

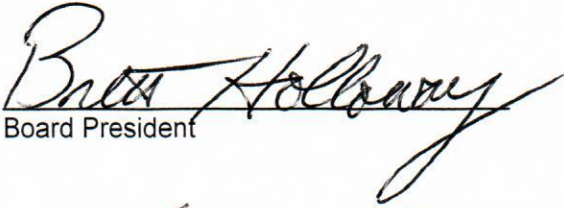
# Brookeland Elementary




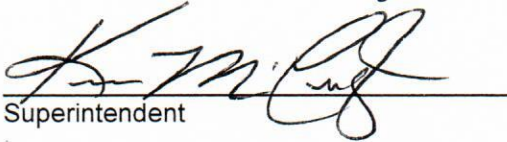
Handbook 2022-2023

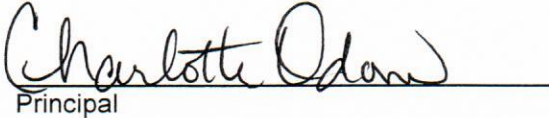
**BROOKELAND INDEPENDENT SCHOOL DISTRICT**

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
Jessica Stephenson	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	698-2152 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	Angela Williams	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 of 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 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 may be 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 Asbestos Hazard Emergency Response Act (AHERA), the Brookeland Independent School District would like to inform you that asbestos containing building material (ACBM) has been identified in various district-owned buildings.

The Brookeland Independent School District 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 any questions or concerns.

### **ATTENDANCE**

School hours for students: 7:50 a.m. – 3:20 p.m.

In order for students to receive credit they must attend 90% of the educational days. This applies to remote learning in every subject.

For educational and safety reasons, parents are asked to exit the buildings prior to 8:00 am. BISD will be happy to make arrangements for parent conferences with the teachers, Principal, or Assistant Principal. Please do not loiter in the parking lots during the school day.

The school office and cafeteria open at 7:30 a.m. every morning. The cafeteria will serve breakfast to students at this time.

**DO NOT DROP OFF STUDENTS BEFORE 7:30 a.m.** The school cannot accept responsibility for supervising students who arrive before 7:30 a.m. The bell rings at 7:50 a.m. **ARRIVAL AFTER 7:55 A.M. IS CONSIDERED A TARDY AND ARRIVAL AFTER 8:05 A.M. IS AN ABSENCE FOR THAT PERIOD.** Refer to the tardy policy for more information.

If your child needs to leave campus early for whatever reason, he/she must be signed out by the parent or designated adult. **Students will not be released to any parent without signing-out in the office first.** Students will not be released to anyone who is not listed on the emergency care form (unless otherwise notified by a note from a parent/guardian). Students that leave before 3:00 p.m. will be counted absent for that class period.

**Dismissal:** Students will be dismissed from their classroom when the bell rings at 3:20. **Parents are asked not to come into the building to gather their child(ren).** This creates an overwhelming crowd at a crucial time in the afternoon during our bus loading process and slows down the natural progression of dismissal. Students checked out before 3:00 pm is absent.

**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 the time in all subject areas in order to be promoted to the next grade level. **An attendance day is 7:50 a.m. to 3:20 p.m.** **Early release days are 7:50 a.m. to 12:30 p.m.** A student, who attends fewer than 90% of all school days of class, **which include extenuating circumstances**, cannot receive credit for that grade level. If the attendance committee denies the student, the parent may appeal to the District's Board of Trustee by completing a written request to the Superintendent.

Attendance policies apply to all grade levels, including Pre-K and Kindergarten. Students attending Pre-K or Kindergarten at Brookeland ISD will be expected to follow the board approved attendance policies. **Non-compliance with these policies may result in dismissal from the program and/or retention within the grade level.**

If your child is going to be absent several days and you would like make-up work, **please call the office before 9:30 a.m. with your request.** Since teachers need time to put the assignments together, the requested work may be picked up at 3:20 p.m. in the office. Parents should send a note stating the reason for the absence when the student returns to school.

When returning to school after an absence, a student must obtain an admit slip from the Elementary office. State law requires that a student bring a written excuse by a parent or a doctors' excuse to the office that describes the reason for the absence.

**Unexcused Absences:** Students who have lost credit because of unexcused absences may regain credit by fulfilling the requirements established by the attendance committee. Returning to school without a parents note or doctor excuse is considered an unexcused absence.

**Truancy:** Absences from school without a legitimate excuse will be considered truancy 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. Truancy is defined as a student who is intentionally absent from school without a legitimate excuse.

These absences will be unexcused with no grades earned for classes missed. Current law requires that a truancy complaint be filed in the court where the child has been referred under Family Code Section 51.03 (b)(2), if any such referral has been made. An offense is a Class C misdemeanor. Each day is a separate offense, and multiple offenses may be consolidated. In addition, the court is authorized to order the child to render personal services to a charitable or educational institution as a condition of probation; the parents will be charged by the school through court.

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

**Tardy to School:**

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 tardy periods are to be noted by the teacher on the gradebook program. The Assistant Principal will periodically pull the tardy students 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:

Action	Consequence
Tardy #1	Verbal Warning
Tardy #2	Parent Contact
Tardy #3	1 Silent Lunch
Tardy #4	2 Silent Lunch
Tardy #5	Parent Conference

**Excessive Tardiness:**

Detention will be offered for students with excessive absences and/or tardiness. Detention is from 3:30-4:30 grades Kindergarten-Second with work assigned by the student's teachers. Detention for grades Third-Fifth is 3:30-5:30 for designated days. Each student will be required to write a one-page essay and turn it in at the end of detention time. Failure to do so will result in an invalidation of the detention stay.

**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 check Google classroom for assignments. 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 the 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 on classroom discussions may not be made-up.

## **AWARDS**

Students receive recognition for attendance, achievement and conduct each six weeks.

**A/B Honor Roll:** 90 or higher in at least three (3) core subjects receiving numerical grade **AND** 80 or higher in all other numerical graded subjects.

### **Good Attendance and 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, the student will be eligible for a good attendance award.
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 perfect attendance award.

**End of Year Special Awards:** Students receive special recognition for attendance, achievement, and conduct for the school year at a special awards ceremony. Students must have been enrolled in a full current semester in Brookeland ISD to be eligible for awards.

## **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. Students riding the bus must wear a mask. **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.**

### **SCHOOL BUS RIDER RULES**

The Brookeland Independent School District provides bus transportation for all students who live a specified distance from school. 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. Riders must wait until the bus comes to a complete stop before leaving seats.
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 in the elementary grades who must cross a street or road at their bus stop should wait for the driver to signal them.
5. No part of the student's body is allowed outside of a bus window.
6. Loud talking, profane or vulgar language, horseplay, or fighting is a distraction to the driver and cannot be tolerated.
7. The school dress code also applies while riding buses.
8. No dangerous items may be carried on a school bus. Firecrackers, knives, etc. will not be tolerated.
9. The person inflicting damage shall pay for any damage to a bus.
10. All riders should help to keep the bus clean and sanitary on the inside. Eating on the regular routes, therefore, cannot be tolerated.
11. Be courteous and obedient to your bus driver. Your help and cooperation will enable the driver to make your school bus ride safer.
12. Bus drivers may reassign seats to individuals on buses if they feel it is advisable.
13. 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.
14. The bus driver has complete authority on all bus runs and is to enforce all rules
15. **Students must ride the bus to which they are assigned.**
16. **Remember that bus riding is a privilege, not an absolute right—students must obey the bus rules to keep this privilege. Repeated bus misbehavior will ultimately result in removal from the bus.**
17. Throwing or shooting objects on the bus creates an unsafe condition and is prohibited.
18. All bus routes are subject to being monitored by video camera without notice.
19. **Students who miss the bus will report to the office for assistance.**
20. For the violation of any of these rules or for failure to obey the bus driver, students will be reported to their principal who can bar any student, temporarily or permanently, from riding the buses.
21. Students are not allowed to have objects in the 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.
22. Students must wear a mask to and from school.

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. 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 will be filled out and signed by the parent/guardian listing his/her regular way of transportation. If a child is to make a change in the bus schedules, he/she 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. Every reasonable effort will be made to insure that the student gets the change in transportation. **Please do not call later and expect that we can locate, notify and document the requested change.** This has become a major problem at the Elementary level. The phones start ringing at 2:00 P.M. and ring constantly until the students are lined up for loading. Please make afternoon arrangements with your students in the morning and help us avoid all of these problems. We are finding that these hurried afternoon changes are bringing about miscommunication with parents and added stress to our students.

### **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.

- First Write-up – Warning
- Second Write-up – 3 days off bus
- Third Write-up – Off the bus for the remainder of semester

### **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><i>Meal Prices:</i></b>	<b><i>Regular</i></b>	<b><i>Reduced</i></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) 698-2677.

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 close and no other students will be served. The alternative lunches are for Jr. High and High School only.

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. Cafeteria rules will be clearly posted in the cafeteria and will be enforced.

### 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, any sharp object, pepper spray, mace, tasers, and/or any object that might be used as a weapon. Personal entertainment devices (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. Repeated violations of this state law will result in more serious disciplinary action ultimately leading to suspension from school/charges filed/placement in an Alternative Education Program 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:
    - Threatening another with imminent bodily harm
    - Placing another in fear of imminent bodily harm
    - 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.

### **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 7:55 am bell 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 seen or 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 phone/watch will then be taken to the office and left in the office with the SIM CARD. 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 watch. 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, taking photos, or video- taping from this campus on a cell phone/smart watch that will result in disciplinary actions. No posting is permitted to Facebook, KIK, Snap Chat, YouTube, or any other on-line site. Sexting is forbidden.

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.

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

### **CODE OF STUDENT CONDUCT**

A Student Code of Conduct is a separate handbook.

**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 anyone.
4. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
5. Playing with matches or fire, or committing arson.
6. Stealing from students, staff, or the school.
7. Damaging or vandalizing property owned by the District, other students, or District employees.
8. Disobeying school rules about conduct on school buses.
9. Fighting, committing physical abuse, or threatening physical abuse.
10. 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.
11. 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.
12. Engaging in inappropriate physical or sexual conduct directed toward employees or other adults disruptive to other students or the school environment.
13. 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.
14. Assaulting a teacher or other individual.
15. 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.
16. Possessing any weapon prohibited by law or by school policy.
17. Smoking or using tobacco products.
18. Hazing.
19. Possession of a cellular phone.
20. Behaving in a way that disrupts the school environment or educational process.
21. Engaging in any conduct constituting felony criminal mischief as defined by law.
22. Membership or participation in any secret society, fraternity, sorority, or gang.
23. Gambling and playing games of chance on school premises or school function, 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 has authority and control over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school related activity, regardless of time or location, and any school related misconduct, regardless of time or location. The District's rules of student conduct apply to all school sponsored and school-related activities on or off campus. Students who violate these rules will be subject to disciplinary action.

### **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. They are not to roam campus nor are they to go to the cafeteria for breakfast. They are to 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.

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.

In-School Suspension Rules are:

1. No outside food, drinks, candy or gum will be allowed in ISS.
2. No games, toys, or cell phones are allowed to be brought into the suspension room.
3. No hats or "hoodies" may be worn in the suspension room. Shoes must be worn at all times. Dress code rules from the student handbook apply.
4. Students must raise their hand for permission to talk or leave their desk.
5. Meals will be served to the student by ISS personnel. No talking during meals. Students will eat at their desk.
6. Computers are for educational information. NO GAMES-NO SURFING the net.
7. If a student must call a parent/guardian, the Principal or Administrator Assistant will be asked for permission and the appropriate office will contact the parent/guardian with the message.
8. Student will work on assignment sent by the regular classroom teacher. If the student runs out of material, the ISS teacher will provide work for the student. The student will not be allowed to sit idly or sleep during the school day.
9. Only teachers, principal, administrative assistant, or nurse will be allowed to enter the room.
10. There are restrooms and water in the ISS room. There will be five restroom breaks during the day. One at the beginning of the day, at 10:00 a.m., at noon, at 2:00 p.m. and one before leaving for the day.
11. Students will be escorted to the bus by the detention teacher. They are not to leave the bus or allowed to roam the campus at all. If they need something from their locker, it will be sent for. If the child is a car rider, they will be placed with the teacher assigned to pick-up duty until the parent arrives.
12. While the student is in ISS, they are not allowed to practice, participate, and/or attend extracurricular activities. (This does include but is not limited to homecoming, prom, UIL events, One Act Play events, and graduation ceremonies.) If an ISS student is found on campus after regular school hours, they are liable for the activity and may be picked up by an officer to be escorted to the proper sheriff's office.

The ISS teacher has complete authority to deal with any issue not addressed in the above rules. If there is a disturbance, they are to call the principal's office immediately. The teacher's job is to run ISS in a strict manner that enforces all of the school's policies.

### **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.

## **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, daily agendas, student work for parents to review and sign, and continues into interaction, messages and telephone calls from teachers, and school open house or back-to-school nights.

The School Messenger System has been added to enhance communication between the school and 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 698-2152 for an appointment. Generally, a teacher will be able to meet with a parent or return calls during his/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. (FNG legal/local)

## **COMPUTER/TECHNOLOGY**

**Computer Code of Conduct:** Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene message or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

## **DISCIPLINE MANAGEMENT PLAN**

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 atmosphere conducive to learning.

The following are examples of the Pyramid Level Offenses; however, they are simply examples and are not limited to the offences listed below.

### **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
- Possession of cell phone, or electronic entertainment device seen or heard during the hours of 8:00 AM to 3:17 PM. (Please refer to cell phone policy)
- Personal display of affection

### **Level 2 Offenses**

- Major disruption in hallway
- Inappropriate use of cell phone
- Major disruption in the classroom (disruptive behavior)
- Leaving school or class without permission
- Vandalism
- Theft of private or school property
- Gambling or any form of wager
- Fighting
- Cutting class
- Insubordination and/or insolence
- Violation of Computer / Technology Policy

- Possession of legal or "pocket" knife
- Bullying
- Social Media while on campus, bus, or school sponsored trip
- Out of location
- Misconduct on/at school sponsored event

**Level 3 Offenses**

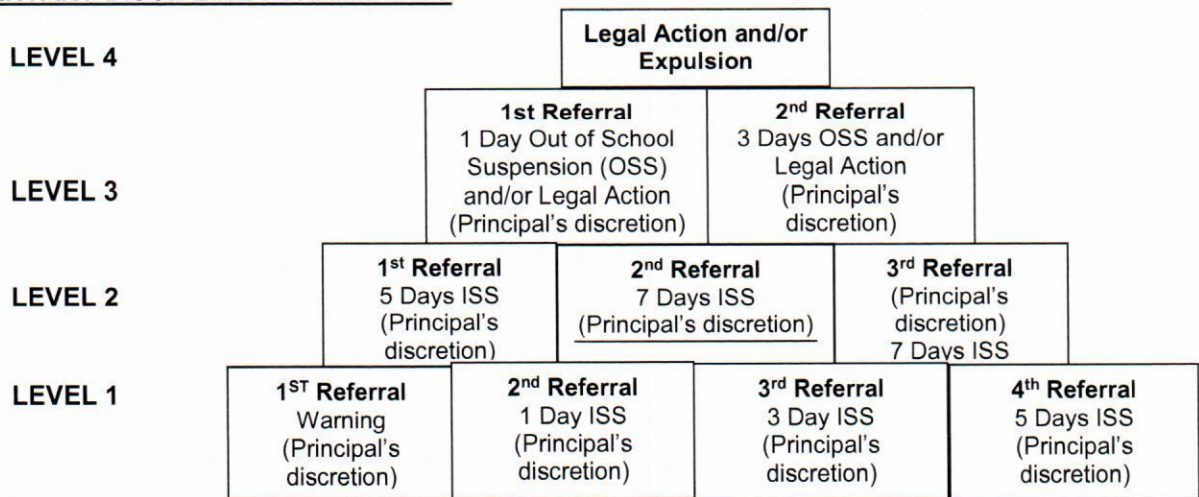
- Terroristic threat
- Assault
- Drug use/possession
- Alcohol use/possession
- Offense relating to abuse of glue or aerosol paint
- Indecent exposure
- Retaliation against school employee
- Conduct on or off school property punishable as a felony
- Weapons possession/illegal knife
- Reckless and/or dangerous behavior
- Tobacco Use
- Sexual Harassment
- Harassment, Racial Slur, Intimidation

**Level 4 Offenses**

- Possession, use or exhibition of a firearm or a prohibited weapon
- 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)
- Engages in felony criminal behavior
- Sexual assault
- Aggravated sexual assault
- Aggravated assault

It is the intent of the Principal or designee, to give students 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 part in the disruption. Because of the zero tolerance and the stringent responses to the 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.

**ELEMENTARY DISCIPLINE PYRAMID PK-5**



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.

## Classroom Rules and Guidelines

**Early Childhood (Pre-K and Kindergarten)** – The Pre-K and Kindergarten classrooms will use a color changing discipline system. This system will consist of five possible color changes each day.

- Green** Start the Day Great!
- Yellow** Warning
- Blue** Time Out
- Orange** Call Parent or Send Note Home
- Red** Go to office

**Primary (grades 1-3):** First through third grade classrooms will use a color changing discipline system. This system will consist of 4 possible color changes each day.

- Green** Start the Day Great!
- Yellow** Warning
- Orange** Call Parent or Send Note Home
- Red** Go to office

## DRESS CODE

A necessary factor in school morale concerns student's dress. Sloppy, tattered, or distracting dress detracts from the learning atmosphere and is considered inappropriate.

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:

- a. Wearing clothing with obscene slogans, emblems, or writing that may reasonably be expected to cause disruption of, or interference with, normal school operations are **NOT** allowed. (i.e. Shirts with alcohol/tobacco/nudity, profanity, suggestive vulgarity)
- b. Elementary school students, grades PK-5, both male and female, will be allowed to wear shorts 2 inches above the knee. The shorts should be appropriate and in good taste for the student. Shorts must be cuffed or hemmed. Inappropriate dress will be referred to the principal's office for disciplinary action.
- c. **NO** bare midriffs or crop tops.
- d. **NO** see through blouses, pants, shirts, or any clothing that exposes undergarments.
- e. Sunglasses unless prescribed by a physician are not to be worn inside school building.
- f. Hats, caps or any form of head covering must not be worn in the building during the school day by either 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.
- g. Shirts must be buttoned at all times.
- h. Shoes are required at all times. "Heelies" **ARE NOT** permitted.
- i. Sun dresses or tops with spaghetti straps, strapless, or the back out are not permitted. Undershirts are not to be worn as outer garments. Pre-K through 3<sup>rd</sup> grade will be given some leeway as to sundresses.
- j. Boys are not permitted to wear earrings or any other object in or on the ear or any other part of their bodies.
- k. Girls may wear earrings in their ears only. No other body piercing will be allowed. No gages or spacers allowed.
- l. Hairstyles must be neat, clean and well groomed, not a classroom distraction. Students are expected to wear only natural hair colors. No Mohawks or faux hawks will be permitted. Any extensions or plaits must be of natural color.
- m. No jeans or pants that have any holes, tears, or rips two (2) inches above the knees. Pants that have been altered by cutting, mutilation, worn out, etc. are not permitted. Pants are worn in their **PROPER** place at the **WAIST** and **no underwear** should be seen.
- n. Mini-skirts are not permitted. For skirts, the hem length can be no higher than two inches above the knee. (This includes skirts or shorts worn with tights or leggings.)
- o. Belts are to be buckled. Overalls and jumper straps are worn as designed.
- p. Shirts worn with leggings must be fingertip length.

Questionable dress or appearance will be referred to the office. The dress code violations are at the principal's discretion. Students may return to class after dress code violation has been corrected. Continued violation may result in ISS. A parent conference may be necessary upon repeated violations.

The principal in connection 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 activity.

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

Exceptions to the dress code may be made only by the principal or superintendent of schools when provided certification by a medical doctor.

### **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.

**Incident 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. Listen to local media for information regarding school closures and incident weather announcement. 107.3 F.M. KJAS is the primary local media.

### **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.

### **FIELD DAY**

In order to be eligible to participate in Field Day activities, each student must:

- ✓ 90 % attendance for the school year.
- ✓ Have no level 2 offenses on the pyramid or level two offenses before field day.
- ✓ All fines and fees paid.

Field Day is for Brookeland ISD Elementary on campus learning students only.

### **FIELD TRIPS**

Before going on a field trip, each student must return to his/her teacher, sponsor, coach, etc. a written field trip permission slip signed by his/her parent or guardian.

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 will be permitted to ride the bus. Should a parent wish to volunteer to help with a field trip activity, childcare arrangements must be made for younger children. If childcare is not available and a parent must take a younger child with him or her, he or she must take the child in a personal vehicle and be responsible for the underage child at all times. This is not a suggested scenario, as the District feels that more attention will be paid to the younger child than the field trip participants.

If a field trip is considered an extra-curricular trip the teacher/sponsor, at their discretion and with proper documentation, may choose not to allow a student to participate.

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.

### **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.

## **GOVERNMENT 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 raises what the Principal considers to be a valid objection.
- The Principal ordinarily will be present unless the interviewer raises what the Principal considers to be a valid objection.

### **Students Taken into Custody**

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

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

## **GRADING SYSTEM**

Report Cards will be sent home at the end of each six (6) weeks. This is a means of informing parents/guardians of the student's progress, or lack of progress, in each subject.

### **GRADING SCALE:**

A = 90-100	Excellent
B = 80 - 89	Good
C = 75 - 79	Fair
D = 70 -74	Passing
F = 69 and	Below Failure
I =	Incomplete
E =	Excellent
S =	Satisfactory
N =	Needs to improve
U =	Unsatisfactory

**\*Six weeks' grades will be based upon the following:**

### **Grading Procedures**

**Elementary Grading Policy (Grades Pre-K, K, 1-5)**



Minimum of eight (8) daily work grades and two (2) or more test grades per six (6) weeks grading will be averaged to calculate the grade for each course. Daily grades will count 40% and test grades 60%. Daily grades may consist of homework, class work, special projects, reports, and special assignments. Tests may include chapter tests, pop test, end of unit test, and test for master of skill or topic. Six weeks' tests are an option not a requirement. A six weeks' test, if administered, counts as one of the two (2) required tests for that grading period. Make up work must be completed and turned in within three (3) school days from last absence. Student corrections made on failing assignments will receive a grade no higher than a 70.

### **HEALTH REQUIREMENTS**

Immunizations: "No Shots, No School". All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, hepatitis B, chicken pox, tetanus, polio, mumps, measles, and rubella.

### **HOMEBOUND POLICY (GENERAL EDUCATION GUIDELINES)**

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 State.
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.

### **HOMECOMING ACTIVIES**

In the Pre-Kindergarten and Kindergarten classes, the teacher may pull a name out of a hat or the class may vote for duchess. This will be done at the discretion of the teacher. For grades one through fifth, the students will elect the class duchess and duke by secret ballot. The teacher will count the ballots and announce the winner. Both the duchess and duke must be passing all subject areas. The parent's consent must be given before the student may accept the honor, and parental approval must be given in the choice of the escort.

The same student may not serve as the homecoming duchess or escort two years in a row. The escort will be chosen from among classmates. Election of the duchess and the choosing of an escort, the student must be eligible under UIL rules at the time of election. The student must be enrolled in Brookeland ISD from the beginning of the year. There will be no attendance limitations for the duchess or escort, pre-kindergarten through fifth grade. Other modifications may be made at the discretion of the principal.

### **HOMEWORK**

Any questions regarding homework should be directed to your child's teacher. Students are responsible for completing and returning homework assigned by the teacher. Parents should check their child's daily planner for homework assignments.

Missing homework assignments **will not** result in exclusion from any other class, unless the principal grants permission or a class time has been built in with that possibility in mind.

### **KINDERGARTEN GRADUATION**

A student will participate in the kindergarten graduation exercises **only if he/she has successfully completed all requirements as stipulated by the Texas Education Agency and the policies of the Brookeland Independent School District**. The District will set the graduation date each academic year. Questions concerning the ceremony should be directed to the teacher or principal.

### **LIBRARY**

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 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 reward at the end of the year for those students who meet student goal 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.

### **LOST AND FOUND**

Lost and found articles are to be turned in to the Principal's Office. Students may claim lost and found articles by giving an adequate description or by having properly marked the article. All lunches, clothing and other articles should be marked with the student's name. Unclaimed lunches are discarded the next day. Unclaimed clothing will be given to a charitable organization two (2) weeks after school closes for the summer.

### **PARTIES AND SOCIAL EVENTS**

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. For exemptions and a listing of foods and beverages restricted by the FMNV policy, see section below.

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.

#### **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 "popsicles" and flavored ice with the exception of products that contain fruit or fruit juices.
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.

#### **FMNV and Candy Exemptions**

1. **School Nurses:** This policy does not apply to school nurses using FMNV's 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

Easter, Christmas, and Valentine's Day. 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).

### **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, a school district shall excuse the student from reciting a pledge of allegiance.

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. (Senate Bill 83)

### **PRE-KINDERGARTEN and KINDERGARTEN ENROLLMENT POLICIES/PROCEDURES**

Parents or guardians who wish to enroll their child in the pre-kindergarten/kindergarten program must do so **before June 15<sup>th</sup>** of each year. The only way that the District will enroll a student after the June date is if that student has transferred from another District. **The student must have been in attendance from the first day of that District's calendar year.** All Pre-K/KG students must provide proof of residency and legal guardianship (a copy of parent/guardian's driver's license or state ID). Proof of residency must be one of the following: a copy of a utility bill or rental agreement. Although, Pre-K/KG is not mandatory in the state of Texas, any student enrolled in the program will be expected to follow adopted attendance policies. Therefore, a student who is not meeting the criteria can be dismissed from Pre-K/KG for non-compliance of board adopted attendance policies.

### **RESIDENCE/TRANSFERS**

Students must live in the district with their parents or legal guardian, or have a letter of Legal Authority. Parents or guardians must provide proof of residency before enrolling a student. Required information includes a copy of parent/guardian's driver's license or state ID and a copy of a utility bill or rental agreement. The residence requirements may be waived with administrative approval when the prospective student meets the district's transfer policy requirements. Transfer students must attend on campus learning.

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 PK 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.

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.

In addition to this criterion, there is an in-depth transfer packet that the parent of the transfer student must sign and agree to. The requirements in this packet will have precedence over all other publications.

### **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. One (1) Administrator,
2. Two (2) Teachers,
3. One (1) Parent of a student at Brookeland ISD who is not actively involved in school business, and
4. One (1) Open position on an "as needed" basis to be included at the committee's discretion.

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.

### **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 (3 days) fever free without aide of medications before returning to school.**

### **COMMUNICABLE DISEASES / CONDITIONS**

The school requests that parents/guardians 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.)

### **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. 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 diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing 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).

### SPECIAL EDUCATION

The admission, review, and dismissal (ARD) committee of a student who participated in the District's special education program and who does not perform satisfactorily shall determine the manner in which the student will participate in an accelerated reading instruction program and whether the student will be promoted or retained.

#### Implementation Schedule

The assessments and accelerated instruction described above apply to the assessment instrument administered to student in:

1. Third grade must pass Reading (beginning with 2002-2003 academic school year)
  2. Fifth grade must pass Reading and Mathematics (beginning with 2004-2005 academic school year)
- Education Code 28.0211:12 TAC 101.9*

#### Dyslexic Students

In measuring the academic achievement or proficiency of a student who is dyslexic, the student's potential for achievement or proficiency in the area must be considered. *Education Code 28.021 (b)*

### STUDENT/PARENT COMPLAINTS

Students or parents who have a complaint with regard to academic progress or behavior, should first bring the matter up with the teacher (scheduled in advance during conference period). If the outcome of that discussion is not satisfactory, they can request a conference with the principal. If not satisfied at that level, they can request a conference with Superintendent or designee and ultimately appear before the Board of Trustees in accordance with Board policy. Do not approach individual Board members, as they are not allowed to act without a majority of the board present.

### STUDENT PROGRESS

#### Progress Reports

After the end of three weeks grading, the school shall send an academic progress report to the parent/guardian of each student. This report will indicate the child's progress at that time. If the student whose grade average in any class is lower than 70 or whose grade average is deemed borderline by the District, the District shall also make such information available to sponsors of extracurricular activities in which the student is participating.

#### Report Cards

A report card is issued at the end of every six weeks. Should parents not receive a report card within one week after the end of the grading period or if there is an error please notify the teacher or the principal's office immediately.

### STUDENT SUCCESS INITIATIVE INTERVENTION PLAN-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 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 depending on 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.

### Promotion and Retention of Students (Elementary)

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In order for the student to be promoted to the next grade level, the student must have a 70 average in both reading and math in grades 1-5. Students in Kindergarten, First, and Second grade will take the Texas Primary Reading Initiative (TPRI) several times throughout the year. The TPRI is a test given to check for reading readiness and phonological skills and comprehension. Parents will be continually updated throughout the year as to their child's progress and reading levels. We STRONGLY encourage parents to stay in close contact with your child's teacher.

#### **Performance on Assessments (STAAR)**

A student may not be promoted to the sixth grade program to which the student would otherwise be assigned if the student does not perform satisfactorily on the fifth grade reading and math assessment instrument (STAAR).

*Education Code 28.0211 (a)*

#### **NOTICE TO PARENTS**

In order to provide timely and full notification of testing requirements for advancement at certain grades, the Superintendent shall be responsible for:

1. Notifying each student and the student's parents or guardian in writing no later than the beginning of the student's first grade year or no later than the beginning of the student's kindergarten year, for kindergarten students in the District of the testing requirements for grade advancement.
2. Notifying each student in grades 1-5 who are new to the District and the student's parent or guardian in writing of the testing requirements for grade advancement, and
3. Notifying each student required to take the grade advancement test of the dates, times, and locations of testing.

Whenever the District is required to notify a parent or guardian about the requirements related to promotion and accelerated instruction the District shall make a good-faith effort to ensure that the notice is provided either in person or by regular mail, is clear and easy to understand, and is written in English or in the parent or guardian's native language.

#### **First Failure**

The District shall provide to a student who initially fails to perform satisfactorily on one of the assessment instruments (STAAR), listed as Performance on Assessments required, at least two additional opportunities to take the assessment instrument.

#### **Second Failure**

Before a second attempt is made, the student will be placed in a mandatory tutorial to attempt to bring the student up to the required level of proficiency. If a student fails a second attempt he/she will receive more intense and accelerated instruction in that subject area and be given an opportunity to test again (according to state testing schedule).

#### **Third Failure**

A student who, after at least three attempts, fails to perform satisfactorily on an assessment instrument may be retained depending on the decision of the Grade Placement Committee. (The retention grades are 5<sup>th</sup> and 8<sup>th</sup>)

The student's parent or guardian may appeal the student's retention by submitting a request to the grade placement committee (principal or principal's designee, the student's parent or guardian, and the teacher of the subject). The school district shall give the parent or guardian written notice of the opportunity to appeal.

The grade placement committee may decide in favor of a student's promotion only if the committee concludes, using standards adopted by the board of trustees, that if promoted and given accelerated instruction, the student is likely to perform at grade level. A student may not be promoted on the basis of the grade placement committee's decision unless that decision is unanimous. The decision of the grade placement committee is final and may not be appealed.

#### **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. The teacher should resolve all issues that arise that are simply classroom discipline issues.

#### **TEACHER CONFERENCES**

To set up a conference time with a teacher, please call 698-2413 and ascertain the teacher's conference period. Please do not just show up and assume that you can visit with a teacher, at your convenience. The teacher will not be called out of class except in an emergency situation. Also, please do not fail to follow the proper chain of command. Always visit with the teacher before involving the building principal.

## TEXAS ASSESSMENT TESTS (STAAR/ TPRI /CBM /STAR /AR

In compliance with the state mandate, students in kindergarten through fifth grade will be given yearly assessments. The importance of these tests cannot be overly stressed. Each student has an obligation to her/himself to put their best effort into the taking of these tests.

The following tests will be administered during the school year:

AR			
Kindergarten	TPRI	CBM	STAR – Reading & Math
First Grade	TPRI	CBM	STAR – Reading & Math
Second Grade	TPRI	CBM	STAR – Reading & Math
Third Grade	STAAR Math	STAAR Reading	
Fourth Grade	STAAR Writing	STAAR Reading	STAAR Math
Fifth Grade	STAAR Reading	STAAR Math	STAAR Science

## TEXTBOOKS

The school provides state adopted textbooks. 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 \$100.00.

**STUDENTS-----DO NOT WRITE IN TEXTBOOKS.**

## 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

After school tutorials will be offered for reading and math. Teacher referral is required to attend tutorials.

## VISITORS TO CAMPUS

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. Parents who walk their students to class each morning must exit the building by the first bell. The office staff will assist you in taking care of your needs. 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, counselor, or the principal by telephoning the school office at (409)698-2413 ex 206.**

**Due to safety concerns parents may not have breakfast or lunch with their children. Special events open to the public will be announced.**