

Brackett Secondary Schools

Brackett High School Brackett Educational Academy Brackett Junior High School

2009-2010



Handbook & *Student Code of Conduct*

Please sign and date this page, remove it from the handbook, and return it to the student's school.

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Brackett I.S.D. to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 4, 2009 or within ten days of your child's first day of instruction.

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

Brackett I.S.D. has designated the following information as directory information:

1. Student's name
2. address,
3. telephone listing,
4. E-mail address
5. photograph, (may be used in all district publications including website)
6. date and place of birth,
7. major field of study
8. degrees, honors, and awards received
9. dates of attendance,
10. grade level,
11. most recent educational institution attended
12. participation in officially recognized activities and sports,
13. weight and height of members of athletic teams

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

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

Detach and Return This Form to the Building Principal

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

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 8 for more information.]

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

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

Parent signature _____

Date _____

**STUDENT AGREEMENT FOR PARTICIPATION
BRACKETT ISD INTERNET**

Directions: After reading the sections “INTERNET ACCESS / CONDITIONS / SAFETY POLICY,” fill out the appropriate portions of the following contract/agreement completely and legibly. The signature of a parent or guardian is also required. Please return the contract to the building principal.

CONTRACT PORTION OF DOCUMENT

I have read the Brackett ISD network Terms and Conditions. I understand and will abide by the stated Terms and Conditions for Brackett ISD network. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

I. STUDENT

Name: _____ **Grade:** _____

School: _____

I have read the District’s electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student’s signature: _____ **Date:** _____

II. SPONSORING PARENT OR GUARDIAN

I have read the District’s electronic communications system policy and administrative guidelines. In consideration for the privilege of using the District’s electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, without limitation, the type of damage identified in the District’s policy and administrative regulations.

_____ I give permission for my child to participate in the District’s electronic communications system and certify that the information contained on this form is correct.

_____ I do not give permission for my child to participate in the District’s electronic communications system.

Signature of parent / guardian:

Home address: _____ **Date:** _____

Home Phone: _____

Detach and Return This Form to the Building Principal

**AUTHORIZATION TO SECURE
EMERGENCY MEDICAL TREATMENT OF A MINOR STUDENT**

NAME OF MINOR _____ GRADE _____

DATE OF BIRTH ____/____/____

NAME OF PARENT / GUARDIAN _____

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____ PAGER _____

ADDRESS _____

NAME OF OTHER PARENT (or both if guardian)

FATHER _____ PHONE _____

MOTHER _____ PHONE _____

**FRIEND OF RELATIVE WHO CAN POSSIBLY LOCATE PARENT IN THE EVENT OF
TEMPORARY ABSENCE.**

NAME _____ PHONE _____

This is to certify that I authorize the Superintendent of Brackett Independent School District, Brackettville, TX, or a designated representative to secure any and all emergency medical care and treatment for acute illness suffered or injury sustained while at school or participating in school-related activities. Emergency treatment may be secured with an ambulance, at a licensed hospital, clinic or medical facility or by a licensed physician or dentist with the following exceptions:

(STUDENT'S NAME)

- I do not have medical insurance.
- I do have medical insurance coverage with the following insurance company:

_____ Insurance Company

Policy / Certificate Number _____,

I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent or guardian and will not be assumed by the Superintendent, the designee, or the Board of Trustees of the Brackett Independent School District and I will assume financial responsibility for any medical treatment of my child..

Detach and Return Both Sides of This Form to the Building Principal

Medications or drugs to which the student has had an allergic reaction are:

PARENT SIGNATURE _____ **DATE** _____

PARENT SIGNATURE _____ **DATE** _____

GUARDIAN SIGNATURE _____ **DATE** _____

COPIES OF THIS AUTHORIZATION MAY BE PRESENTED TO AMBULANCE PERSONNEL, THE ADMISSION OFFICE OF A HOSPITAL OR CLINIC OR TO A PHYSICIAN OR DENTIST. OTHER DISTRIBUTION SHALL BE ONLY WITHIN THE LIMITATIONS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.

Detach and Return Both Sides of This Form to the Building Principal

**AUTHORIZATION FOR MEDICATION TO BE TAKEN AT
SCHOOL**

TO BE COMPLETED BY THE PARENT / GUARDIAN

(Required for all medication)

Student's Name _____ Date of Birth _____

School _____ Grade _____ Teacher _____

Reason for Medication _____

Name of Medication _____

Instructions (Time and dose to be given at School) _____

Medication must be in original container.

Length of time this medication should be given _____

TO BE COMPLETED BY THE PHYSICIAN OR AUTHORIZED PRESCRIBER

(Required for prescription medication)

Reason for medication _____

Name of medication _____

Instructions (time, dose, form to be given at school) _____

Restrictions and/or important side effects _____

Length of time this treatment is recommended _____

This student is both capable and responsible for self-administering this medication:

No ___ Yes, supervised ___ Yes, unsupervised ___

This student may carry this medication: No ___ Yes ___

Signature _____ Date _____

Health Care Provider's Name _____

PARENT / GUARDIAN SIGNATURE

(Required for all medication)

I give permission for _____ to receive the above

(Name of student)

medication at school according to standard school policy.

Signature _____ Relationship _____ Date _____

Detach and Return This Form to the Building Principal

APPLICATION FOR SCHOOL PARKING LOT ACCESS

I, _____, hereby agree to the below stated terms and responsibilities in connection with obtaining authorization to use the school parking facilities.

I understand that the parking lot is public property which is under the control of the school district. I will prominently display the parking permit on the vehicle designated for access below. I agree that the authorized vehicle will not be used to transport or store contraband of any kind or use the lot in any way that will violate the Student Code of Conduct or criminal law.

I hereby understand and give Brackett ISD, my consent to search the authorized vehicle when it is parked on school property.

Authorized for school year: 2009-2010	Parking Permit Number:
Student Name: Drivers License #:	Vehicle License:
Vehicle Description:	Insurance (Carrier Name, Expiration Date):

Student Signature-_____ Date-_____
Parent / Guardian Signature-_____ Date-_____

Detach and Return This Form to the Building Principal

APPLICATION FOR SCHOOL LOCKER

I, _____, hereby agree to the below stated terms and responsibilities in connection with obtaining authorization to use a school locker.

I understand that the locker is public property and that I will be granted use for the 2009-2010 school year. I agree that the locker will not be used to store contraband of any kind. I will not use the locker in any way that will violate the Student Code of Conduct or criminal law.

I hereby understand and give Brackett ISD, my consent to search the locker at any time to verify my compliance with this agreement. I understand that a violation of this agreement terminates my authorization to use a locker and may lead to other sanctions under the Student Code of Conduct or criminal law.

Authorized for school year: 2009- 2010	Locker Number:
Student Name:	Locker Combination:
Locker Description:	Building:

Student Signature

Date

Parent / Guardian Signature

Date

Detach and Return This Form to the Building Principal

NOTICES TO PARENTS

Statement of Nondiscrimination

In its efforts to promote nondiscrimination, Brackett I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

Title IX Coordinator, for concerns regarding discrimination on the basis of gender:

Robert Westbrook, 400 Ann St., Brackettville TX, 78832, 830.563.2491 ext. 100.

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Alma Gutierrez, 400 Ann St. Brackettville, TX 78832, Jones Elementary Principal, 830.563.2491 ext. 250.

All other concerns regarding discrimination: See the superintendent Robert Westbrook, 400 Ann St., Brackettville TX, 78832, 830.563.2491 ext. 100.

[See FB(LOCAL) and FFH(LOCAL)]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the central office. If you have any questions, please contact Superintendent Robert Westbrook, 400 Ann St., Brackettville TX, 78832, 830.563.2491 ext. 100.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the campus principal.

Additional Notices

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

Student participation in a survey, analysis, or evaluation;

Opting out of surveys and data collection activities;

Requesting the professional qualifications of teachers and staff;

Requesting a transfer of your child to a safe public school;

Assistance to students who have learning difficulties;

Student records; Bacterial meningitis;

Career and technology programs;

Homeless students; and School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

BRACKETT I.S.D. MISSION STATEMENT

The mission of BISD, in partnership with parents and community, is to enable all students to be safe and obtain the knowledge, desire and integrity to pursue meaningful and productive lives.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE OF ALLEGIANCE TO THE TEXAS STATE FLAG

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

THE AMERICAN CREED

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed, a democracy in a republic, a sovereign Nation of many sovereign States, a perfect union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. "I therefore believe it is my duty to my country to love it, to support it, to support its Constitution, to obey its laws, to respect its flag and to defend it against all enemies." (William Tyler Page; 1917)

BRACKETT SCHOOL SONG

Far above Las Moras River
On a hallowed site,
Stands our noble
Brackett High School
Bathed in golden light.
Lift the chorus, speed it onward
Over hill and dale
Hail to thee,
Beloved old high school
Brackett High School Hail!

BRACKETT ISD BOARD OF TRUSTEES

John Paul Schuster- President

Sondra Meil- Vice President

Tony Molinar- Secretary

Tony Ashley Brad Coe Mark Frerich Dan Laws

Regular Meetings of the Board of Trustees are held the second Monday of each month at 6:30 p.m. in the Brackett ISD Intermediate Building.

BRACKETT ISD SCHOOL ADMINISTRATORS

Robert Westbrook, Superintendent

robertw@brackett.k12.tx.us

Susan Esparza, Secretary

susane@brackett.k12.tx.us

400 Ann Street

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830/563-2491, ext. 100

Frank Taylor

Secondary Principal (GR 7-12)

830/563-2491 ext. 450

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School Health Office

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**Louisa Stone Secondary
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PREFACE

To Students and Parents: Welcome to school year 2009-2010

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

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

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

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

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

Both students and parents should become familiar with the Brackett ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and posted on the district’s website or available in the principal’s office.

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

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

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

Also, please complete and return to your child’s campus the required forms provided in the forms packet given to your child.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.brackett.k12.tx.us.

SECTION I: NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Brackett ISD` does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Robert Westbrook 830.563.2491.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Alma Gutierrez 830.563.2491.
- All other concerns regarding discrimination: See the superintendent Robert Westbrook 830.563.2491.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.

- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 23 and **Academic Programs** on page 13.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 830.563.2491 ext 400 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 41.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Frank Taylor 830.563.2491.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Frank Taylor 830.563.2491.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 34.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and

- State assessment instruments that have been administered to your child.

Parents can gain access to their student's grades through the online gradebook program used by the district. Contact the school office to obtain a user name and password.

[See **Student Records** on page 6.]

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 40 and policy EC(LEGAL).]

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

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

Displaying a Student's Artwork and Projects

The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Granting Permission to Video or Audio Record a Student

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

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

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the Texas State Board of Education, is incorporated into the district's health education classes.

Inspecting Surveys

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

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

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

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

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

Removing a Student from Human Sexuality Instruction

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

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

BIG DECISIONS™, is a new program designed to help young people make healthy and informed decisions about sex. BIG DECISIONS™ uses classroom activities to help students learn about healthy relationships and how bodies work. Students learn how sex has consequences, why abstinence is the best choice for teenagers, and how to resist pressure to have sex. They also learn about ways for sexually active people to reduce

their chances of pregnancy and STDs-including information about birth control and condoms.

Students in the BIG DECISIONS™ program are expected to attend all the sessions, so they can get the program's full benefit. The lessons will be presented during high school health classes. In order to find out how well the program works to help young people, students will be asked to fill out a questionnaire at the beginning and at the end of the program. The lessons, activities, and questionnaires used in BIG DECISIONS™ are available for you to review in the health classroom or in the school counselor's office.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC.

Please see the campus principal for additional information.

Removing a Student Temporarily from the Classroom

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

Reviewing Instructional Materials

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

[Also see Removing a Student from Human Sexuality Instruction on page 9 for additional information.]

Requesting Notices of Certain Student Misconduct

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

Requesting Professional Qualifications of Teachers and Staff

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

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD (LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and

effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?
You should seek prompt medical attention.

- Where can you get more information?

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district has not designated a separate list of student information as directory information for school purposes. As a result, if you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, or athletic programs.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the

evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Melanie Jones at 830.563.2491 ext. 211. If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 46 and contact Melanie Jones at 830.563.2491 ext. 211.

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

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

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Frank Taylor and may be contacted at 830.563.2491 ext. 400.

Student Records

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and eligible students certain rights. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s office is PO Box 586, 400 Ann Street, Brackettville, TX 78832. The address of the principal’s office is PO Box 586, 406 Ann Street, Brackettville, TX 78832

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate.

If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See **FINALITY OF GRADES** at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 51. and **Student or Parent Complaints and Concerns** on page 40 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.brackett.k12.tx.us.

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

Please note:

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

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

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Frank Taylor at 830.563.2491 ext 400.

ABSENCES/ATTENDANCE

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

Attendance for Credit

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

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

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

All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose. [See policies at FEB.]

A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

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

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [SEE FEA]

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for

ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

For seniors, two absences will be allowed for college visitation. The number of days (up to a maximum of two) to be determined by the principal, based on distance and activities.

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

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than four consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC (LOCAL).]

Medical Absences During School Day

A student will be considered present for funding purposes if the student is temporarily absent due to a documented appointment with a health care professional and that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. 19 TAC §129.21(k), TEC §25.087(b)

This type of absence will be recorded as an "M" (medical) on student records.

Parent's Note After An Absence for Illness

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

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [policies at EIF.]

[See **Academic Counseling** on page 46.]

AWARDS AND HONORS

A Honor Roll - all A's (six week grades) and AB Honor Roll - minimum of one A and remaining grades are B's (six week grades).

See also Class Rank on page 36.

BULLYING

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

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

BRACKETT EDUCATIONAL ACADEMY

Curriculum and Instructional Focus

The curriculum used in the Brackett Educational Academy is self-paced and competency based. The goal of competency based curriculum is to study the curriculum, to take a test that will be used to determine if student mastery of curriculum has occurred. If the student demonstrates enough mastery to receive credit for a course, credit is assigned at that time. The curriculum to be used will include: PLATO Learning and OdysseyWare which includes curriculum and testing tied to the Texas required curriculum and the American Preparatory Institute Curriculum which is a competency based curriculum.

Extracurricular Activities

Brackett Educational Academy students who are in the academic program may attend regular school activities such as athletic events when those events do not conflict with alternative school time and if the alternative school student meets the dress code requirements for regular school students. Students who are in the disciplinary AEP will not be allowed to attend any extra-curricular activities at the regular school or at the alternative school.

Placement of Students with Disabilities in a Disciplinary Alternative Education Program

For students with disabilities, the Disciplinary Alternative Education Program (DAEP) is for disciplinary (not educational) placements. The placement of a student in a disciplinary alternative education program with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal committee. "Placement" in this code refers to any change in a student's IEP lasting more than ten consecutive school days. A student with a disability who receives special education services may not be placed in the Disciplinary Alternative Education Program solely for educational purposes if the student does not also meet the criteria for alternative placement under the "Mandatory Student Removal to an Alternative Education Program" section below under REMOVAL FOR CERTAIN CONDUCT or "Mandatory Student Expulsion" under EXPULSION FOR SERIOUS OFFENSES.

Student Placement at BEA- Academic Program

The Academy Committee is given the authority to admit students into the Brackett Educational Academy as a result of being considered at-risk according to the parameters stated in "Students to be Served" after reviewing the application. Admission will also occur using the Code of Conduct placement instrument for a maximum of 120 days before review. Placement and removal will be done by the committee.

Students to be Served

The student population groups to be served by Brackett Educational Academy are:

- A) Students who have been classified at risk and who meet the following criteria:
1. Two courses or more behind in the core curriculum
 2. Did not master at least one of the subtests in TAKS.
 3. At the end of the 9th grade, have 4 credits or less;
At the end of the 10th grade, have 8 credits or less;
At the end of the 11th grade have 13 credits or less.
 4. Pregnant or parenting teens.
 5. Other students admitted by the administration if it is determined to be in the best interest of the student and the district.
- B) Students who have dropped out of regular school and who are willing to participate in a drop-out recovery program that will lead regular high school diploma up to the age of 21.
- C) Students who have been placed in the Disciplinary Alternative Education Program as a result of a violation of the Brackett ISD Code of Conduct (See Code of Conduct attachment).
- D) Students may not take classes in advance of their current grade level.

BEA CLASS SCHEDULES

Disciplinary Alternative Education Program (DAEP)

All students will attend school from 8:00 AM to 3:25 PM. This includes both Junior High and High School Students.

Academic Alternative Education Program (Brackett Educational Academy)

Session #1: 8:00 to 12 noon

Session #2 12 noon to 4:00 PM

Disciplinary AEP students will be separated from Educational Academy students.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Vocational Agriculture, Home Economics, and Business. Admission to these programs is based on student interest, and career research.

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

CHEERLEADER / MASCOT GUIDELINES

The following guidelines have been approved by the Brackett Independent School District Board of Trustees. Many of the requirements listed below in respect to behavior are also found in the Cheerleader/Mascot Demerit Guidelines and the Student Code of Conduct.

CHEERLEADER/MASCOT

1. Student must be enrolled in Brackett ISD by the end of the first six weeks.
2. Must be eligible to participate in extra-curricular activities at the time of practice and tryouts.

CHEERLEADER/MASCOT SELECTION

Eligibility to tryout will be determined by an evaluation that consists of academic, discipline, attendance records, and clinic participation records.

1. Cheerleader/Mascot candidates will be selected by three impartial judges.
2. Cheerleaders will be required to do the following:
 - A. Cheer
 - B. Chant
3. Judges will score each performance awarding from 1-100 points.
4. The top ten scores for high school candidates and the top eight scores for Junior High school candidates will be cheerleaders for the coming year. The top candidate score for mascot tryouts will be mascot for the coming year.
5. The head cheerleader will be selected by popular vote among cheerleaders.
6. Students trying out for high school cheerleader or mascot are allowed to switch between the two positions from the time of sign-up until the end of the second day of practice. At the end of the second day, the position where the student is practicing will be the tryout position.
7. Any cheerleader/mascot who has been dismissed from the squad due to excessive demerits, conduct unbecoming a cheerleader, or has been suspended from school, expelled, can not tryout for the cheer squad for a period of one year after the dismissal or misconduct.
8. Parents are responsible for the financial burden of a student being a cheerleader/mascot.
9. Any squad member not participating in the final practice prior to a pep rally will not participate in the pep rally.

Cheerleaders/Mascots represent Brackett ISD. The cheer squads are expected to conduct themselves in a way that brings honor to the school. Cheerleaders shall promote and uphold school spirit, develop a sense of good sportsmanship among students and adults and strive to uphold the highest personal, as well as cheerleading standards both at school and at athletic events.

Selection as a cheerleader/mascot is an honor. The privilege of representing the school can be removed either temporarily or permanently, at the discretion of the principal with consultation by the sponsor for: 1) failing to meet UIL qualifications, 2) being involved

in a incident that would warrant his/her suspension from school, 3) conduct unbecoming a lady or gentleman, 4) excessive detention due to tardiness, misbehavior, etc. 5) failure to participate in group activities, and 6) being assigned to on-campus suspension, Saturday school or alternative education programs.

Cheerleader/Mascot camp is recommended, but not required. Cheerleader expenses will be limited. The sponsor will be the final authority on cheerleader uniforms, shoes, etc., but will consult with the cheerleaders, parents and the principal. Any squad member ordering uniforms will be required to pay for them within the time frame addressed below. Cheerleaders are expected to raise money to cover expenses for crashers, paints, etc.

The sponsor is responsible for:

1. Setting practice times and supervising practices
2. Accompanying cheerleaders at all official school functions
3. Coordinating with the principal concerning grades and conduct

CHEERLEADER UNIFORM REQUIREMENTS

Uniforms are considered the personal property of the cheerleader. Once a candidate has been chosen as cheerleader, a \$150.00 payment will be made within thirty (30) days of the election in order to begin covering camp uniform costs. All uniform payments must be made in full prior to receiving a uniform and attending summer camp.

LETTER JACKET REQUIREMENTS

Cheerleaders become eligible for a Letter Jacket when they have completed their second year of cheerleader service. Cheerleaders must be in good standing with the current squad, and must not have been removed from the squad due to discipline or demerit reasons during the two-year service.

ACADEMIC EVALUATION TO DETERMINE ELIGIBILITY TO TRYOUT

The following categories of the academic evaluation are to be completed from the corresponding sections of the individual's report card by the cheerleading coach/principal:

GRADES

No semester average below "80" for the first semester	5
No six weeks grade below "80" for the first semester	5
A semester average below "80" but not below "75" for the first semester	3
A six weeks grade below "80" but not below "75" during the first semester	3
A semester average below "75" but not below "70" for the first semester	2
A six weeks grade below "75" but not below "70" during the first semester	2
A semester average below "70" for the first semester	0
A six week grade below "70" during the first semester	0

ATTENDANCE

The mission of the District, in partnership with parents and the community, is to enable all students to be safe and obtain the knowledge, desire, and integrity to pursue meaningful and productive lives. - 24 -

The accumulation of no more than 4 absences for the first semester	5
The accumulation of 5-7 absences for the first semester	3
The accumulation of more than 8 absences for the first semester	0

DISCIPLINE

THE FOLLOWING CATEGORY WILL BE COMPLETED ACCORDING TO THE SCHOOL'S DISCIPLINE RECORDS

Number of Office Referrals	_____
Number of In-School suspensions/detentions	_____
Number of Suspensions from School or placements in DAEP	_____

DISCIPLINE RECORD

No Office Referrals issued for this applicant	5
No more than one office referral or one detention/ISS	3
More than one office referral or one detention	0

ANY APPLICANT WHO HAS BEEN ISSUED MORE THAN 3 OFFICE REFERRALS, DISCIPLINE DETENTIONS, HAS BEEN PLACED IN ISS MORE THAN ONCE, SUSPENDED FROM SCHOOL, OR PLACED AT THE ALTERNATIVE CAMPUS AUTOMATICALLY RELINQUISHES THEIR TRYOUT POSITION.

CUMULATIVE EVALUATION _____

THE APPLICANT MUST SCORE 13 OR ABOVE TO BE ELIGIBLE TO TRYOUT FOR CHEERLEADER.

CLINIC ATTENDANCE: (TO BE COMPLETED BY THE CHEER SPONSOR AFTER COMPLETION OF TRYOUT CLINIC) THIS SCORE IS TO BE ADDED TO THE CUMULATIVE EVALUATION SCORE AND THEN ADDED TO THE JUDGES' TOTAL SCORE.

No absences during tryout practice	5
No more than one absence during tryout practice	3
More than one absence during tryout practice	0

TOTAL SCORE TO BE ADDED TO JUDGES' SCORE _____

NOTE: A SCHOOL SPONSORED ACTIVITY DOES NOT COUNT AS AN ABSENCE.

CHILD SEXUAL ABUSE

The district will establish a plan for addressing child sexual abuse, which will be accessible in the 2009-2010 district improvement plan.

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school. A child who has experienced sexual abuse should be

encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you. As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see- http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapr.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

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

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

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the university's enrollment capacity for incoming freshmen.

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

[For further information, see policies at EIC.]

Class Rank (High School)

1. Class rank will be determined by a numerical average, not GPA.
2. All Band and state required P.E. classes will count in determining numerical average. (If Band is used by the student to meet the Fine Arts credit requirement, the first two semesters of Band taken in grades 9 - 12 will be used as a Fine Arts credit to determine GPA.)
3. VAC classes, CBE credits, correspondence courses, and local credits are not counted in the numerical average.

4. Advanced electives, Pre-AP, AP, and dual credit courses shall receive an added weight of 10% of their grade.
5. All high school level credits earned in junior high that will count toward graduation requirements will count in average/class ranking.
6. The class rank list is a confidential document and shall not be published.
7. No local credits will count in determining numerical average.
8. Advanced courses not offered at Brackett ISD taken by students transferring in will not receive an additional weight of 10%.

For computing the numeric average for seniors, the third nine weeks grades will be counted as the 2nd semester grade. This allows the Valedictorian and Salutatorian Honors and class rank to be completed prior to the end of the year. Should both student's numerical average be the same the student with the highest number of advanced courses will receive the honors, if still tied: Look at the highest numeric average senior year, if still tied, go to prior year and continue until tie is broken. (EIC Local)

If a student has completed four full years of work at Brackett High School (9-12), s/he may compete for Valedictorian and Salutatorian Honors. Only work completed at Brackett ISD will be averaged for Valedictorian and Salutatorian Honors.

If a student has completed less than four full years of work at Brackett High School, only work at Brackett ISD and any other accredited high school will be included in computing class rank. If a student has completed less than four years of work at Brackett High School and he/she has the highest grade point average in the graduating class, he/she will be recognized as the highest ranking student during the graduation ceremonies.

Grades earned by credit by examination, correspondence courses, and Vocational Adjustment Classes (VAC) shall not be used in computing grade point averages.

Pre-AP/AP Courses, Advanced Electives, and Dual Credit Courses

Enrollment is limited to students who have been approved for these classes by the principal.

*Advanced courses are offered for all high school students in AP Biology, Scientific Research and Design, Research/Technical Writing, Creative/Imaginative Writing, Literary Genres, Advanced Social Studies/Research Methods/Special Topics, Accounting II, BCIS II, Pre-AP Algebra I, Pre-AP Algebra II, Pre-AP Geometry, Pre-AP Pre Calculus, Pre-Calculus, AP Calculus, Spanish III, and dual credit classes offered at Brackett High School.

Class Rank (Junior High)

Class ranking in the eighth grade will be determined by averaging the semester grades earned in all subjects taken during the seventh and eighth grade years. Permanent records from any accredited /middle/junior high school will be used as the source of students' grades used in the ranking process. Students who transfer into the district are required to complete two nine weeks grading periods at Brackett Junior High before they are included in the class ranking. The class rank list is a confidential document and shall not

be published. Due to time constraints, the third nine weeks grades will be used as the second semester grades.

GPA- Transferring BEA Credits (Disciplinary and Academic AEP)

A choice will be given to students transferring from Brackett Educational Academy to Brackett High School that will include one of the following:

- A. No rank in class in the regular school program will be given.
- B. Because the alternative school includes a self paced, fast-moving competency based curriculum, students may choose to have the grade for each alternative class lowered by 10 percent for ranking purposes. The lowered GPA for alternative school classes would then be averaged with regular school grade points for the final BHS GPA.

Upon the recommendation of the ARD committee after involvement of the parent, a student in special education may be permitted to graduate under the provisions of his/her IEP.

State Scholarships and Grants

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

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

Valedictorian / Salutatorian

1. A student must have attended BHS for four full years of high school to be considered for valedictorian/salutatorian.
2. The student with the highest numerical average on the highest graduation plan offered will be the valedictorian. The student with the second highest numerical average on the highest graduation plan will be the salutatorian.

Pass / Fail

To increase a student's knowledge and interest in other areas they may take a class pass/fail that is not required to meet state graduation plan requirements. A student will be allowed, the first 2 weeks of each semester, to determine this option. All aide positions are P/F. The pass/fail option will not be allowed for courses designated as advanced.

For two school years following their graduation, district graduates who rank in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor

for further information about the application process and deadlines.

[For further information, see policies at EIC.]

CLASS SCHEDULE

<p>7:55 1st Bell</p> <p>1st Period 8:00 – 8:50</p> <p>2nd Period 8:55 – 9:50 (+announcements)</p> <p>3rd Period 9:55 – 10:45</p> <p>4th Period 10:50 – 11:40</p> <p>5th Period 11:44 – 12:30</p> <p>Lunch 12:30 – 1:05</p> <p>6th Period 1:10 – 1:56</p> <p>7th Period 2:00 – 2:46</p> <p>8th Period 2:50 – 3:36</p>	<p><u>DUAL CREDIT COURSES</u></p> <p>Criminal Justice (8:00) – 8:50)</p> <p>U.S. History/ College Alg. (9:00 – 9:50)</p> <p>Economics/Government (10:00-10:50)</p> <p>Eng Comp/Lit (11:00-11:50)</p>
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COLLEGE CREDIT COURSES

Students enrolled at Brackett High School may be awarded credit toward high school graduation by completing college level courses.

*All approved courses will be delivered through fully accredited institutions. However each university has its own policy regarding the transferability of courses. Each student is strongly advised to check with the university he/she plans to attend to determine the transferability of courses.

Dual Credit Courses

1. Students qualify for dual credit classes by either passing a college entrance exam or being exempt by TAKS scores. Students must make these arrangements through the academic advisor.
2. Only students who have qualified for dual credit classes may be enrolled in dual credit classes, no mixed classes are allowed.
3. All students with a college grade of 60 to 69 will receive a 70 on their transcript for their high school credit.
4. The school will buy dual credit textbooks. The student will be responsible for all tuition and fees. If the student passes the class 50% refund of tuition will be provided. If the student fails a class no refund will be given. Students will be responsible for providing invoice to the Brackett ISD business office in order to receive reimbursement.
5. All dual credit college courses shall be deemed regular courses until the final exam for that course has been verified through the counselor’s office.

6. All seniors taking dual credit courses shall have course work and final exams completed at least three weeks prior to graduation. (This shall be the sole responsibility of the student.)

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's web site at www.brackett.k12.tx.us.

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

COMPUTER RESOURCES

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

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

BISD INTERNET ACCESS POLICY / CONDITIONS

We are very pleased to bring internet access to Brackett I.S.D. and believe the network offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Brackett Schools by facilitating resource sharing, innovation, and communication.

The Brackett ISD network is an electronic network which accesses the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to electronic mail, communication with people all over the world.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Brackett ISD has taken precautions, which are limited, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (Brackett ISD) firmly believe that the valuable information and interaction available on this worldwide network

far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

The smooth operation of the network relies upon the proper conduct of users who adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Brackett ISD user violates any of these provisions, his or her account with Brackett ISD network will be terminated and future access could be denied. Your signature(s) on the attached contract is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Brackett ISD Network - Terms and Conditions

Acceptable Use

The purpose of the Brackett ISD network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Brackett School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

Privileges

The use of Brackett ISD network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Brackett ISD faculty member pertaining to the proper use of the network.) Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Brackett ISD may request the system administrator to deny, revoke, or suspend specific user accounts.

No individual student may have a web page linked to BISD. Faculty links must be approved by the principal and technology director before being put on the internet.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- A. Be polite. Do not write or send abusive messages to others.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

C. Never reveal your last name, address, or phone number, or that of other students or colleagues.

D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

E. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions).

F. All communications and information accessible via the network should be assumed to be private property.

Reliability

Brackett ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Brackett ISD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via Brackett ISD network is at your own risk. Brackett ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Brackett ISD network, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to log in to Brackett ISD network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Brackett ISD network.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Brackett ISD network, or any other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Updating Your User Information

Brackett ISD network may occasionally require new registration and account information from you to continue the service. You must notify the Brackett ISD network of any changes in your account information (address, etc.). Currently, there are no user fees for this service.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Brackett School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties.

Any Brackett School District student or staff may apply for an Internet Account.

[For additional information, see policy CQ.]

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

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

Bullying or Taunting Behaviors

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

Food and Drink

Students shall not eat or drink in classrooms. Exception: 1) holidays or special occasions, 2) food labs. On these occasions, care should be taken to keep food and drinks away from computers. Students shall not chew gum when on school campuses or facilities.

Harassment on the Basis of Race, Color, Religion, National Origin, Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

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

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or superintendent of schools. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). See also policy FNCL.

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

Sexual Harassment / Sexual Abuse

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Superintendent Paula Westbrook.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

Social Events

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

Social Events

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

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

leaving before the official end of the event will not be readmitted.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing (Instructional Day- 7:55-3:36, excluding lunch time). The use of mobile telephones in hallways, classrooms, locker rooms, or restroom areas **at any time** while at school is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The student or parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for any damaged, lost, or stolen electronic device.

CONTAGIOUS DISEASES / CONDITIONS

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

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

CORRESPONDENCE COURSES

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

1. Any student in grades 9-12 may enroll in correspondence courses if the course is needed for graduation and the school does not offer the class in the regular school schedule.
2. Students must gain prior approval by the principal to enroll in a correspondence or an

independent study course.

3. Students may earn a maximum of three state-required credits through correspondence courses and may be enrolled in only one correspondence course at a time. (EEJC)
4. BISD will not pay for correspondence courses unless courses are only offered in the district through correspondence. Written approval from the principal is required before registration if the district pays for the course(s). For more information see policy EEJC.
5. Correspondence courses and CBE credits earned will not count in determining numerical average.

A maximum of 3 credits may be earned through correspondence courses.

For further information, see policy EEJC.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM

If a Student Has Taken the Course

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

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The testing will be scheduled for the last week in November and the last week in June.

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

If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district may honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

The testing will be scheduled for the last week in November and the last week in June.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, & RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid

behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

Dating Violence

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

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

Discrimination

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

Harassment

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

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

Sexual Harassment

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

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

Nonschool Materials- from students

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

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

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

Nonschool Materials- from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the campus principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

School Materials

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

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

[See **Directory Information for School-Sponsored Purposes** on page 8.]

DRESS AND GROOMING

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

IN ALL CASES, THE CAMPUS PRINCIPAL SHALL BE THE ULTIMATE JUDGE.

All students are expected to dress modestly, decently and in good taste. While attending classes or representing the school on official trips, a neat, orderly and well-groomed appearance shall be expected of each student. Students should select school clothes that are attractive, becoming, and appropriate. Choice of clothing is a reflection upon the student and the school he/she attends. Clothing and hairstyles should not be improper, classroom routine. Students in violation of dress and grooming practices are expected to correct the situation; repeated violations shall result in appropriate disciplinary actions.

If the campus principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day or until the problem is corrected. A student whose clothing violates the dress code may be assigned to in-house suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the Student Code of Conduct.

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 activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

The following pertain to all students and are not allowed:

Wearing or possessing any apparel, accessory, or manner of grooming that denotes gang related membership, hate groups, or cults.

Fads and styles in dress which differ extremely from conventionally accepted standards are prohibited.

Mesh, nylon, or athletic shorts are not permitted in the classroom. These type shorts may be worn during P.E. classes only.

No sagging clothes, size appropriate pants- Pants must be worn at the waist. (No baggy pants will be allowed)

Sleeveless shirts with large armholes (including but not limited to athletic sports jerseys) are not allowed.

Wearing clothing that is inappropriately revealing of the physical body or which displays offensive writing or gestures (such as see-through clothing, suggestive writing, pornography, immoral questions, advertising of illicit drugs or alcoholic beverages).

Underclothing worn as outer wear, tank tops, or halter type tops. (Straps on all shirts, blouses, and clothing tops must be a minimum of 2 1/2".)

Clothing that reveals the midriff (bare skin above the waist) or chest.

Wearing of sunglasses/shades in buildings, unless prescribed by a doctor.

Wearing caps, hats, bandanas, or skullcaps inside school facilities during school related activities, such as assemblies, programs, and during class time.

Bare feet. (No student will be permitted to attend class or school related activities without shoes.)

Haircuts that are distracting in color or style.

Body, tongue, or facial jewelry piercings.

Boys are prohibited from wearing earrings. Girls are only allowed to wear earrings.

Cut-Offs, parachute shorts, short-shorts, or gym type shorts. (Shorts are allowed with the following exception: must have a minimum length of 3" from the top of the knee while standing, or 6" from the floor while kneeling.)

Spandex or rolled-up jeans.

Tattoos. (Cannot be exposed. These must be covered while attending school activities.)

In Addition to the Above, BOYS

Will be expected to have a well-groomed hairstyle. Hair will not extend below the eyebrows in front and will not cover the ears nor extend below the top of the collar when standing. **BOYS WILL BE CLEAN SHAVEN, NO MUSTACHE OR BEARD.** Sideburns will be no longer than the ear lobe. Earrings are not allowed. Boys should show good taste in selecting a school wardrobe. Shirttail type shirts (withdrawn or ragged hemlines) are to be tucked into jeans or slacks. Shirts worn over t-shirts or undershirts must be buttoned. Overalls are permitted if they meet all requirements of the dress code. Overalls must have both straps snapped, buttoned, or attached and placed over the shoulder.

In Addition to the Above, GIRLS

Will also show good taste in selecting a school wardrobe. Suggested apparel includes dresses with suitable hemlines, skirts and blouses, pant suits, slacks and jeans. Shorts and skirt / dress lengths must be a minimum of 3" from the top of the knee while standing, or 6" from the floor while kneeling. Cotton leggings are allowed as long as the shirts or covering garment meets the required length of the shorts or skirts. Sleeveless shirts are allowed as long as the arms are fitted and straps meet the required width of 2 1/2". Overalls are permitted if they meet all requirements of the dress code. Overalls must have both straps snapped, buttoned, or attached and placed over the shoulder., No skin should be exposed between shirt and pants and no skin tight or low cut revealing blouses.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

A student who receives at the end of a grading period a grade below 70 in any local academic (including advanced classes) class may not participate in extracurricular activities for at least three school weeks. This does not apply to dual credit classes taken from an accredited college or university.

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse.

- A student is allowed in a school year up to *25 absences* not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board are subject to these restrictions.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

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

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

FEES

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

Costs for materials for a class project that the student will keep.

Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

Security deposits.

Personal physical education and athletic equipment and apparel.

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.

Voluntarily purchased student accident insurance.

Musical instrument rental and uniform maintenance, when uniforms are provided by the district.

Personal apparel used in extracurricular activities that becomes the property of the student.

Parking fees and student identification cards.

Fees for lost, damaged, or overdue library books.

Fees for driver training courses, if offered.

Fees for optional courses offered for credit that requires use of facilities not available on district premises.

Summer school for courses that are offered tuition-free during the regular school year.

A reasonable fee for providing transportation to a student who lives within two miles of the school.

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

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event.

A maximum of 2 fundraisers per year will be allowed per class. Organizations may hold a maximum of 2 fundraisers per semester, or 4 maximum per year.

Except as approved by the superintendent fund-raising is not permitted on school property. [For further information, see policies FJ and GE.]

GANG-FREE ZONES

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

GRADE CLASSIFICATION

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

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES

In grades 7–12, achievement is reported to parents as:

A - Excellent	90 – 100	D - Poor	70 - 74
B - Good	80 – 89	F - Failing	69 – Below
C - Fair	75 – 79		

No grades on any assignment or in any cycle will exceed 100. Individual students will not be able to receive extra credit.

GRADUATION

Brackett Educational Academy- Graduation

Requirements for a Diploma

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

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

Brackett Educational Academy Requirements for a Diploma

The ultimate goal of Brackett Educational Academy is to help a student graduate. The state requirements are for the minimum plan 22 credits and recommended plan 26 credits. The student will be required to meet the required number of credits for graduation from the Brackett Educational Academy School. Educational Academy students will receive a diploma that indicates that they are graduates of Brackett Educational Academy.

Students may receive their diploma immediately upon finishing the required credits. Students on the academic program may wait and receive their diploma at the BISD regular school graduation in the spring.

Students needing to regain less than two (2) credits for graduation may apply to attend the academic component of BEA and receive a Brackett High School diploma upon completion. They will not be allowed to participate in UIL activities because they will be considered a full-time student at BEA. This policy is designed to benefit students in need of credit recovery and not to be used for early graduation practices. The ultimate determination will be made by the admissions committee.

Students who are in DAEP at the time of commencement will not be allowed to participate in any school sponsored graduation activity with students not in DAEP.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests

Graduation Activities

Only students who have met all local and state requirements for graduation will receive a diploma at the graduation ceremony. Students who have met all local requirements for graduation but have not passed all state mandated tests may participate in the graduation ceremony and related activities if they have met the required levels of participation in test preparation programs provided by the district.

Graduation activities which include:

- *Senior trip or picnic. (No overnight senior class trips.)*
- *Commencement exercises.*
- *Project Graduation*

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See Student Fees on page 32.]

Graduation Programs

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

Students who entered the ninth grade during the 2004–2005 school year must meet the following credit requirements for graduation:

- Minimum Program 22 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

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

- Minimum Program 22 credits
- Recommended Program 26 credits
- Distinguished Achievement (Advanced) Program 26 credits

Texas state graduation plans are available through the counselor and/or academic advisor. They may also be viewed on the Texas Education Agency website (<http://www.tea.state.tx.us/>).

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who hold one of the following neutral criteria positions of honor shall be eligible: class officers of the graduating class or the top ten highest academically ranked graduates will be eligible to give these remarks; however, if the student was assigned to the disciplinary alternative education program placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

[For student speakers at other school events, see STUDENT SPEAKERS on page 63.

[See FNA(LOCAL).]

Requirements for a Diploma

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

The exit-level tests, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United

States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

Students with Disabilities

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

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

[See FMH(LEGAL)]

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 31.]

HEALTH-RELATED MATTERS

Immunization

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

<https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox) and meningococcal.

. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

Medicine at School

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

Authorized employees, in accordance with policy FFAC, may administer:

Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.

Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.

Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.

Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:

In accordance with the guidelines developed with the District's medical advisor and

When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed

asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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

Physical Activity for Students in Junior High School

In accordance with policies at EHAC the district will ensure that students in grades 6-8 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

Physical Exams / Health Screenings

All students who are going to participate in sports are required to take a Physical Examination every year.

Psychotropic Drugs

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

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

[For further information, see policies at FFAC.]

Physical Fitness Assessment

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

School Health Advisory Council

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

Steroids

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

Vending Machines

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

Other Health-Related Matters

Asbestos Management Plan

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

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the campus principal.

Tobacco Prohibited

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

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Louisa Stone, at 830.563.2491 ext. 500.

LAW ENFORCEMENT AGENCIES

Notification of Law Violations

The district is required by state law to notify:

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

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

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

MAKEUP WORK

DAEP

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

In-school Suspension Makeup Work

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

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

Extracurricular Makeup Requirements

No Prior Knowledge of Assignment(s)

Students will be responsible for turning in assignments within five (5) school days from the day they were absent for an extracurricular activity.

Prior Knowledge of Assignment(s)

Students will be responsible for turning in assignments on the day they are due if they are leaving during the day for an extracurricular activity. Assignments can be given to the teacher or put in their mailbox in the office. If the student leaves before 8 a.m., the assignment is due upon returning to class.

Routine and In-depth Makeup Work Assignments

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project

in accordance with timelines approved by the principal and previously communicated to students.

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

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

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

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Except in cases of prolonged illness, make up work must be completed within five days after a student returns to school. Immediately upon returning to school, the student is responsible for asking the teacher for detailed assignments covering the work missed, and arranging to complete such make up work promptly. The burden of responsibility for completing make up work rests entirely upon the student rather than the teacher. The make up work is to be done at the teacher's convenience, not the student's. A student having been informed in advance, by the teacher, of a test or written work to be completed on a certain day and is in attendance on that day will be responsible for it even though he was absent the day before, but had prior knowledge.

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

MEDICINE AT SCHOOL

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

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

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

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

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

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

NATIONAL HONOR SOCIETY INDUCTION GUIDELINES

The National Honor Society was created in order to recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy.

The Brackett High School local chapter will base admission into the National Honor Society on the following guidelines: Scholarship, Service, Leadership, and Character.

For detailed information pick up a complete NHS Applicant packet from the high school office or the NHS sponsor- Jamie Ballew.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

All students who are going to participate in sports are required to take a Physical Examination every year.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

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

PROMOTION AND RETENTION

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

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

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

Grade-level advancement for students in grades 9-12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall and spring semesters. [See EI]

In addition, students in grades 8 must meet promotion standards established by the District in order to be promoted.

Parents of students in grades 8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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

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

GRADES 1-8 In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts (an average of reading and language arts), mathematics, science, and social studies.

GRADES 9-12 Grade-level advancement for students in grades 9-12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall semester. [See EI]

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every 9 weeks.

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

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

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

Parents can gain access to their student's grades through the online Gradebook provided by the school. Contact the school office to obtain a user name and password.

SAFETY

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

4 long bells	Evacuate- leave the building
3 long bells	Fire- move quietly but quickly to the designated locations
1 bells	return to the classroom

Tornado Drill Bells

2 long bells	Tornado- move quietly but quickly to the designated locations
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Emergency Medical Treatment and Information

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

Emergency School-Closing Information

The district can have a delay schedule of one hour or more, or may decide that weather conditions are severe enough to cancel school for the entire day. The day would have to be made up (See school calendar for possible bad weather make-up days).

Announcements to be made on:

Del Rio Radio KDLK (830) 775-9583

KSAT 12 – ABC San Antonio (Or, you may call the school at 563-2491, extension 570, for a recorded bad weather message.)

SAT, ACT, AND OTHER STANDARDIZED TESTS

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

SCHOOL FACILITIES

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

Lunch Room Prices:	Breakfast	\$ Free for Students
	Lunch 7-12	\$1.50
	Milk	\$.25
	Adults	\$2.25

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

Breakfast is served in the cafeteria starting at 7:30 a.m. If you want your child to eat breakfast at school, see that he/she arrives early enough to be finished eating by 7:55 a.m. Students may bring their lunch or purchase a lunch in the school cafeteria.

Meals will be paid for in advance at the central office.

Students in Junior High may not leave campus at lunchtime unless their parents pick them up at school.

Conduct Before and After School

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during evening hours. Please contact the librarian for updated schedule.

Meetings of Noncurriculum-Related Groups

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

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

Use By Students Before and After School

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

The following areas are open to students before school beginning at:

Cafeteria	7:30 AM
Jr. High	7:45 AM
H. School	7:45 AM

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

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

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

Use of Hallways During Class Time

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Trained Dogs

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the *Student Code of Conduct*.]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer

questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus principal.

STEROIDS

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events:

1. Football games;
2. Opening announcements and greetings for the school day;
3. Pep rallies;
4. Student assemblies and banquets; and
5. Awards banquets and programs.

Certain students who have attained special positions of honor in the school have traditionally addressed school audiences from time to time as a tangential component of their achieved positions of honor, such as the captains of various sports teams, student council officers, class officers, homecoming kings and queens, prom kings and queens, and the like, and have attained their positions based on neutral criteria.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL)]

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

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

[See policy EKB(LEGAL).]

TARDINESS

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

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. **Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives.** A student who is issued a damaged **item**book should report the damage to the teacher. Any student failing to return an **item** book **in acceptable condition** issued by the school loses the right to free textbooks **and technological equipment** until the **item**book is returned or paid for by the parent; however, the student will be provided textbooks **and equipment** for use at school during the school day.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

TRANSPORTATION

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Transportation Director, Alma Gutierrez at 830-563-2491 ext. 200. See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

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

Follow the driver's directions at all times.

Enter and leave the bus or van in an orderly manner at the designated stop nearest home.

Keep feet, books, band instrument cases, and other objects out of the aisle.

Not deface the bus, van, or its equipment.

Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.

Be seated while the vehicle is moving.

Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

School-Sponsored Trips

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

Parents and others are welcome to visit district schools. For the safety of those within the school all visitors to a school campus must sign or check in at the campus administrative office, list the reason for the visit, and display his or her driver's license or other government-issued form of photographic identification prior to proceeding elsewhere on campus. This requirement applies to parents, social service workers, volunteers, board members, invited speakers, maintenance and repair persons not employed by the district, vendors, representatives of the news media, former students, and any other visitors. This policy will be available in each campus' administrative office.

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

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

Parents and patrons of the district are welcome to visit district schools and attend district events as allowed by district policy.

WITHDRAWING FROM SCHOOL

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

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

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

GLOSSARY

GLOSSARY

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

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

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

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

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

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

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

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

LAT stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

Personal Graduation Plan (PGP) is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

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

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

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

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

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