/SMART WATCHES**

Because of issues of safety and in order to help parents feel secure about their children, BISD has made the decision that cell phones/smart watches can be brought on campus by any student at any time.

This does not mean that these cell phones/smart watches can be used at the student’s discretion. The phones/watches can be used until the 7:55am bell, with adult permission during times of emergency, and after the 3:20pm dismissal bell. Any other use of cell phones/smart watches will result in confiscation of the instrument.

If a cell phone/smart watch is **heard** during the time that a student is on campus (7:55 AM – 3:20 PM), the phone/watch will be taken up by the witnessing staff member at that time. The sims card may not be removed. **The phone/watch will then be taken to the office. To retrieve the cell phone/smart watch, a parent or guardian must come to the office and pay a \$15.00 fine. Parents must retrieve the cell phones/smart watches. Phones/Watches will not be released to the student. After repeated offenses, additional disciplinary action will be taken. If the student refuses to relinquish the cell phone/smart watch upon request of a staff member, that student will be sent to the office for further disciplinary measures.**

If a student is found to be making calls, texting, taking pictures, or videotaping from this campus on a cell phone/smart watch, that student will lose the privilege of having a cell phone/smart watch immediately. No

posting is permitted to Facebook, YouTube, or any other on-line site. Sexting is forbidden. Participation in any of the above activities may result in disciplinary action.

A student is responsible for his/her cell phone/smart watch. If another student is found with a cell phone/smart watch that is not theirs, the responsibility goes back to the owner of the instrument. The only exception to this is if the phone/watch was taken without the knowledge of the owner.

During certain standardized tests, it is required that all students place all cell phones/smart watches, turned off, in a place designated by the teacher. Failure to comply with this directive could jeopardize the security of the test and cause the test to be voided.

**Concisely:**

The privilege of carrying a cell phone/smart watch has responsibilities attached to it.

1. Phone turned off between 7: 55 am – 3:20 pm.
2. No phones taken out or ringing/vibrating for any reason.
3. Comply with all directives concerning all phones/smart watches.
4. Keep your cell phone/smart watch secure.

It is our desire to have an uninterrupted learning environment. Students are not permitted to call or text other students while they are at school. Students who use cell phones / smart watches for text messaging to harass, tease, or spread harmful or illegal statements or materials about other students, staff, or parents, or who uses text messaging to cheat, will be subject to disciplinary action, which may include suspension from school. The same standards that apply to internet usage apply to cell phone and other electronic devices.

**CHEERLEADERS**

It shall be the purpose of cheerleading to promote and uphold school spirit, to develop a sense of good sportsmanship and to better the relationship between our school and the schools with whom we compete. To be a cheerleader for BISD is an honor and each student is expected to conduct themselves in a manner that exemplifies the spirit and climate of this district. For more information, see Cheerleader Sponsor Handbook. Misconduct on or off campus is a reflection on BISD and therefore subject to discipline.

**CODE OF STUDENT CONDUCT**

**THIS HANDBOOK WAS DESIGNED TO WORK HAND IN HAND WITH THE STATE APPROVED CODE OF STUDENT CONDUCT. IF YOU HAVE FURTHER QUESTIONS OR WISH TO VIEW THE STATE APPROVED CODE OF STUDENT CONDUCT, YOU MAY OBTAIN A COPY FROM THE PRINCIPAL'S OFFICE, THE SUPERINTENDENT'S OFFICE, OR VIEW IT ON THE BISD WEBSITE.**

No student shall interfere with, intimidate, harass, or injure another student while at school or any school-sponsored activity, or while traveling to and from school on school-operated vehicles. Students, who engage in such action, either individually or in concert with other students, shall be subject to disciplinary action, including suspension, if the circumstances warrant. The right of every student to feel welcome and comfortable is valued. Use of profane or obscene language, obscene gestures, abusive verbal exchanges, name-calling, or other verbal "put-downs" will not be tolerated.

Writing notes, including "slam books", is considered non-productive use of school time and opens the door to other serious student misunderstandings. Therefore, such writings are prohibited.

The District's Code of Student Conduct applies to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action, and when appropriate, referred to legal authorities for criminal prosecution for violations of law.

Students at school or school-related activities are prohibited from:

1. Throwing objects that can cause bodily injury or damage property, except when throwing a specific object as part of a supervised school activity.
2. Leaving school grounds or school-sponsored events without permission.
3. Directing profanity, vulgar language, or obscene gestures toward other students.
4. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
5. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward anyone.

6. Playing with matches or fire, or committing arson.
7. Stealing from students, staff, or the school.
8. Damaging or vandalizing property owned by the District, other students, or District employees.
9. Disobeying school rules about conduct on school buses.
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Committing extortion, coercion, or blackmail: That is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
12. Verbal abuse; that is, name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical or sexual conduct directed toward employees or other adults disruptive to other students or the school environment.
14. Engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, which the other student regards as offensive or provocative.
15. Assaulting a teacher or other individual.
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: Marijuana or a controlled substance; a dangerous drug; abusable glue, aerosol paint, or other volatile chemical; or an alcoholic beverage. Such conduct is wrong and harmful.
17. Possessing any weapon prohibited by law or by school policy.
18. Smoking or using tobacco products.
19. Hazing.
20. Possession of a paging device.
21. Behaving in a way that disrupts the school environment or educational process.
22. Engaging in any conduct constituting felony criminal mischief as defined by law.
23. Membership or participation in any secret society, fraternity, sorority, or gang.
24. Gambling and playing games of chance on school premises, which involve monetary exchange.

### **Conduct Guidelines**

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school related activities include:

1. Attending all classes daily and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being properly dressed
4. Showing respect toward others
5. Behaving in a responsible manner
6. Paying required fees and fines unless they are waived
7. Refraining from violations of the code of student conduct
8. Obeying all school rules including safety rules
9. Seeking change in school policies and regulations in an orderly and responsible manner through appropriate channels
10. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense

The District's rules of student conduct apply to students during the regular school day and while going to and from school on District transportation and also for any activity during the school day on school grounds, attendance at any school related activity, regardless of time or location. Students who violate these rules will be subject to disciplinary action.

### **Corporal Punishment**

Although it is recognized that corporal punishment is not the most desirable type of punishment, the Board of Trustees realizes that it is necessary under certain conditions, and authorizes its use under close supervision and adherence to the rules governing it. Waiver of corporal punishment may be granted with approval of the Principal upon receipt of a completed waiver of corporal punishment form signed by the student's parents. The alternative to corporal punishment is either after school detention, Saturday School or In-School Suspension depending upon the offense. Corporal punishment is limited to paddling the student, and is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. The Principal or Assistant Principal may administer corporal punishment.
3. The instrument to be used shall be approved by the Principal.

4. Corporal punishment shall be administered in the presence of one other administrator and out of view of other students.

A record shall be maintained of each instance of corporal punishment.

#### **In-School Suspension**

In-school suspension will be from 7:55 A.M. to 3:20 P. M. each day. Students must report directly to the designated holding area as soon as they arrive on campus and leave the campus at 3:20 P.M. or on a bus at 3:25 P.M., each day. Students in ISS are not allowed to associate with students in the regular school setting at any time during the school day or after school on the day of ISS assignment. This includes, but is not limited to, practices, games, try-outs, StuCo activities, proms, Field Day, etc.

A classroom has been designated as an in-school suspension center. In this setting, the student receives assignments from his or her regular teachers in each course. Assignments completed and returned to the issuing teacher at the end of the day will be graded accordingly. Assignments that are not completed and returned on time will result in a grade of 0 points. Students shall have the responsibility of bringing their own materials to the center. A set of textbooks will be maintained in the center for student use. In-school suspension objectives are:

1. To isolate the student from the general student population;
2. To provide a regulated supervised student environment; and
3. To help students learn modes of conduct necessary in a free society.

#### **Suspension from School**

Suspension from school may be required when students display misbehaviors described in Level 2 and 3 of the discipline management plan. When suspended from school, students will not be allowed to practice, participate, and/or attend extracurricular activities. The absence will be excused and make-up work provided upon return to school. The student will be responsible for getting assignments from the teachers and turning in **all make-up work in all subjects** within the number of school days that the student is suspended. Students are not permitted on **any campus for any reason** during the suspension without approval from the administration.

#### **Expulsion**

Any student who engages in any unlawful activity while in school or while participating in a school-sponsored function, after due notice to the violator and his/her parents or guardian or after a hearing before the Board of Trustees, if found guilty, may be suspended from the privileges of the school for the term and will not receive credit for any work during such a term.

#### **COMMUNICABLE DISEASES/CONDITIONS**

The school requests that parents of a student with a communicable or contagious disease telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has a communicable disease is not allowed to come to school while the disease is contagious. (For a list of such diseases, please contact the school nurse.)

#### **COMMUNICATION BETWEEN HOME AND SCHOOL**

Good communications between home and school regarding a child's education is more than a "plus", it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction, messages and telephone calls from teachers, e-mail communication and school open house or back-to-school nights.

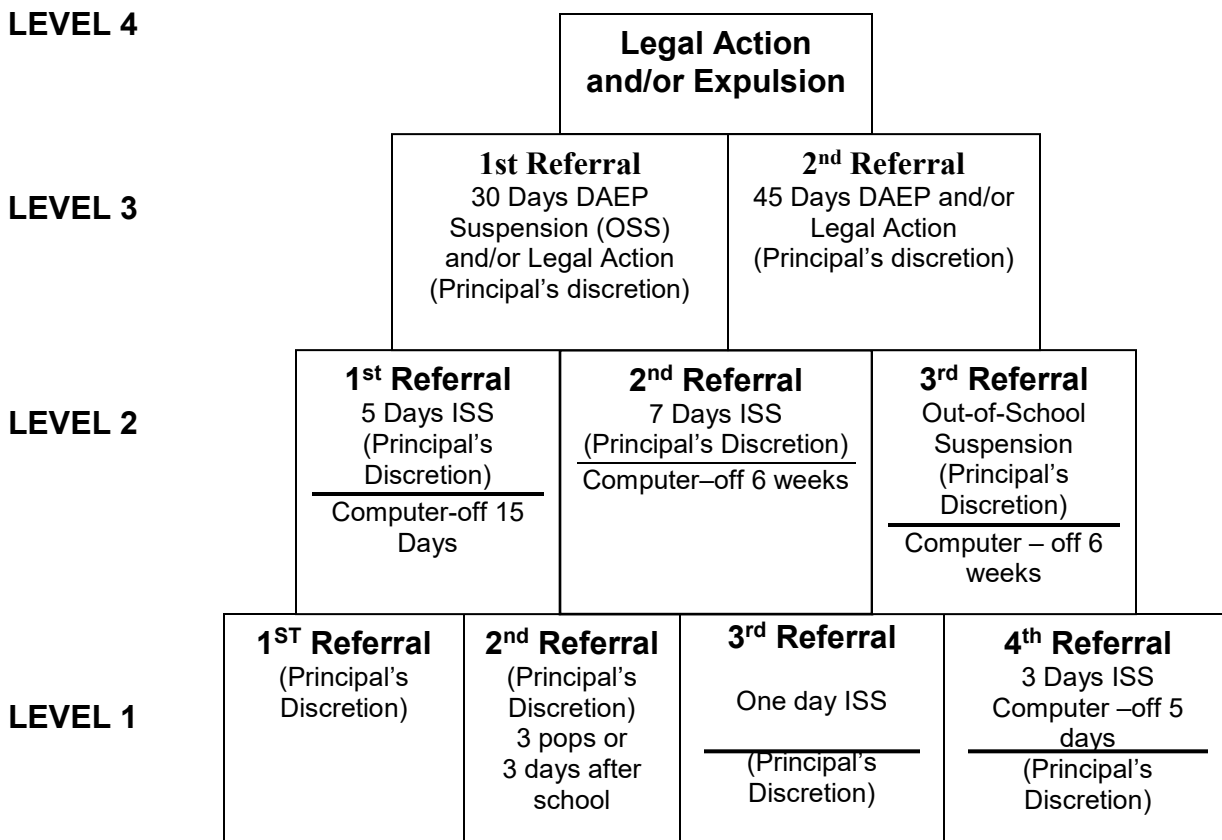
The School Messenger System has been added to enhance communication between the school and the home. Should a student be absent, the parent/guardian will receive an automated messenger regarding his absence. The System will also inform parents/guardians of any events and emergency situations.

Communication might also include requests for conferences – initiated by school personnel or the parent – to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a telephone or in-person conference with a teacher, counselor or principal should call the school office at 698-2413 for an appointment. Generally, a teacher will be able to meet with a parent or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

Students or parents who have a complaint should first bring the matter to the attention of the teacher (scheduled in advance during the conference period). If the outcome of the discussion is not satisfactory they can request a conference with the Principal. If not satisfied at that level, they can request a conference with the Superintendent or designee and ultimately appear before the Board of Trustees in accordance with Board policy.

**DISCIPLINE MANAGEMENT PLAN**

**HIGH SCHOOL / JUNIOR HIGH DISCIPLINE PYRAMID**



Detention supersedes school-sponsored activities. With parental consent – only 1 reschedule will be allowed. Computer exclusion does not apply to A/R or CAD.

\*Disciplinary actions are optional and at the discretion of the disciplining administrator based on the severity or nature of the offense.

It is the intent of the Principal or his/her designee to give each student his/her due process in any instance of violation of the Student Code of Conduct. The State of Texas and the District are operating on the premise that school time is valuable and that a “Zero Tolerance” attitude is to be adopted towards behavior that disrupts or takes away from instructional time. Therefore, it is up to the student to recognize that he/she is here to learn and to cooperate with the teachers and administration in achieving the best.

**Level 1 Offenses – including, but not limited to:**

- Tardiness
- Dress code violation
- Minor disruption in the hallway
- Minor disruption in the classroom
- Profane or inappropriate language or obscene gestures towards others
- PDA – Public Display of Affection

## **Level 2 Offenses**

- Major disruption in a hallway
- Refusal to Surrender Cell phones, smart watches and any other electronic devices
- Inappropriate use of cell phones/smart watches
- Posting on social media during the day while on campus, bus or school sponsored
- Continuing Dress Code Violations
- Major disruption in the classroom (disruptive behavior)
- Leaving class without permission
- Vandalism
- Theft of private or school property
- Gambling or any form of wagering
- Cutting class
- Possession of a “pocket” or legal knife
- Insubordination and/or insolence
- Violation of Computer/Technology Policy
- Out of location
- Misconduct on/at school sponsored event

## **Level 3 Offenses - DAEP**

- Terroristic threat
- Assault
- Possession of an illegal knife is one with a blade of 5 ½” or more or opens by means of a button, gravity or centrifugal force.
- Possession of drug paraphernalia
- Vaping use/possession
- Alcohol use/possession
- Offense relating to abuse of glue, aerosol paint, or any other inhalant
- Indecent exposure
- Retaliation against school employee
- Conduct on or off school property punishable as a felony
- Reckless and/or dangerous behavior
- Sexual Harassment
- Harassment/intimidation/racial slurs/bullying
- Tobacco use/possession
- Leaving School without permission
- Fighting / Mutual Combat

## **Level 4 Offenses – DAEP/Expulsion**

- Possession, use or exhibition of a firearm or a prohibited weapon
- Drug use/possession
- Arson
- Murder, capital murder, or criminal attempt to commit murder or capital murder
- Indecency with another person
- Aggravated kidnapping
- Drug and alcohol offenses if punishable as a felony
- Serious or persistent misbehavior during placement in an AEP (Alternative Education Program)
- Engaged in felony criminal mischief
- Sexual assault
- Aggravated sexual assault
- Aggravated assault

It is the intent of the Principal or designee, to give each student their due process in any form of violence while on school property or at school-related events on or off school grounds, and all occurrences will be investigated. However, if a student retaliates and makes an effort to become part of the violence, he/she will be considered to have taken a part in the disruption. Because of the Zero tolerance and the stringent responses to violence, the District strongly encourages students to make use of our counseling services and the Principal to work through any possible confrontational situations before they result in violence.

Built within the In-School Suspension (ISS) Program is an internal program for longer placement. This program is a Disciplinary Alternative Education Program (DAEP), and the length of the term will be determined by the placement committee. While occupying the same building, separate areas are provided.

The purpose of these programs is to allow the student to be on campus (not suspended or expelled) so that teaching and learning can continue. **These programs are a privilege and put in place for the student's best interest.**

The district prohibits a student placed in DAEP from participating in school-related or extra or co-curricular activities, including running for or holding any honorary position. Parents must provide transportation for students assigned to DAEP. Lunch will be provided, at student's usual cost to DAEP students. For Seniors placed in DAEP that are eligible to graduate, the last class day will be their last placement day and they will be allowed to participate in the ceremony and all related events, unless specified in the DAEP Placement Order.

**Any newly enrolled student who was in a DAEP setting in a previous school will be placed directly in DAEP at Brookeland ISD. Also a newly enrolled student who was under expulsion in a previous district will complete that period of expulsion at Brookeland ISD.**

In deciding Placement in a DAEP setting or suspension or expulsion, the following factors are taken into consideration:

1. Self-defense
2. Intent or lack of intent at the time the student engaged in the conduct
3. Student's disciplinary history
4. The general safety of the students and faculty of BISD.

### **DISTRIBUTION OF MATERIALS**

#### **School Materials**

School publications distributed to students include newspapers and the yearbook. All school publications are under the supervision of the teacher, sponsor, and the Principal.

#### **Non-School Materials**

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

#### **Approval Required**

All material intended for distribution to students that is not under the District's editorial control must be submitted to the Principal for review and approval.

### **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, in still discipline, prevents disruption, avoid safety hazards, and teach respect for authority. A necessary factor in school morale concerns student's dress. Sloppy, tattered, or distracting dress detracts from the learning atmosphere and is considered inappropriate. **This dress code is in effect during the school day, while traveling on a District school bus, and at all school activities conducted on the Brookeland School campus.** The Principal, in cooperation with the sponsor, coach or other person in charge of an extracurricular activity may regulate the dress and grooming of students who participate in the activities. The following rules have been established to create the most beneficial environment for the student.

- Wearing of clothing with slogans, writing, pictures or any clothing that may reasonably be expected to cause disruption or considered lewd or suggestive is not allowed.
- Items that advertise or promote tobacco, alcohol or drug use shall be prohibited.
- See-through clothing of any kind is not permitted.
- Hats, caps, and other forms of head coverings, such as hoodies shall not be worn indoors for any reason by boys or girls. **Consequence: Hats will be returned at the end of the day upon first instance but the next incident will result in confiscation until the end of the school year.**
- Bandanas and/or sweatbands shall not be worn or displayed. Special permission must be obtained from the principal.



- Students shall be allowed to wear shorts. Shorts should be appropriate and in good taste for the individual student. Shorts must be loose fitting, cuffed or hemmed, and the edge of the shorts must reach 2" above the knee.
- Pajama pants may not be worn.
- No pillows or blankets are to be brought to school.
- Pants that reveal skin shall not be permitted. No holes, tears or rips 2 inches above the knees are allowed. Pants must be belted and worn at the student's natural waistline. Belts shall be buckled at all times. Athletic pants or jogger pants must be loose fitting.
- Sunglasses are not to be worn inside the school building unless they are prescription.
- Shoes must be worn on campus at all times. No house shoes are permitted.
- Tattoos are not permitted to be visible during school. If they are in an uncovered area, you must use gauze, tape, band aides, etc. to completely cover the artwork.
- Girls may wear earrings **only in or on the ear**. **All other body piercings are not to be visible**. Gages and spacers are not allowed for girls or boys.
- Males may NOT wear earrings in or on the ear, or show any other piercings, nor any feminine attire.
- No "crop tops" or bare midriff shirts/blouses are permitted. Tops must cover the stomach, back and shoulders. No cleavage may be visible.
- Mini-skirts are not permitted. For skirts, the hem length can be no higher than two inches above the knee.
- Sun dresses with spaghetti straps, strapless dresses, and dresses/tops with the back out are not permitted. No spaghetti tops or tank tops are allowed.
- Tank tops, muscle shirts/undershirts are not to be worn as outer garments. For males, sleeveless shirts that do not cover the underarm when the arm is raised are also prohibited.
- Males must be clean-shaven. Make up is not allowed.
- No Mohawks or faux hawks will be permitted. Only natural hair colors will be allowed. Any extensions or plaits must be of natural color.
- Pants/Jeans/Shorts must be appropriately sized, fitting in the waist, crotch, and leg; not baggy, oversized or excessively tight.
- Leggings, jeggings, yoga pants, or tights are prohibited, except when the over garment is 2 inches above the kneecap or longer.

**Dress code violations will be corrected immediately and the student will be placed in ISS until they receive school appropriate attire. If the principal believes that dress or grooming is an educational distraction, the principal may address the issue at his or her discretion.**

All teachers are expected to address the dress code at all times during the day. Please do not assume that other teachers have said nothing all day long. The student may be altering their mode of dress during the course of the day. Questionable dress or appearance will be referred to the office. Students may return to class after dress code violation has been corrected. Continued violation may result in ISS. A parent conference may be mandatory upon repeated violations.

Exceptions to the dress code may be made only by the principal or superintendent of schools when documentation is provided by a medical doctor or on days that are designated as "dress up days."

#### **DRUG POLICY**

The District has adopted a drug policy requiring all students participating in extracurricular activities and driving/parking on campus to be tested for drugs. Students will be asked to sign a "letter of intent to participate" during the first week of school. Students who plan to participate will be subject to random drug testing using a urine test throughout the school year. Students new to the District, who plan to participate, will be tested prior to engaging in activities. Any Brookeland student who failed to complete the "Intent to Participate" form at the beginning of the school year and later decides he/she wishes to participate must provide (at his/her expense) a negative screening, which was conducted by a certified lab, prior to being allowed in such programs. All testing must be done on campus. No outside testing will be allowed.

All positive screenings are subject to retest after 45 days at the expense of the student. A parent, not satisfied with test results, may request another test at any time, at their own expense.

The specimens will be sent to an independent laboratory for processing. The independent laboratory will notify the District of results. All specimens will be identified with the student's social security number.

Non-compliance or failure to submit a urine sample by any student with the above testing procedures will be deemed as a positive screening with the sanctions for positive testing to be applied unless a negative screening by a certified lab can be supplied, at the student's expense by the end of the following school day.

Non-compliance will be reported to the Principal.

Any student refusing to be tested will be referred to the appropriate coach/sponsor and will automatically be suspended from participation for 45 days and must have a clean screening at the student's own expense before they can be reinstated.

### **Sanctions for Positive Testing**

**First Offense:** Suspension from participation in extracurricular and/or co-curricular activities for 45 days. A student can then be re-tested after 45 days at the student's own expense. The student will not be allowed to bring their vehicle on campus for 45 days. The student will be offered drug counseling.

**Second Offense:** Suspension from participation in extra-curricular and/or co-curricular programs for one calendar year from the date of testing. Driving privileges will be removed for one calendar year.

**Third Offense:** Suspension from participation in extra-curricular and/or co-curricular programs for the remainder of the student's stay in the secondary school. The same applies to driving privileges.

### **EMERGENCY MEDICAL TREATMENT**

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will require written parental consent to obtain emergency medical treatment. Therefore, parents are required each year to complete an emergency care consent form. **Parents should keep emergency care information (name of doctor, emergency telephone numbers, and allergies to medications, etc.) up-to-date.** Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse at 698-3285 to update any information.

### **EMERGENCY PROCEDURES**

Precautions are taken to provide for the safety of your child during normal school hours. Periodic fire and severe weather drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Student instructions for evacuation of the building will be given on the first day of school at the beginning of the fall term.

Students will leave the room immediately on signal. There must be a minimum of conversation. Lines will be well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. Lights and air conditioning in the classroom should be turned off, doors closed, but not locked. Classes must remain together for attendance and safety verification.

**Inclement Weather:** When severe weather creates hazardous conditions, the regular school schedule may be suspended. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. Listens to local media outlets including but not limited to KJAS, 107.3.

### **EMERGENCY SCHOOL CLOSURE**

In cases of emergencies, it may become necessary to cancel school during the school day. School personnel will follow necessary procedures according to the Emergency Operations Plan to provide safety for all students and staff members. If school is dismissed early, normal procedures for bus routes, parent/student pickup, and other forms of transportation will be followed if conditions warrant. School administrators will determine the appropriate time on resumption of school activities after an emergency school closing. Parents/guardians should not tie up necessary phone lines to the school, but instead monitor news reports via television and radio.

## EXTRACURRICULAR ACTIVITIES

**A student will be permitted to participate in extracurricular activities (this also applies to field trips) and are subject to the following restrictions:**

\*A student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he or she has:

1. Earned a passing grade (70 or above) in all academic classes and
2. Completed three weeks of suspension from competitive play.

\*Any disciplinary behavior-related restrictions are set out in the Student Code of Conduct.

\*Students who have exceeded their days of acceptable absences will be ineligible to participate until enough days are made up to allow them to participate.

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

Students in extra-curricular activities are a direct representation of BISD. Misconduct is subject to discipline on or off campus.

## FEES

Materials that are part of the basic educational program are provided without charge to the student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Costs for materials for a class project that the student will keep.
2. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education and athletic apparel and equipment.
5. Voluntary purchase of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchase of student accident insurance.
7. Personal apparel used in extracurricular activities that become the property of the student.
8. Parking fees and student identification cards.
9. Fees for lost, damaged, or overdue library books.
10. Fees for lost or damaged textbooks or other school supplies.
11. Fees for optional courses offered for credit that requires use of facilities not available on district premises.

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 in writing to the high school principal. Students

## FIELD DAY TRIP

Secondary students will be treated to a Wildcat Pride trip for grades 6<sup>th</sup> – 12<sup>th</sup> for all students who meet the following requirements:

- Attendance – 90% through day of trip (for the entire school year)
- Passing all classes
- No level 2 or above on the Pyramid or level 2 above offenses
- Must be on campus learning student to attend a field trip

All requirements are to be met through the trip date.

All fines are to be paid prior to trip.

## FIELD TRIPS

Due to the large responsibility placed on school officials during any travel, there may be some special rules placed on a group. Before going on a field trip, each student must provide for the District a written field trip permission slip signed by his/her parent or guardian. Alternate arrangements must be made for this student while the class is off campus.

All students participating in the field trip must ride the school bus, or other transportation furnished by the District. Only the students participating in the field trip and sponsors will be permitted to ride the bus. Non-employees will not be allowed to ride on school vehicles.

Should a parent or volunteer wish to assist with a field trip activity, childcare arrangements should be made for siblings. If childcare is not available and a parent must take a child not yet in school, he or she must take the child in a personal vehicle and be responsible for the underage child at all times. We encourage you not to count yourself as a "chaperone" if you choose to take your child, as we feel most of your attention would have to be directed to that child and not the group as a whole.

Written notification for a student to ride home with a parent must be approved by the sponsoring adult of the field trip. Field trips are an extension of Brookeland ISD and therefore, all school rules apply concerning dress, cell phone usage, appropriate behavior, etc. Discipline issues will be addressed.

### **FISHING TEAM**

The purpose of the Brookeland Fishing Team is to provide an organized structure that fosters camaraderie, sportsmanship, integrity, conservation, and development of the skills and knowledge needed to be successful anglers, including adherence to the academic standards of excellence set forth by Brookeland Independent School District. For a printed copy of the Brookeland Fishing Team By-Laws, please see the team sponsor.

### **FUNDRAISING**

\*\*\*\*NO FUNDRAISING ACTIVITIES MAY TAKE PLACE BETWEEN 7:55 AM AND 3:20 PM ON THE SCHOOL CAMPUS. Sales and solicitations of funds for any group are strictly prohibited during school hours without prior consent of the principal. All fundraisers must be school approved.

### **GOVERNMENTAL AUTHORITIES**

#### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- \*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.
- \*The Principal ordinarily will make reasonable efforts to notify parents unless the interviewer rises what the principal considers to be a valid objection.
- \*The Principal ordinarily will be present unless the interviewer presents what the Principal considers to be a valid objection.
- \*If the student specifically requests that an adult from the school system be present, the parties must comply.

#### **Students Taken into Custody**

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

- \*To comply with an order of the juvenile court.
- \*To comply with the laws of arrest.
- \*By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- \*By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- \*To comply with a properly issued directive to take a student into custody.
- \*By an authorized representative of Child Protective Service, Texas Department of Protection and regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Texas Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of the Principal's 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 presents what the principal considers to be a valid objection to notifying the parents. The Principal does not have the authority to block a custody action notification will be after the fact in most cases.

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency and if adjudicated, the student must be isolated.

### **HOMEBOUND STUDENTS**

Consistent with TEA's *Student Attendance Accounting Handbook (SAAH)*, a student to be confined for a minimum of four weeks to a hospital or homebound for medical reasons specifically documented by a physician licensed to practice in the United States may be eligible for general education homebound services. The parent's request for services shall be made through the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided, and when the student is able to return to the regular educational setting, the length of the transition period based on current medical information.

In accordance with Brookeland ISD local Policy EEH:

1. Students must be confined for a minimum of four weeks to a hospital or homebound for medical reasons by a physician licensed to practice in the United States.
2. Homebound services are specifically designed for students who are confined to the home or hospital for at least four weeks.
3. Placement committee will make a placement decision, design a transition process for students returning to regular schedule based on current medical information, determine the type and length of instruction, and dismissal.
4. Students receiving homebound services will be served through IDEA 504.

### **GIFTED TALENTED SERVICES**

Screening for GT identification is conducted each spring on the basis of achievement, IQ scores, product portfolio assessment, parent observations, and teacher observations. Students in Brookeland ISD who are identified as gifted/talented are eligible for various services within that program. Please note the following BISD Board policies:

1. **NOMINATION:** Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents or other interested persons. Anyone can nominate a student for screening at any time by contacting the guidance counselor. Conferences may be held with nominated students and their parent(s) to determine if the students are interested in the program.
2. **IDENTIFICATION CRITERIA:** Criteria to identify gifted and talented students shall be established in the Board approved program for the gifted and talented. The criteria shall be specific to the state of definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged and students with disabilities.
3. **SELECTION:** A selection committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted program placement is the most appropriate educational setting.
4. **ASSESSMENTS:** Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but not limited to the following: achievements test, intelligent tests, behavioral checklists completed by teachers, parents, teacher nominations based on classroom observations, student/parent conferences, portfolios, and student work products, if available.
5. **APPEALS:** Parents or students may appeal any final decisions of the selection committee regarding selection of or removal from the gifted program. Appeal shall be made first the selection committee. Any subsequent appeals shall be made in accordance with FNG (Local) beginning at level two.

### **HOMECOMING QUEEN**

Classes will elect homecoming duchesses for students in 6<sup>th</sup> through 11<sup>th</sup> grade. Homecoming queen candidates will be from the senior class. **To be eligible to run for duchess or homecoming queen, students must meet the requirements for eligibility for UIL participation at the time of the elections.**

**To be eligible to run for duchess or homecoming queen, a student must be enrolled by September 1 of that school year.**

To be eligible to run for duchess or homecoming queen, the student must not be in DAEP / ISS, must meet attendance requirements and passing all classes.

For duchess candidates, nominations will be taken. A vote by the class will be taken and the candidate receiving the most votes will win. Re-voting will take place only in case of a tie.

Voting for homecoming queen is restricted to students in grades 9-12. The four (4) candidates receiving the most votes will participate in the homecoming ceremonies. The queen will be announced at the homecoming ceremonies at the basketball game on Friday night.

Escorts for duchess candidates must be students at Brookeland ISD. Each class will vote for the escorts from their class. These students must have met the eligibility requirements for UIL participation at the time of the elections and be in the same grade as the duchess. The queen's candidates must choose their escorts from their grade level.

### LIBRARY PROCEDURES

One book may be checked out for one week to K-3<sup>rd</sup> grades, two weeks for 4<sup>th</sup> – 12<sup>th</sup> grades. When books are kept beyond that time, a daily fee of .10 is charged until books are returned. Parents will be notified each week if fines are due. Fines that are not paid by the end of the six weeks will result in the denial of privileges to check out books and materials from the library. At the beginning of the year all fines must be paid or lost books returned before a student may begin checking out books.

A scheduled time will be set at the beginning of the year for each teacher to come to the library. Students may go to the library other than the assigned class times with the permission of the teacher.

An AR trip is rewarded at the end of the year to those students who meet student goals points that are set by the teacher and have not reached level 2 on the discipline pyramid. All fines must be paid and books turned in prior to the event.

An AR trip will be scheduled for the Kindergarten – 5<sup>th</sup> grades and 6<sup>th</sup> – 12<sup>th</sup> grades at the end of the school year.

### LOCKERS

Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. Students will keep the tops of their lockers cleared at all times. Searches of lockers may be conducted at any time there is a reasonable cause to do so, whether or not a student is present.

### PARTIES AND SOCIAL EVENTS

#### Prom

Prom is for 11<sup>th</sup> & 12<sup>th</sup> grade students. Students in grades 9<sup>th</sup> & 10<sup>th</sup> may attend as escorts but must purchase a ticket. No students below the grade of ninth may attend Prom. No one over the age of 21 will be considered. Any student/ person who wishes to attend as an escort and who is not a student of BISD must obtain approval from the administration prior to attending the prom event. All prom guest must enter with their ticket and their prom date. **All fines and fees, including but not limited to college fees, library fees, cafeteria charges, etc. must be paid in full.**

#### Prom Dress Code

Girls:

Prom/Dances:

Girls will wear semi-formal, formal gowns, or outfits with pants as campus administration deems appropriate for each event. Strapless and spaghetti straps will be permitted.

Boys:

Prom/Dances:

Boys are encouraged to wear a suit or sports coat, but at a minimum they are expected to wear semi-formal wear, such as slacks, nice shoes, and a nice shirt (ties are encouraged, but not required).

The following will not be permitted:

1. No extremely low cut dress (front or back) – Front of dress must not fall below bra line.
2. No two piece formal gowns or pants and top, where the midriff is showing.
3. No see through gowns
4. No shorts

5. No jeans
6. No tennis shoes
7. No torn clothing
8. No earrings on males
9. No facial piercings

### **Foods and Beverages**

According to Texas Public School Nutrition Policy, elementary school campuses may not serve or provide access for students to Foods of Minimal Nutritional Value and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class. Such foods and beverages may not be sold or given away to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization.

### **For exemptions and a listing of foods and beverages restricted by the FMNV policy, as set forth below:**

#### **Restricted foods**

1. **Soda Water:** Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
2. **Water Ices:** Any frozen, sweetened water such as “.... sicles” and flavored ice with the exception of products that contain fruit or fruit juice.
3. **Chewing Gum:** Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
4. **Certain Candies:** Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
  - a) **Hard Candy:** A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.
  - b) **Jellies and Gums:** A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
  - c) **Marshmallow Candies:** An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
  - d) **Fondant:** A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and /or invert sugar in solution such as candy corn or soft mints.
  - e) **Licorice:** A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
  - f) **Spun Candy:** A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
  - g) **Candy Coated Popcorn:** Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

**NOTE:** United States Department of Agriculture has approved exceptions for certain products included in the above categories. See Texas Department of Agriculture, Food and Nutrition Division, Administrators Reference Manual, for the current list of these exemptions.

### **Foods of Minimal Nutritional Value and Candy Exemptions**

1. **School Nurses:** This policy does not apply to school nurses using FMNV or candy during the course of providing health care to individual students.
2. **Accommodating Students with Special Needs:** Special Needs Students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need) may be given FMNV or candy items.
3. **School Holiday Celebrations:** Students may be given FMNV items during the school day for up to three different celebrations each school year. For Brookeland Independent School District these holidays will be Christmas, Valentines Day, and Easter (this may be replaced by an end of year party). These items may not be given during meal times in the areas where school meals are being served or consumed.

### **INTEGRATED PEST MANAGEMENT**

Brookeland ISD has a policy that requires us to follow integrated pest management (IPM) procedures to control pests on school grounds. This district strives to use the safest effective methods to manage pests, including a variety of non-chemical control measures; however, pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free school environment.

All pesticides used in our district are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Prior to indoor applications, signs will be posted 48 hours in advance of the treatment. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area. Parents with further questions, or who wish to be notified directly about upcoming pesticide applications on their children's campus, can contact the District IPM Coordinator at (409)698-2677 or email [dcooper@brookelandisd.net](mailto:dcooper@brookelandisd.net).

### **PHYSICAL EXAMINATIONS**

Physical examinations are required for all students who plan to participate in UIL sponsored athletic competition. Physicals are provided at no expense to the student if present during the time of exam. The District will make arrangements for these physicals and will be responsible for transporting the students from the school to the clinic and back to the school. Without this physical examination, a student will not be allowed to participate.

### **PLEDGES OF ALLEGIANCE/MOMENT OF SILENCE**

The Board of Trustees of each school district shall require students, once during each school day at each school in the district, to:

- 1) Recite the Pledge of Allegiance to the United States flag
- 2) Recite the Pledge of Allegiance to the Texas flag
- 3) Observe at least one minute of silence.

On written request from a student's parent or guardian, the District shall excuse the student from reciting the Pledge of Allegiance.

Senate Bill 83 states that the board of trustees of each school district shall provide for the observance of one minute of silence at each school in the district following the recitation of the pledges of allegiance to the United States and Texas flags. During the one-minute period, each student may, as the student chooses, reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Each teacher or other school employee in charge of students during that period shall ensure that each of those students remains silent and does not act in a manner that is likely to interfere with or distract another student.

### **RESIDENCE/TRANSFERS**

Students must live in District with their parents or legal guardian, or have a letter of Legal Authority. The residence requirements may be waived with administrative approval when the prospective student meets the District's transfer policy requirements.

TEA restricts the number of transfer students into the district. Therefore, transfer students will be accepted in this order:

1. Children and/or relatives of employees
2. Current transfer students in good standing
3. Resident students who must move out of district during the school year
4. Siblings (living in the same home) of current transfer students
5. All others on a first come, first serve basis in accordance with State guidelines.
6. No Pre-K transfers will be considered.

A transfer student must meet and maintain the following criteria in order to transfer and remain at Brookeland ISD

1. 95% or better attendance
2. A disciplinary record with no more than three (3) infractions, unless the infraction is of a serious nature, and then one (1) may be enough.
3. Passed last STAAR test and/or met the required expectations.

A non-resident student may have their transfer status revoked after a probationary period if any one (1) of the above criteria is not met. A review committee will convene to set the probationary period and reconvene to make a final decision of revocation. One (1) Level 3 or Level 4 offense may merit immediate revocation of transfer status.



If an out of district student receives a failing grade or two accumulated disciplinary infractions, the student may be placed on a six-week probation and their status may/will be revoked but in certain circumstances, the status may be revoked at once.

### **REVIEW BOARD**

A review board will be established during the first six (6) weeks of each school year and will have tenure until the next review board is established.

This review board will consist of:

1. Two (2) Administrators,
2. Two (2) Teachers,
3. One (1) Counselor

The Purpose of the review board is to meet when necessary to deal with such issues including, but not limited to the following: attendance, transfer students, and leadership positions. This board is designed to ensure that all students are treated equitably.

### **SAFETY/ACCIDENT INSURANCE**

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented safety procedures. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students, including:

- \*Avoiding conduct that is likely to put the student or other students at risk.
- \*Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers.
- \*Remaining alert to and promptly reporting safety hazards, such as, intruders on campus.
- \*Knowing emergency evacuation routes and signals.
- \*Following immediately the instructions of teachers, bus drivers and other District employees who are overseeing the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety rules. Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

**The District is not responsible for medical costs associated with a student's injury.** The District does make available, however, an optional, low-cost, student accident insurance coverage to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and submitting claims through the nurse's office.

### **SCHOOL FACILITIES**

The taxpayers of the community have made a substantial 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 in the coming years -- littering, defacing or damaging school property is not tolerated. Students will be required to make restitution for damages caused by a student and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

### **SCHOOL NURSE**

The clinic is to be used by those students who are too ill to remain in the classroom and whose parents cannot be contacted to pick them up. Medication to be taken by mouth, including aspirin and Tylenol, will not be provided. All prescriptions must be in the original bottle from the pharmacy and must be prescribed for the person taking the medication. All medication to be used by the student will be kept in the nurse's office and taken under his/her supervision. Non-prescription medicine must also be in the original bottle. Examples: No aspirin in an Advil bottle, no caplets in a tablet bottle, no 500 mg. tablets in a 325 mg. bottle. A note of permission signed by the parent or guardian must accompany the medication to be given to any student by the school nurse. Written requests to administer medication must include the following: Date, pupil's name, medication name, dosage, times dosage is to be administered, and signature of parent or legal guardian.

Students may not remain at school if they have fever, are vomiting, or have any communicable diseases and should be symptom free for 72 hours before returning to school.

## **BACTERIAL MENINGITIS**

### **WHAT IS MENINGITIS?**

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it meningitis. Viral meningitis is the 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 causes meningitis are as contagious as the disease 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 drink containers, utensils, or cigarettes).

### **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%). It can cause mild side effects, such as redness and pain at the injections site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

### **FOR MORE INFORMATION:**

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

## **SEARCHES BY TRAINED DOGS**

Brookeland ISD is a declared Drug Free Zone and as such will go to any length to halt the bringing on campus, possession of or use of illegal drugs and prohibited items on the school campuses. In this regard, trained dogs will be periodically brought in to conduct a search of lockers, rooms, individual bags, and automobiles. If drugs are found, students will be prosecuted to the full extent of the law. If the drug dog is alerted, the student/s will be asked to submit a search. A student that fails to comply with a search will be punished as if in possession.

## **SEXUAL HARASSMENT/SEXUAL ABUSE**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student, or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The Principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of a complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within ten days may request a conference with the Superintendent or designee by following the procedure set out in the Board policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the School Board as provided by policy.

### **STANDARDS FOR LEADERSHIP POSITIONS**

In addition to meeting the academic requirements set forth in this handbook, students seeking leadership positions (cheerleader, mascot, class officer, student council member, etc.) must be in good standing in and out of class. Students in a leadership position who have three (3) discipline referrals or are not meeting the 95% attendance requirement will be subject to review. The review board will make the final determination as to probation or removal.

### **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of a written request. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is dependent for tax purposes, the student (if 10 or older), and school officials with legitimate education interests are the only persons who have general access to a student's records. "School officials with legitimate education interests" include any employees, agents, or Trustees of the District cooperatives of which the District is a member or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the students;
2. Considering disciplinary or academic action, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designated program for a student with disabilities under Section 504;
3. Compiling statistical data;
4. Investigating or evaluating programs.

The parent's or student's right of access to and copies of, a student record does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of records.

Copies of student records are available at a cost of \$.25 per page, payable in advance. Parents may be denied copies of a student's records for the following reasons:

1. After the student reaches the age of 18;
2. When the student is attending an institution of post-secondary education;
3. If the parent fails to follow proper procedures and pay copying charges;
4. When the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduce-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about the District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten (10) school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

### **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identified the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records and will be maintained until the time has expired.

### **STUDENT SUCCESS INITIATIVE - SSI**

Enacted by the 76<sup>th</sup> Texas Legislature in 1999, the Student Success Initiative (SSI) grade advancement requirements apply to the STAAR reading test at grade 3, the reading and mathematics tests at grade 5, and the reading and mathematics tests at grade 8. As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee that the student is likely to perform at grade level after additional instruction.

A student, who after at least three attempts, fails to perform satisfactorily on an assessment instrument, may be retained at the same grade level for the next school year subject to the decision of the grade placement committee. The student's parent or guardian may appeal the student's retention by submitting a request to the grade placement committee.

The goal of the SSI is to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics. This effort depends greatly on schools, parents, and community members working in partnership to meet individual student needs.

### **SUBSTITUTE TEACHERS**

When a regular teacher is absent, a substitute teacher will be employed. The academic objectives for the class will remain on focus. Student behavior will support this focus. The substitute is instructed to make a report to the regular teacher of any discipline problems that arise, and to send a student who commits a serious offense to the Principal's office for disciplinary action. Teachers upon their return to class will deal with minor discipline problems that occurred while the substitute was working.

### **TESTING**

In addition to routine testing and other measures of achievement, students at certain grade levels will take the following State of Texas Assessments of Academic Readiness (STAAR):

|                       |  |
|-----------------------|--|
| 6 <sup>th</sup> Grade | Reading and Mathematics                          |
| 7 <sup>th</sup> Grade | Reading, Writing, and Mathematics                |
| 8 <sup>th</sup> Grade | Reading, Mathematics, Social Studies and Science |

For the class of 2005 and beyond, in order to graduate, students must successfully complete all parts of the listed End of Course (EOC) tests. Grades 5 and 8 are designated retention grades and Math and Language Arts tests must be passed to progress to the next grade level as determined by the Grade Placement Committee.

### **TEXTBOOKS/CALCULATORS**

The school provides state adopted textbooks and calculators for upper level mathematics classes. Under state law (TEC 31.104), schools are responsible for the care and maintenance of ALL state issued materials. In particular, schools are required to make sure all textbooks are covered for their protection throughout the school year. Individual students will be responsible to pay the replacement cost for any materials assigned to them that are lost or become unusable due to excessive wear and tear. The average cost of replacing a textbook is \$65.00 and calculators are \$75-\$100.

### **TRAVEL-SCHOOL SPONSORED**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event with the exception of arrangements approved by the principal.

The Principal may make an exception to the requirement under the following circumstances:

1. The students request that they be allowed to ride with the parent; or
2. The parent presents a written request that the student be permitted to ride with an adult designated by the parent.

### **TUTORIALS**

A tutorial period will be built into the school day as deemed necessary. Additionally, teachers will offer before school and after school tutoring as deemed necessary.

### **UIL RECOGNITION FOR PARTICIPATION**

UIL coaches and sponsors will be permitted to collectively organize a school sponsored event, banquet or outing in which to recognize those students who have participated in UIL events for the school year, upon approval of the campus principal.

Eligibility:

- Academics – the student must have competed at the District level.
- Athletics – the student must have suited up for at least one game.

Disqualifications (Any one of these will disqualify):

1. Any student who quits a UIL event and the coach feels that the team was placed in jeopardy.
2. Any student with a failed drug test automatically becomes disqualified.
3. Any student at Level 3 of the Discipline Pyramid automatically becomes disqualified.
4. Any student with 18 absences automatically becomes disqualified.

### **VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his/her vehicle and must make certain that it is locked and that the keys are not given to others. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student.

Students who drive to school are required to park in the designated student parking lot. Students who wish to drive a vehicle to school must register with the Principal's office by completing a Parking Permit Form. To register the student will need proof of insurance, a valid driver's license, and the license plate number. A parking permit will then be issued. It is to be hung on the rearview mirror at all times. Students who do not have a valid driver's license will not be permitted to park on campus. **Students must be in enrolled in grades 9 – 12 only.**

Students without parking permit will not be allowed to park on campus and any unauthorized vehicles will be towed at owner's expense.

Students who drive on campus must participate in the district drug-testing program.

Students enrolled in the DAEP program will not be allowed to park on campus.

Security demands that students leave their vehicle immediately upon arrival in the parking lot. **No student without a pass from an administrator may enter the student parking lot during the day.**

Students engaged in unsafe driving (peeling out, excessive speed, unsafe start from stop, etc.) may lose their privilege to drive or park on campus. They may also be ticketed for the offense.

Failure to follow these procedures will result in revocation of driving privileges on campus, and disciplinary action in accordance with the Student Code of Conduct.

### **VISITORS**

For safety and security reasons only students and employees of the Brookeland Independent School District are to be in the school building or on school grounds during the school day unless special permission is granted at the Principal's office. **All visitors are to report to the Principal's Office immediately upon arrival and provide a valid driver's license or state issued picture ID. Brookeland ISD has implemented the Raptor system for visitor's identification. Visitor's providing a valid driver's license will be issued a visitor's pass.** Parents are not allowed to report to individual classrooms without administrative permission. We welcome parent visits to the campus, but discourage any other visitors. Visits to individual classrooms during instructional time are permitted **only with approval of the principal and teacher**, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. **Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office at (409)698-2413 ex 206.**

Parents wishing to meet with teachers must make an appointment with the office first prior to the desired conference time. All visitation is at the discretion of the principal.

Due to safety concerns parents may not have breakfast or lunch with their children. Parents may not have contact or provide food for any other students. Special events open to the public will be announced and parents must sit at the visitor tables during such events.

# APPENDIX

National Honor Society By-Laws

Academic Policy

# **NATIONAL HONOR SOCIETY / JR. HONOR SOCIETY BYLAWS**

The purpose of these bylaws is to establish local procedures for the implementation and operation of local chapter of the National Honor Society (NHS) at Brookeland High School in accordance with the Constitution of the National Honor Society of Secondary Schools.

## **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the Brookeland High School Chapter of the National Honor Society.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Brookeland High School.

## **ARTICLE II: MEMBERSHIP**

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 2: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for the equivalent of one semester at Brookeland High School.
- c. Candidates eligible for selection to the chapter shall have a minimum weighted, cumulative GPA of 90%.
- d. Upon meeting the grade level and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

## **ARTICLE III: SELECTION OF MEMBERS**

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Form for further consideration for selection.
- c. Candidates shall obtain one letter of recommendation demonstrating the candidate's service, leadership and character.
- d. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.

Section 3. The selection of new, active members shall be held once a year during the second semester of the school year.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Chapter Adviser.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.



## **ARTICLE IV: DISCIPLINE AND DISMISSAL**

Section 1. Any member who fall below the standards of scholarship, leadership, character, or service may be dismissed from the Brookeland chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in served and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he/she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the students will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct, the member may be dismissed.

Section 4. Violation of the law or school regulations can result in dismissal of a member. These violations include but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs at school or school related activities.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without written warning although a hearing must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal. The member has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed under the same rules for disciplinary appeals with the school district.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member's ad deemed appropriate.

### **Chapter Offices**

1. The officers of the chapter shall be President, Vice-President, Secretary, and Treasurer.

2. Student officers shall be elected at the last meeting of each school year. All returning active members in good standing are eligible for a position as an officer. All active members of the chapter are eligible to vote.
3. A majority vote shall be necessary to elect any officer to this chapter.
4. It shall be the duty of the president to preside at the meetings for this chapter.
5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.
6. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence.
7. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter.

### **Membership**

1. Membership in the Brookeland High School National Honor Society is a special honor bestowed upon a student.
2. Members MUST maintain the standards of the chapter and the national organization or risk permanent dismissal from the NHS.
3. Members are required to
  - a. Participate in regularly scheduled meetings, missing no more than two per school year
  - b. Participate in a least one-chapter activity per school year.
  - c. Vote for chapter officers during the last regularly scheduled meeting of the school year
  - d. Pay annual dues of ten dollars to be used for chapter projects.

### **The Chapter Adviser**

1. The principal shall appoint at least one faculty member to serve as Chapter Advisor
2. The Chapter Adviser will be responsible for:
  - a. The direct supervision of the chapter
  - b. Acting as liaison between faculty, administration, students, and community.
  - c. Maintaining files of membership, chapter history, activities, and financial records
  - d. Regularly reviewing chapter members for compliance with NHS standards and obligation
  - e. Sending the annual report to the national office
  - f. Any other duties delineated in the national constitution.

## **ACADEMIC POLICY**

### **Honor Classes**

In an effort to develop a more rigorous curriculum and better prepare students for post-secondary study, a program of Honor courses has been implemented for graduating students. The focus will be in the area of mathematics, social studies, language arts, and science. A student must have the endorsement of the teacher in order to enter these programs. There are two times when a student may withdraw from these classes. They may have their schedule changed within the first six weeks of class. They may also withdraw from an Honors course at the end of a semester or on recommendation from the teacher. These classes will earn students additional grade points for ranking purposes only.

### **ACCELERATED LEARNING CENTER (ALC)**

Accelerated Learning Center or ALC is a program for “at-risk” students who are one or more grade levels behind because of academic reasons or for students who have difficulties in certain areas. This program is not intended to be a watered-down curriculum where students can rapidly advance. It is designed to allow students, working at their own pace to get back on grade level. Instruction will only be given in the foundation courses. ALC instruction will be available for both junior and senior high students.

The Principal will meet with the student’s teachers and counselor as a group they will make the final recommendation and will determine the eligibility. Students must complete all assignments and maintain a passing (70) average in order to remain in the program.

### **CLASS RANKING FOR STUDENTS**

High Honor Graduates must meet the following requirements:

- ✓ Earned District Level Achievement (must include all 4 areas):
  - Foundation Program requirements
  - 4 math credits to include Algebra 2
  - 4 science credits
  - Earned at least 1 endorsement
- ✓ Earned a Performance Acknowledgment (must include 1 qualifier):
  - Dual credit course (values not currently established)
  - Bilingualism & bi-literacy
  - PSAT (Merit Scholar), ACT (composite score 28 not including writing), SAT (reading & math combined score of 1250)
  - Passed AP (3) or IB (4) exams
  - Earn a nationally or internationally recognized business or industry certification or license
- ✓ Must have taken 4 advanced measures of the 8 available through “on-site” classes approved by the district and have earned an A or B for those dual credit classes (For ranking purposed only, the classes cannot include Community Service classes to include welding, CNA, Phlebotomy, cosmetology or any other certification or licensing class. However, those students can be awarded a Performance Acknowledgment if they are awarded the license or certificate.)
- ✓ Must have taken all 8 “on-site” college classes to qualify for Valedictorian or Salutatorian.
- ✓ Must have passed all EOC state assessments
- ✓ Must be free of any felony charges or convictions
- ✓ Must be eligible to attend graduation (all fines & bills to the district paid)
- ✓ Must declare his or her intent to pursue High Honor Graduate status at the beginning of his or her 11<sup>th</sup> grade school year on his or her Personal Graduation Plan (Students entering the district after the 11<sup>th</sup> grade school year begins, may graduate with Honors, but will not be ranked higher than Honor Graduates who attended the full 11<sup>th</sup> & 12<sup>th</sup> grade school years.)
- ✓ Must be a 4-year high school student (3-year graduate may be acknowledged as an honor graduate but will not be eligible for Valedictorian or Salutatorian.)

Honors & Dual Credit Classes:

The only classes that will earn 5 additional grade points per semester average for high school classes & for approved “on-site” dual credit classes will include the following:

- ✓ Honors Geometry, Honors Algebra 2, Pre-calculus, Calculus
- ✓ Honors Biology, Honors Chemistry, Honors Physics, and one advanced science taken from Biotechnology, Anatomy & Physiology, & Forensics
- ✓ Approved On-site dual credit classes final grades each semester (Online classes, summer dual credit classes, and dual credit classes not on the approved “on-site” list may count as advanced measures and for dual credit but will not be awarded the 5 additional grade points.
- ✓ Classes used to determine rank will include the following:
  - English class grades
  - Honors Biology, Honors Chemistry, Honors Physics & any other High School Science course
  - 4 Social Studies class grades

- All High School math class grades to include Honors Geometry, Honors Algebra 2 & two other Honors or approved college level math classes given “on-site” (The highest student average through the 5<sup>th</sup> Six-Weeks for high school classes and final semester averages on-site dual credit classes will be used for ranking).

**COUNSELING**

**Academic Counseling**

Students and parents are encouraged to talk with the counselor, teachers or principal to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. Also students in grades 9-12 and their parents will be provided information about the recommended courses for students preparing to attend college, as well as available school-to-work programs. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with the Counselor so that they take the high school courses that best prepare them for future work. The Counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing. Senior students may have 2 documented college visits. They must get the form from the counselor.

**Personal Counseling**

The school will not conduct psychological examination tests or treatments without requesting the parent’s written consent unless required by state or federal law for special education purposes.

**CREDIT RECOVERY PROGRAMS**

Students who enroll in a credit recovery program will not be considered for enrollment in Brookeland ISD. Students taking A+ on Brookeland’s campus are required to achieve a 70 in order to receive credit. The recorded transcript grade will be no higher than 75 for a recovery class. A student may receive a grade higher than 75 for original credit work.

**DUAL CREDIT COURSES/COLLEGE COURSEWORK**

Some universities allow high school students to take correspondence courses—courses by mail—for credit as well as dual credit courses. Students in grades 9-12 may earn credits toward high school graduation by these means with approval of the school counselor and principal. Students in grade 11 or grade 12 who have an overall average of 85 will be allowed to take college-level courses. To be eligible students must have the approval of the principal and the counselor and have written authorization from their parents to take such courses, with the understanding that he/she is responsible for the payment of any fees. For further information, and specific District policy in this regard contact the school counselor. Only junior and senior students may take college level correspondence courses, on-line courses, or local college courses for dual credit.

Students must reimburse BISD for failed or dropped classes. Failure to do so will result in the student not participating in graduation and prom. Students will not be able to re-enroll in the dual credit program.

**MID-TERM AND FINAL EXAMS**

There are no exemptions from mid-term or final exams.

**GRADES CLASSIFICATION**

After ninth grade, students are classified according to the number of units earned toward graduation. This grading classification chart applies to all grades 9 – 12.

| <u>Units of Credits</u> | <u>Grade Placement</u> |
|-------------------------|------------------------|
| 6                       | 10                     |
| 12                      | 11                     |
| 18                      | 12                     |

**GRADING**

To earn a credit in a course, a student must receive a grade of 70 based upon course-level or grade standards. Students are offered the opportunity to bring failing grades up to 70% by re-testing. The student may request the opportunity to re-test or the teacher may notify the student concerning the need to re-test. At that time, the student will be asked to sign a form documenting when the notification of the re-test is discussed and also to indicate whether the student has chosen to refuse or take advantage of the opportunity to re-test. The re-test must be completed within 5 school days of the notification.

### **Transfer Grades**

Grades provided by districts will be recorded as they appear on the transcript provided. In the case of letter grades, the counselor will interpret those letters as the following:

| <b><u>Letter Grade</u></b>            | <b><u>Numeric Grade</u></b> | <b><u>Letter Grade</u></b> | <b><u>Numeric Grade</u></b> |
|---------------------------------------|-----------------------------|----------------------------|-----------------------------|
| <b>A+</b>                             | <b>100</b>                  | <b>C+</b>                  | <b>78</b>                   |
| <b>A</b>                              | <b>95</b>                   | <b>C</b>                   | <b>75</b>                   |
| <b>A-</b>                             | <b>90</b>                   | <b>C-</b>                  | <b>71</b>                   |
| <b>B+</b>                             | <b>89</b>                   | <b>F</b>                   | <b>60</b>                   |
| <b>B</b>                              | <b>85</b>                   | <b>P</b>                   | <b>77</b>                   |
| <b>B-</b>                             | <b>80</b>                   | <b>D</b>                   | <b>70</b>                   |
| <b>S – Subject to Grade Placement</b> |                             |                            |                             |

## **GRADUATION**

### **Graduation Procedures**

A student will be allowed to participate in the high school graduation exercises only if the student has successfully completed all course requirements as stipulated by the Texas Education Agency and the policies of the District, attend the scheduled graduation practice and cleared all fines and fees.

### **Graduation Program**

A student must complete one of the four graduation plans offered during the student's high school career. The three plans available are:

|                 | <b><u>Number of Credits</u></b> |
|-----------------|---------------------------------|
| • Minimum       | 22                              |
| • Recommended   | 26                              |
| • Distinguished | 26                              |
| • Foundation    | 22                              |

### **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 state wide exit-level examination (STAAR).

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 or end-of-course examinations.

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 Individual Education Plan (IEP).

Since requirements for each plan are ever changing, details regarding specific requirements may be obtained from the Counselor.

### **HIGH SCHOOL VALEDICTORIAN/SALUTATORIAN**

The top ranking graduate shall be the valedictorian. The second ranking student shall be the salutarian. Other requirements that must be met include:

- Shall not have been convicted of a felony under the Texas Penal Code or pending charges that could result in a felonious conviction.
- Additionally, the student must have been in attendance at Brookeland High School for the full 180 days of his or her junior and senior year.

### **JUNIOR HIGH VALEDICTORIAN/SALUTATORIAN**

The top ranking eighth grade graduate shall be the valedictorian. The second ranking eighth grade student shall be the salutarian. Other requirements that must be met include:

- Have no charges/convictions of a felony under the Texas Penal Code
- Have been in attendance at Brookeland Junior High for the full 180 days of his/her seventh and eighth grade years.

## **Graduation Ceremonies**

Graduation is a dignified occasion and there are requirements in addition to the student code of conduct. The ceremony will be planned and conducted by the school district. Student participation is encouraged but voluntary. Students choosing to participate will be dressed appropriately for the occasion. All male students participating will wear long pants with a collared shirt (solid in color), dress pants, and wear appropriate footwear. Female students will be required to wear dresses or pantsuits with appropriate footwear. Students who fail to meet these requirements will not be allowed to participate in the graduation activities at the school. All students participating in ceremonies will be required to attend practice. All fees and fines must be paid in order to participate in graduation ceremonies.

## **PROMOTION AND RETENTION**

A student may be promoted **ONLY** on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Written reports of absences and student's grades or performance in each class or subject are issued to parents at least once every six weeks. At the end of the third week of a grading period, parents are notified if the student's grade average is near or below 70 in any class or subject and the parents are requested to schedule a conference with the teacher of that class or subject. A student must also abide by the 90% attendance rule for promotion.

For Junior High students to be promoted to the next grade they must have an overall average of 70 or above in core subjects and can fail no more than one of the foundation subjects (English-Language Arts, Mathematics, Science, and Social Studies). Students who do not meet these requirements will be retained.

Students who are on an IEP may be promoted based on successful accomplishment of goals and objectives as outlined in the IEP.

## **SCHEDULE CHANGES**

There will be no schedule changes after the first week of each new semester.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the school counselor. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or other organizations.

## **STUDENT RECORDS**

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents of the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

### **Subjects to be accessed on STAAR End of Course (EOC) are the following:**

English 1, 2, & 3, Algebra 1 & 2, Biology, and US History. Students must pass these exams to receive a high school diploma. They will be given several opportunities to retake any exam in which they did not "meet the standard".

**(The testing calendar is available at the front of the handbook. The testing calendar is subject to change by the Texas Dept. of Education.)**

## **ADDITIONAL WAYS TO EARN CREDIT**

**In addition to regular course offerings, alternate programs and courses provide experiences and credit. Grades earned in these courses will count in the GPA (grade point average).** Following is a list of these additional programs. Consult with a counselor for more detailed information.

**CREDIT BY EXAMINATION:** Credit by examination is designed as an option for those students who have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. A student must have received a grade of at least 60 in the course failed in order to gain credit by such an examination. To receive credit, student shall score a grade of 70 or above on the examination. A student who has excessive absences shall not be permitted to earn or regain course credit through credit by examination. Registration must be completed in person by the parent during a conference with the student's guidance counselor. For further information, contact the Guidance Office.

### **EARLY GRADUATION**

For certain students **who want to begin college**, provision is made for early graduation if several requirements are met. Early graduation should be discussed with the counselor prior to application. An application should be made in writing to the counselor at the beginning of the 11<sup>th</sup> grade year. Parental approval must accompany the request. Applicants for early graduation must graduate on the DAP or Recommended plan and must take the SAT/ACT prior to starting their junior-senior year and applicants must also present a letter of acceptance from a college or post secondary educational training institution.

Any candidate for early graduation that has not completed correspondence courses or credit by examination by the end of the fall term (prior to planned graduation) will be required to be enrolled in classes in the spring term.

**Early graduates (3 yr.) will not be considered for Valedictorian or Salutatorian.**

### **Texas Department of State Health Services Spinal Screening Parent Notification**

Texas Health and Safety Code, Chapter 37, requires Spinal Screenings in public schools for 6<sup>th</sup> and 9<sup>th</sup> graders yearly for the detection of abnormal spinal curvature in children, such as scoliosis or kyphosis.

All children enrolled in a public or private school in grades six and nine shall be screened for abnormal spinal curvature before the end of the school year. The screening requirements may also be met by a professional examination as defined in §37.142 of this title.

A child's parent, managing conservator, or legal guardian, or the individual under the scenarios described in Texas Family Code, §32.003, may execute an affidavit stating that a person, other than the individual secured by the school to conduct screenings at the school, shall conduct the screening as soon as is feasible. The school may admit the child on a provisional basis for up to 60 days, or may deny admission until the screening record(s) are provided to the school.

A school shall not require a child to be screened if the child's parent, managing conservator, or legal guardian, or the individual under the scenarios described in Texas Family Code, §32.003, submits to the school, on or before the date spinal screening is scheduled, an affidavit in lieu of the screening record(s) stating that the spinal screening conflicts with the tenets and practices of a church or religious denomination of which the affiant is an adherent or member.

