

Guide to Changes and Additions

Jones Elementary/Intermediate

Student Handbook

2014-2015

Brackett ISD Vision Statement	Page ii	[LOCAL] Revised statement adopted 12/10/13
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The District ensures graduates have diverse learning experiences, creating confidence to reach their full potential, and the honesty to own mistakes and the integrity to start again and achieve goals.

Board of Trustees	Page iv	[LOCAL] Added new member, Marc Todino
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Administration	Page v	[LOCAL] Updated new staff and added new position
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- Kevin Newsom, Superintendent
- Candy Hobbs, Jones Elementary/Intermediate Principal
- George Burks, Jones Elementary/Intermediate Assistant Principal
- Alma Gutierrez, Director of Special Programs

Removing a Student From Class for Tutoring or Test Preparation Purposes	Page 4	MSHB(Model Student Handbook) Updated text
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In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

Students with Physical or Mental Impairments Protected under Section 504	Page 8	MSHB -Inserted Statement
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A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

Celebrations	Page 17	MSHB -Inserted Statement
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Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

Child Sexual Abuse and other Maltreatment of Children	Page 17	MSHB –Updated text/added new language
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A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Applicability of School Rules	Page 18	MSHB –Added new language
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During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Dress and Grooming	Page 27	MSHB –New policy to coincide with secondary revisions reviewed and updated with team leaders
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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 guidelines. All students are expected to dress modestly, decently and in good taste. Students attending classes or representing the school on official trips are expected to have a neat, orderly, and well-groomed appearance. 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 hair styles should not be improper, conspicuous, or of such a nature as to draw attention to or distract students or disrupt classroom routine. Students in violation of dress and grooming practices are expected to correct the situation. Repeated violations shall result in appropriate disciplinary actions.

General Guidelines: The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, and teach respect for authority. Students shall be dressed and groomed in a clean and neat manner that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that cause disruption or interference with normal school operations. Student's personal dress and grooming standards should comply with the general guidelines set out below. All dress code concerns will have final approval by the building principal.

BOYS: Guidelines for boys are as follows:

- Hair should be clean, combed, off the collar and above the eyebrows. Hair length should not extend below the bottom of the student's ears when straightened. Excessive curls or flips or unusually colored hair and/or haircuts, as determined by the principal, are prohibited. No spiked hair over 2". No mohawks, fohawks, or shaved designs.
- No tank tops, see-through shirts, sleeveless shirts, or oversized shirts (which extend below the bottom of the buttocks). Shirts that might reveal the midriff will not be allowed. Shirts with tails will be tucked in.
- Shoes with laces or buckles shall be laced, tied or buckled. Flip flop or thong type shoes, leather or otherwise, are not permitted. Leather sandals with a heel strap are permitted.
- Extremely short, tight fitting shorts or pants are not appropriate and will not be allowed. Baggy (sagging) pants and shorts are prohibited. Pants must not drag the ground. Pants and shorts should be worn secured around the waist not revealing undergarments. Athletic sports shorts (Biker, Wind, Grays, etc.) are not allowed. Knit athletic sweat suits will be allowed but must meet the campus rules for length and fit. Pants with frays and small holes are permitted any hole above the knee will not show skin; however, the final decision on appropriateness of "pants with holes" will rest with the school principal. The decision concerning appropriateness will focus primarily on "modesty".
- Letters, monograms, patches, or accessories (including jewelry) that are suggestive or contain advertisement for alcoholic beverages, drugs, gang related symbols, or satanic symbols will not be allowed.
- Chains (pocket, boot, etc.) and accessories that may be considered harmful to other students are prohibited.
- Earrings or other body piercing jewelry will not be allowed.
- Tattoos or tattoo simulations must be covered.
- Caps, hats, other headgear, and sunglasses (unless specifically prescribed by a doctor) will not be allowed in classes or in any school buildings during school-related activities except at athletic activities in the gyms. (Hats and caps must be worn appropriately. No skullcaps headwear will be allowed at athletic activities.)
- Coats and cold weather clothing are to be worn seasonally.
- No pajama wear of any kind except on designated days.

- **GIRLS:** Guidelines for girls are as follows:

- Hair should be clean, brushed, and out of the eyes. Unusual colored hair and/or haircuts, as determined by the principal, are prohibited.
- Undergarments shall be worn at all times.

- Extremely short, split, tight-fitting skirts, pants, dresses, or shorts are inappropriate and not allowed. Skirts and dresses should be no shorter than 3" above the knee. Baggy (sagging) pants and shorts are prohibited. No leggings, jeggings or workout pants may be worn without a skirt, blouse or top garment that exceeds 3" above the knee.
- Pants must not drag the ground. Pants and shorts should be worn secured around the waist not revealing undergarments. Shorts (no athletic shorts) of an appropriate length (no shorter than and/or 3" above the knee) are allowed. Athletic sports shorts (Biker, Wind, Grays, etc.) are not allowed. Knit athletic sweat suits/pants will be allowed but must meet the campus rules for length and fit. Pants with frays and small holes are permitted any hole/fray above the knee will not show skin; however, the final decision on appropriateness of "pants with holes" will rest with the school principal. The decision concerning appropriateness will focus primarily on "modesty".
- Dresses/blouses should not reveal bras or be see-through. No tight fitting and/or spaghetti strap blouses/dresses or shirts/blouses that might reveal the midriff are to be worn. Straps on all shirts, blouses, and clothing tops must be a minimum of 2.5".
- Shoes with laces or buckles shall be laced, tied or buckled. Students may wear sandals, no high heels or wedges. Shower shoes and athletic sports slides are not allowed.
- Letters, monograms, patches or accessories (including jewelry) that are suggestive or contain advertisement for alcoholic beverages, drugs, gang related symbols, or satanic symbols will not be allowed.
- Chains (pocket, boot, etc.) exceeding 12" in length will not be permitted.
- No body piercing jewelry except earrings in ears only. Earrings are limited to two per ear. No hoop earrings exceeding 1" in diameter.
- Tattoos or tattoo simulations must be covered.
- Caps, hats, other headgear, and sunglasses (unless prescribed by a doctor) are not allowed in classes or in any school buildings during activities except at athletic activities in the gyms. (Hats and caps must be worn appropriately. No skullcaps headwear will be allowed at athletic activities.)
- Coats and cold weather clothing are to be worn seasonally.
- No pajama wear of any kind except on designated days.

Consequences for Dress Code Violations: If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. **IN ALL CASES, THE CAMPUS PRINCIPAL SHALL BE THE ULTIMATE JUDGE.**

Tobacco Prohibited	Page 39	MSHB –Inserted new text
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This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities at all times.

..any other electronic vaporizing device, or smokeless products while on school property at any time or while attending an off campus school-related activity.

Suicide Awareness	Page 54	MSHB –Inserted new text
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The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texassuicideprevention.org> or contact the school counselor for more information related to suicide prevention services available in your area.

Freedom From Bullying Policy	Page 61 – Appendix I	MSHB –Inserted text from FFI (LOCAL)
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Freedom From Bullying Policy

Brackett ISD 136901
FREEDOM FROM BULLYING

STUDENT WELFARE FFI (LOCAL)

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
TIMELY REPORTING	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

