

# Brownsboro I.S.D.

## Elementary Schools



# Student Handbook

## 2017-2018

Brownsboro Elementary School  
Robbi McCarter, Principal

Chandler Elementary School  
Ricky Daily, Principal

“Better Today, Greater Tomorrow”

Dear Parents,

Children growing up in today's society face many problems that were not apparent a few years ago. A larger number of children come from homes where both parents work or from one-parent homes. It is very difficult for parents to find time to spend with their children and help them with schoolwork.

BISD Elementary Schools are dedicated to working with parents and helping them find ways to help and encourage their children. This school is dedicated to providing a learning environment which will produce children who are mature emotionally and who are intellectually ready for the challenges they will face as they progress to each level of the school system. We feel that these years in elementary school are very important in the formation of values and work habits that will follow these children into their adult lives and careers.

A major problem in many schools is that many parents do not know what is expected of them or their children. Many parents may not understand the purposes for some of the school's methods and procedures. They may not know about some of the services that are available through the school. We hope this handbook will answer some of your questions.

The instructional staffs of BISD Elementary Schools believe that your child's education will be more effective if the school and parents work together and communicate often about your child's progress and any problems that may arise. We encourage you to get involved by showing an interest in what your children are learning in school and by asking your children questions. We encourage you to help your children with homework and school projects. We also encourage you to attend school programs, award ceremonies, and parent meetings. Please communicate with the teacher anytime there is a question or problem.

Sincerely,

Robbi McCarter, BES Principal

Ricky Daily, CES Principal

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The Student Handbook is a set of administrative regulations and not a contract between the school and parents or students. It can be amended at any time at the discretion of the administration. If changes are made to the Handbook during a school year, the administration will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

**District Website: [www.gobearsgo.net](http://www.gobearsgo.net)**

**BROWNSBORO INDEPENDENT SCHOOL DISTRICT  
MISSION STATEMENT**

The Brownsboro Independent School District is responsible for preparing its students to live and work in the changing future. All students must acquire essential academic skills in order to become productive, responsible adults. In accordance, all students will be taught a core curriculum consisting of Reading, English, Math, Science, Social Studies, Health, Physical Education, and Computer Literacy. Also, to the full extent of their individual abilities, all students need to develop the ability to think logically, independently and creatively. In order to accomplish this mission the district will provide quality instruction equitably to all students in a safe environment and will be accountable for demonstrated results and continuous improvement.

**IMPORTANT TELEPHONE NUMBERS**

**CENTRAL OFFICE:**

Mr. Tommy Hunter

Superintendent .....903-852-3701

Dr. Keri Hampton

Executive Director of Curriculum & Instruction.....903-852-3701

Key Duke

Director of Transportation.....903-852-3131

Sandra Duke

Director, BISD Special Education.....903-852-3701

**BROWNSBORO HIGH SCHOOL**

Brandon Jones

Principal.....903-852-2321

Jeff Howard

Assistant Principal.....903-852-2321

Tonya Gray

Student Support Services.....903-852-2321

**BROWNSBORO JR. HIGH**

Brad Robertson

Principal.....903-852-6931

Brent Cooper

Assistant Principal .....903-852-6931

Rita Gray

Student Support Services.....903-852-6931

**BROWNSBORO INTERMEDIATE SCHOOL**

Laura Ballard

Principal.....903-852-7325

Karlie Carter

Assistant Principal.....903-852-7325  
Angela Volentine  
Counselor.....903-852-7325

**BROWNSBORO ELEMENTARY**

Robbi McCarter  
Principal.....903-852-6461  
Billy Beasley II  
Assistant Principal.....903-852-6461  
  
Rebecca Garlington  
Counselor.....903-852-6461

**CHANDLER INTERMEDIATE SCHOOL**

Lisa Brown  
Principal.....903-849-6436  
Kris Ann Bennett  
Assistant Principal.....903-849-6436  
Stephanie Stevens  
Counselor.....903-849-6436

**CHANDLER ELEMENTARY SCHOOL**

Ricky Daily  
Principal.....903-849-3400  
Melissa Barrett  
Assistant Principal.....903-849-3400  
Lisa Allen  
Counselor.....903-849-3400

**DAEP CAMPUS/ACES**

Marianne Jones  
Principal.....903-852-8021

**RECOMMENDATIONS TO PARENTS**

1. Teach your children their full names, addresses, and telephone numbers. Also teach them their parents' names.
2. Encourage your children to be independent. Teach them to dress themselves, hang up their clothes, put away their belongings, and take care of themselves in the restroom.
3. Give your children many experiences. Take them on trips to the airport, library, farm, fair, fire station, etc.
4. Read good books to your children. Encourage them to bring library books home. If reading is important to you, it will become important to your children.
5. Do not discuss your children's abilities and inabilities in their presence. Also, do not compare your child to another brother, sister, or playmate.
6. Make provisions for your children to have adequate rest. We recommend 9 to 10 hours each night.
7. Guard against over-stimulation caused by exciting TV programs before bedtime. A bedtime story is an excellent way to end the day.
8. Teach your children to be courteous and quiet on the bus. You must make them understand the bus rules are for the safety of all the children. If they do not obey the bus rules, they could lose their bus riding privileges.
9. When you send money to school for various purposes, it should be enclosed in an envelope with the child's name and the teacher's name on the outside.
10. Teach your children the proper way to cross the street.
11. Discourage loitering if your children walk to school.
12. Help your children with their homework if they need help.

## I. GENERAL INFORMATION

### SCHOOL SYMBOLS –

School Colors: Blue and Gold  
School Mascot: Bear  
School Motto: We Can

### SCHOOL PHILOSOPHY

We believe that:

1. Children differ in many ways even within the same family. Their learning abilities vary, and their patterns of physical, emotional and social development are not the same.
2. Children should be permitted to grow and develop at their own rate.
3. The instructional program should be organized to meet the needs, interests and abilities of all types of learners.
4. Early success in school gives a child confidence and promotes a wholesome attitude toward school.
5. It is important to develop good work habits. These habits should be developed in primary school.
6. The parent's attitude about learning is very important to the child's success in school.

### PEOPLE WHO MAY BE ABLE TO HELP

Principal:	Carries out school board policies and coordinates the instructional program within the building. Is eager to help with any problems or answer any questions.
Student Support personal Services: Teachers: student. policies.	Assists students in decision making areas of educational and social adjustment. Plan and implement instructional strategies for each individual Always eager to help in any way while carrying out school board
Secretary:	Assists the principal and keeps records.
Library Aide:	Assists the teachers in planning and organizing the books and instructional materials for efficient use and retrieval.
Instructional Aides:	Follow the teachers' plans and instructions in the implementation of the instructional programs. Helps teachers with some clerical duties. Always willing to assist students in learning.

## REQUIRED LEGAL NOTICES

### Freedom from Discrimination

Brownsboro ISD believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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 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, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited 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, 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 prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include 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.

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, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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 will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicated that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

In its efforts to promote nondiscrimination the District makes the following statements:

Brownsboro ISD does not discriminate in its educational programs and services 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 Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Chris Moran, whose office is located at Highway 31 West and who can be reached by telephone by calling (903) 852-3701.

The Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Vicki York, whose office is located at Highway 31 West and who can be reached by telephone by calling (903) 852-3701.

All other concerns: See Dr. Chris Moran, Superintendent, whose office is located at Highway 31 West and who can be reached by telephone by calling (903) 852-3701.

To request a transfer of your child to another classroom or campus if your child has been verified by the principal 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 principal for information.

Parent Information about the TEKS: Parents may request copies of the Texas Essential Knowledge and Skills and have an explanation of the curriculum.

### **Family Educational Rights and Privacy Act:**

#### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of -*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Brownsboro I.S.D developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brownsboro I.S.D will directly notify parents and eligible students of these policies at least annually at the

start of each school year and after any substantive changes. Brownsboro I.S.D will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

Following are activities requiring parental notice and consent or opt-out for the 2012-12 school year.

**\*There are no activities planned for the 2012-2013 school year that require parental notice.**

#### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about student to any person who submits a written request for the information.

"Directory information" means information that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. If a parent/guardian does not wish for the school to release directory information on their child they must provide notification in writing to the campus principal.

Audio and video recordings of extracurricular and co-curricular performances, such as band, orchestra, and choir concerts; marching band performances; and performances of plays, musicals, or skits are treated as directory information. Video recordings of students made by security cameras on school buses or in common areas of a campus are treated as directory information unless they are used to impose discipline. In that case, the tapes become an educational record of the student or students who are

disciplined and are subject to the same restrictions on access and disclosure as any other student education record.

If you do not want the school to release directory information about your child, you must notify the principal in writing of the category or categories of information that you do not want released. **You have 10 school days after you receive this Handbook to tell the principal in writing what information you do not want released.**

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice.

### **La Notificacion de Derochos Bajo FERPA Para Las Instituciones Elementales y Secundarias y Notificaciones que relucionan a Informacion del Directorio**

Los Derechos Educativos Familiares y Acto del Retiro (FERPA) se permite el iujo de los padres y estudiantes mas de 18 anos de edad (estudiantes elegibles) ciertos derechos con respecto a los archivos de educacion del estudiante. Ellos son:

1. El derecho para inspeccionar y repasar la educacion del estudiante graba dentro de 45 dias del dia el Brownsboro el Distrito Escolare Independiente recibe una demanda para acceso. Padres o los estudiantes elegibles deben someter al principal escolar una demanda escrita que identifica el archivo ellos desean inspeccionar. El pricipal hara arreglos para acceso y notifica al padre o el estudiante elegible del tiempo y lugar donde los archivos pueden inspeccionarse.
2. El derecho para pedir la enmendadura de los archivos de educacion del estudiante que el padre o el estudiante elegible cree es inexacto o engafioso.

Padres o los estudiantes elegibles pueden preguntarle al Distrito Escolar Independiente de Brownsboro para enuendar un registro que ellos creen es inexacto o enganoso. Ellos deben escribirle al principal escolar, claramente identifique la parte del registro que ellos quieren cambiado, y especifica por que es inexacto o engafioso.

Si el distrito decide no enmendar el registro como pedido por el padre o el estudiante elegible, el Distrito notificara al padre o el estudiante elegible de la decision y los aconsjara de su derecho a un oido con respecto a la demanda para la enmendadura. Se proporcionara.

Informacion adicional con respecto a los prodedimientos oyendo al padre o el estudiante elegible cuando notifique del derecho a un oido.

3. El derecho para consentir a los descubrimientos de informacion personalmente identificable contenido en la educacion del estudiante graba, exceptua a la magnitud que FERPA autoriza descubrimiento sin el consentimiento.

Una excepcion que permite descubrimiento sin el consentimiento es descubrimiento para adiestrar a oficiales con intereses educativos legitimos. Un oficial escolar es una persona empleada por el Distrito como administrador, supervisor, instructor, or miembro de personal de apoyo (incluso salud o personal medico y ley entrada en vigor unidad personal); una persona que sirve en la Tabla Escolar; una persona o compania con quienes el distrito ha acertado para realizar una tarca especial (como abogado, interventor, consultor medico, o terapueta); o un padre o estudiante que sirven en un comite oficial, coma un disciplinario a comite de agravio, a ayundando a otro oficial escolar realizar su o sus tarcas.

Un oficial escolar tiene un interes educativo legitimo si las necesidades oficiales repasen un registro de educacion para cumplir su o su responsabilidad profesional.

En la demanda, el Distrito Escolar Independiente de Brownsboro descubre que la educacion graba sin el consentimiento a oficiales de otro distrito escolar en el que un estudiante busca or piensa enrollarse.

4. El derecho para archivar una queja con la Seccion Americana de Educacion que involucra fracasos alegados por el Distrito obedecer los requisitos de FERPA. El nombre y direccion de la Oficina que administra FERPA son:

Oficina de Complacencia de Politica Familiar  
Seccion Americana de Educacion  
600 Avenida de Independencia, SW  
Washington, DC 20202-4605

FERPA le permite al Distrito Escolare Independiente de Brownsboro para descubrir "informacion del directorio" sin padre o el consentimiento del estudiante elegible. El descubrimiento de informacion del directorio puede incluir descubrimientos en una escuela o directorio de la clase, un programa para un evento extracurricular, o en una insignia que se exigen estudiantenates a llevar o a exhibir durante el dia escolar y las actividades extracurriculares.

El Distrito Escolar Independiente de Brownsboro ha identificado lo siguiente y la informacion personalmente identificable similar como "informacion del directorio"; el nombre, direccion, numero del telefono, clasificacion, las fechas de asistencia en las escuelas del Distrito, altura y peso para el estudiante han involucrado en atletismos o los programas extracurriculares similares, los honores recibieron, mas reciente institucion de educacion anterior, actividades extracurriculares en las que el estudiante esta envuelto, y fotografias. Un padre o un estudiante elegible pueden objetar a cualquiera de estos articulos como informacion del directorio. Si un padre o el estudiante elegible escoge objetar a cualquiera a todos los articulos como informacion del directorio, la tal persona debe notificar al Distrito, por escrito, de los articulos que no deben designarse como informacion del directorio para ese estudiante. Cualquier objecion a un articulo de informacion del directorio debe ser recibida por el Distrito el dentro de 10 dias, de cuando recibes esta notico.

## **QUESTIONING STUDENTS AT SCHOOL**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you promptly if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child alone at school, if requested. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, CPS investigators typically do not permit school officials to contact parents/guardians prior to or following their interview of a student.

## **Parents Right to Know**

As a parent of a student at Brownsboro ISD you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- ❑ Whether The Texas Education Agency has licensed or qualified the teacher for the grades and subjects he or she teaches.
- ❑ Whether The Texas Education Agency has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ❑ The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ❑ Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact your school principal.

## **Notificación para padres**

Comó los padres de estudiantes que asiste a la Brownsboro I.S.D. ustedes tiene el derecho de conocer las calificaciones profesionales del maestro/a que tiene su niño/a en la sala de enseñanza. La ley federal de los Estados Unidos permite que usted haga ciertas preguntas acerca de las calificaciones del maestro/a que está en la clase con su niño/a, y se requiere que le demos la información en un tiempo oportuno. Especificamente, usted tiene el derecho de obtener la siguiente información acerca de cada maestro/a que su niño/a tenga en sus clases de estudios:

- Si el Departament de Educación de Tejas ha licenciado o calificado el/la maestro/a para enseñar en el grado o en la materia que el/ella enseña.
- Si el Departamento de Educación de Tejas ha decidido que el maestro o la maestra puede enseñar en el salón de estudios sin tener licencia o calificaciones bajo las reglas y requisitos del estado debido a circunstancias especiales.
- El estudio principal académico del maestro/a; sí el/la maestro/a tiene estudios o bachilleratos avansados, y si los tienen, en que materia(s) es su(s) bachillerato(s).

- Si hay para-profesionales o asistentes de maestro/a que proveiden servicios a su niño/a, y sí lo hacen, qué son sus calificaciones.

Si usted gustaría recibir cualquiera de esta información, por- favor hable con El director.

## PARENTS RIGHTS

**Academic Programs:** You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment if doing so would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

**Teaching Materials:** You may review all teaching materials, textbooks, and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Exception: The Accelerated Reading computer software does not allow access to a test once a student has already completed the test.

**Records and Other Information:** As we stated in the "Required Notices" section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on "Questioning Students at School," we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

**Video and Audio Recording:** We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses; or
- a purpose related to a co-curricular or extracurricular activity; or
- a purpose related to regular classroom instruction; or
- media coverage of the school.

**Psychological Examinations:** We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect.

**Exemption from Instruction:** You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child's teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

## **Brownsboro Independent School District Parent Involvement Policy**

Acknowledging that parents/guardians are a student's first teachers and that this continuing support is essential for academic success, Brownsboro Elementary School, Brownsboro Intermediate School, Chandler Elementary School, Chandler Intermediate School, Brownsboro Jr. High School, Brownsboro High School, and ACES are committed to the following parent involvement policy:

- Title 1, Part A parents will annually receive information concerning the implementation of the Title 1, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.
- Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
- Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, I-Station, TELPAS, STAAR, etc.
- Parents may request information about the professional qualification of their child's classroom teacher.
- Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).
- Parents may request an explanation and description of the school's curriculum.
- Parent representatives (including parents of Title 1, Part A students) will be involved in the development, review and evaluation of the campus improvement plan.
- Title 1, Part A parents will be involved annually in the review/revision of the School/Parent Compact.

- Title 1, Part A parents will be asked to complete surveys seeking evaluation of the Title 1, Part A program and parent involvement.
- Parents will annually review/revise this policy.

## **Brownsboro la Política Independiente de la Participación de Padre de Distrito de Escuela**

Reconocer que cría/guardianes son un estudiante primeros maestros y que este apoyo continuo es esencial para el éxito académico, Escuela de enseñanza primaria de Brownsboro, Brownsboro la Escuela Intermedio, Escuela de enseñanza primaria de Veleró, el Veleró la Escuela Intermedio, la Preparatoria del Menor de Brownsboro, la Preparatoria de Brownsboro es cometida a la política siguiente de la participación del padre:

- Título 1, Desde a UN padres recibirán anualmente información con respecto a la implementación del Título 1, Desde UN programa y se alentará a ofrecer las sugerencias para el mejora/reforzando del programa.
- Padres serán dados información oportuna con respecto a estándares generales de desempeño de estudiante y esperanzas (TEKS).
- Padres serán dados información oportuna con respecto a instrumentos de evaluación de campus/estado: las medidas locales de la evaluación, I-Station, TELPAS, STAAR, etc.
- Padres pueden solicitar información acerca del requisito profesional de su maestro de aula de niño.
- Padres serán ofrecidos las oportunidades para aprender a cómo fomentar el desempeño académico mejorado para su niño (ren).
- Padres pueden solicitar una explicación y la descripción del plan de la escuela.
- Cría a representantes (inclusive padres del Título 1, Desde a UN estudiantes) será implicado en el desarrollo, la revisión y la evaluación del plan de la mejora de campus.
- Título 1, Desde a UN padres serán implicados anualmente en la revisión/evaluación del Escuela/Padre Comprime.
- Título 1, Desde a UN padres serán pedidos completar las inspecciones que buscan la evaluación del Título 1, Desde UNA participación del programa y a padre.
- Padres anualmente revisa/revisa esta política.

## SCHOOL ATTENDANCE

Punctual and regular attendance is very important to a child's success and to the smooth operation of the school. We encourage parents not to bring their children to school before 7:30 a.m. since there will be no supervision before that time. The school day will begin at 8:00am and students are expected to be in their seat by 7:55 am.

Regular attendance is required of every student in accordance with the Texas Education Code 25.085. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. Brownsboro schools expect all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Notification letters will be sent for absences or tardies as according to the T.E.C. regulations.

**Important note: Students are expected to arrive at school on time, and be present in the classroom ready to work promptly when the morning bell sounds and remain at school until the specified dismissal time for their grade level.**

Every child should be sent to school regularly unless there is a good excuse. Parents are requested to call the following school offices if their child is going to be absent for the day.

Brownsboro Elementary: 903-852-6461

Chandler Elementary: 903-849-3400

If a parent does not call, the child must bring a note signed by the parent or guardian telling the reason for the absence. The absence will be considered "unexcused" unless the parent calls or sends a note. The attendance check for state accounting purposes is during the third instructional hour of the school day. Any child who has a medical appointment, presents a notice from the doctor/dentist's office, and attends school will be counted present. All notes must be submitted to the office within 3 days of absence.

## VISITATION POLICIES

**All visitors must report to the school office when entering the building, present a state issued ID, and obtain a visitor's pass.** No child will be allowed to leave school early without being signed out through the office. The secretary will then call the child to the office. We prefer not to have students waiting in the office for the parent to arrive because that adds to the amount of class time a student misses.

Parents are welcome and are encouraged to visit the school, but parent visitation in a child's classroom **MUST** be arranged with the principal in advance.

## CONFERENCES

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor or principal. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student presents any other problem to the teacher, or (3) in any other case the teacher considers necessary.

## II. EMERGENCY DRILLS AND PROCEDURES

**It is VERY important to update student information with the school office in the event of an emergency. It is the parent's responsibility to keep the school informed when changes occur with phone numbers, addresses, or emergency contacts.**

In the event of a fire, emergency drill, or bomb threat, we will follow established campus procedures.

### EMERGENCY EARLY DISMISSAL OF SCHOOL

Occasionally a situation arises making it necessary to dismiss school before the regularly scheduled time. It takes three to three and a half-hours to try to call and contact parents. Experience has shown that not everyone can be reached. Parents, it is therefore necessary that you make arrangements now, to ensure that your child and school personnel know what to do, which bus to ride, and where to go should such an emergency arise and whom to call. Every child must either be picked up or get on a bus. Emergency forms must be completed indicating student instruction.

In case of bad weather students and parents will be notified through School Messenger and can listen to KTBB-Tyler, KZEY-Tyler, KLVQ-Athens, or watch KLTV-Channel 7-Tyler , KETK-Channel 56-Tyler, or CBS-Channel 19 to determine if school will be held.

## III. STUDENT HEALTH

### GIVING OF MEDICATION

All medication is to be kept and administered in the nurse's office. The exchange of medications should be between the parent and the school nurse. Students should not be responsible to transport medication to or from school. Medication must be in its original container accompanied by a letter of consent and information regarding the administering of the medicine. All medications are kept out of the reach of the children.

1. Non-prescription medication
  - a. Administration of non-prescription medication must be required in writing by a parent, legal guardian, or a person in legal control.
  - b. This type of medication (e.g. Tylenol, cough syrups or cough drops, etc.) must be clearly labeled to include the student's name, name of the medicine, and frequency of administration. If a generic drug is to be used, please bring the medication in its *original* container. If the medication is not recognized by name on the pills or in its original container, it will not be given.
2. Prescription medication
  - a. Administration of prescription medication must be requested in writing by a licensed physician or dentist and a parent, legal guardian, or person in legal control.
  - b. Prescription medication should be in its original container with the student's name, doctor's name, dosage, and frequency clearly readable on the original label.
3. General procedures
  - a. A request to administer medicine must be made in writing and signed by either the parent (person in legal control) or the physician.
  - b. The school employees do their best to help children remember to take medicine; however, the student or parent is responsible for the timing of the medication.
  - c. An entry in the daily report will be made each time a medication is administered.

## ACCIDENTS

All student accidents that result in injury to a student are to be reported to the office. NO CONTACT SPORTS ARE ALLOWED AT ANY TIME. Students may not run on campus except during physical education and recess. Climbing and walking on any fences or rock walls is strictly prohibited.

**Brownsboro ISD is not permitted by state law to purchase insurance coverage for injuries sustained by students in accidents at school. Therefore, BISD will not be responsible for expenses resulting from student accidents.**

## CHILDHOOD DISEASES

All contagious diseases should be reported to the school as soon as possible. Parents should send a note explaining the cause of an absence. If at any time the nurse finds it necessary to send a child home, the parent or responsible adult will be notified at once. The following contagious diseases require the child to miss school.

Measles: Seven days after appearance of rash, or whatever time the family physician requires, and clear of temperature for 24 hours.

Chickenpox: Exclude from school for one week after first symptom appears, and clear of temperature for 24 hours.

Mumps: Until all swelling is gone or at the discretion of the family physician. Cases should be isolated for 9 days beginning with the onset of the swelling.

German Measles: At the discretion of the family doctor.

Pink Eye: Until all symptoms are gone and at the discretion of the family physician.

Head Lice: Exclusion until proper treatment is administered and parent provides proof of treatment to the school.

Other Communicable Diseases: At the discretion of the physician. Permit school attendance if under adequate treatment.

## IMMUNIZATIONS

State law requires proof of the following immunizations before a child enters school:

Tetanus/Diphtheria – At least three doses with one dose since the fourth birthday. If a child turned 5 on or after August 1, 1996, a fourth dose is required.

Polio – At least three doses with one dose since the fourth birthday.

Measles – Two doses are required for children 5 years or older born on or after September 2, 1991. Those born prior to this date only two doses required no later than 30 days after their 12<sup>th</sup> birthday. A physician-validated history of measles will no longer be accepted. Serologic Testing will be acceptable.

Hepatitis A – Two doses are required before the age of 5.

Hepatitis B – Three doses for all children 5 years or older, born on or after September 2, 1992

Varicella - Students entering kindergarten and seventh grade must have had two doses.

Menigococcal vaccine – Students entering seventh grade must have one dose.

## **HEALTH-RELATED MATTERS**

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.

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.]

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

### **Other Health-Related Matters**

#### **Tobacco Prohibited**

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

#### **Human Sexuality Instruction**

Presently, no formal human sexuality instruction is being provided in the elementary grades pre-kindergarten through grade 3. Nurses and Student Support Services personnel use teachable moments to provide informal instruction on topics of need to individual students such as puberty, personal hygiene, and inappropriate touching. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. As a parent you may remove your child from any part of human sexuality 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. Contact the campus principal for additional information.

#### **Asbestos Management Plan**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in each Principal's Office. If you have any questions, please contact the maintenance office at (903) 852-7121.

#### **Pest Management**

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(ren)'s school assignment area may contact the maintenance office at (903) 852-7121.

## **BACTERIAL MENINGITIS**

### **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 causes 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 of college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

### **FOR MORE INFORMATION**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine.

Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## MENINGITIS BACTERIANA

### ¿QUÉ ES LA MENINGITIS?

La meningitis es una inflamación de las membranas que recubren el cerebro y la médula. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral es la más común y la menos grave. La meningitis bacteriana es la forma más común de una infección bacteriana grave con la posibilidad de complicaciones graves a largo plazo. Es una enfermedad poco común, pero requiere de tratamiento inmediato con antibióticos para prevenir daño permanente o la muerte.

### ¿CUÁLES SON LOS SÍNTOMAS?

Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas. Los niños (mayores de 1 año de edad) y los adultos que padecen de meningitis pueden tener un fuerte dolor de cabeza, fiebre alta, vómito, sensibilidad a las luces brillantes, rigidez en el cuello, dolores en las articulaciones, somnolencia o confusión. Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños puntitos rojos o morados. Pueden aparecer en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacteriana se basa en una combinación de síntomas y resultados de análisis de laboratorio.

### ¿QUÉ TAN GRAVE ES LA MENINGITIS BACTERIANA?

Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente.

### ¿CÓMO SE CONTAGIA LA MENINGITIS BACTERIANA?

Afortunadamente ninguna de las bacterias que causan la meningitis es tan contagiosa como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo).

A la mayoría de las personas el microbio **no les causa** meningitis. En cambio, la mayoría de la gente se convierte en **portadora** del microbio durante varios días, semanas o incluso meses. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

### ¿CÓMO SE PUEDE PREVENIR LA MENINGITIS BACTERIANA?

No comparta las comidas, las bebidas, los utensilios, los cepillos de diente o los cigarrillos. Limite el número de personas a las que besa.

A pesar que hay vacunas para algunas otras cepas de la meningitis bacteriana, sólo se usan en circunstancias especiales, por ejemplo cuando hay un brote de la enfermedad en una comunidad o para las personas que van a viajar a un país donde hay un alto riesgo de contagiarse esta enfermedad. También, algunos grupos recomiendan esta vacuna a los estudiantes universitarios, particularmente a los estudiantes de primer año que viven en residencias universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos días. Hay que esperar de 7 a 10 días después de recibida la vacuna para desarrollar inmunidad y ésta dura por 5 años.

**¿QUÉ TIENE QUE HACER SI CREE QUE TIENE MENINGITIS BACTERIANA O PIENSA QUE ALGÚN AMIGO LA PUEDE TENER?Hágase ver por un médico lo antes posible.**

**PARA MÁS INFORMACIÓN**La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas. También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de Enfermedades: [www.cdc.gov](http://www.cdc.gov) y el Departamento de Salud de Texas: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

# **BROWNSBORO INDEPENDENT SCHOOL DISTRICT**

## **Communicable Diseases/Non Communicable Diseases Exclusion from School Policy**

To prevent the spread of communicable and non-communicable diseases, students with certain symptoms diseases will be excluded from school. A student with any of the following symptoms must be excluded from school until such time the student is free of symptoms, has been satisfactory treated, or submits a signed physicians's statement affirming that the student is not contagious.

- Temperature of 100 degrees or more. Student must be fever free for 24 hours without the use of fever suppressing medication.
- Diarrhea with 3 or more episodes of loose stool in a 24 hour period. Student must be diarrhea free for 24 hours without diarrhea suppressing medications to return to school. Some exclusions could be made on a case by case basis.
- Vomiting at school unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated. Some exclusions could be made on a case by case basis
- Undetermined rash over any part of the body accompanied by fever.
- Open, draining wounds or lesions that cannot be contained in a bandage.
- Red, purulent draining eyes.
- Persistent cough that cannot be controlled with cough drops or accompanied by other symptoms or fever.
- Live head lice (student with nits only may remain at school with monitoring) To reenter school, the student must be free of live lice and provide proof of treatment to the campus nurse.
- Any questionable contagious symptoms or if student's behavior indicates that the he/she is not well.
- Any disease or symptoms included in the communicable diseases school exclusion policy provided by the Department of State Health Services. (available upon request)

It is the responsibility of the parent or guardian to transport the student from school to his/her home. Additional information regarding rules for exclusion of students having or suspected of having a communicable condition from school and readmission criteria is outlined in the Texas Administrative Code, specifically Rule 97.7.

## IV. STUDENT WORK

### HOMEWORK

Homework has two purposes:

1. To provide drill and practice on skills which have been taught at school.
2. To provide enrichment for topics taught at school when a child shows unusual interest or when projects require extended amounts of time.

Usually the drill and practice assignments are very short. Sometimes a teacher may only give these assignments to the students who are having difficulty. We encourage you to help your child with drill and practice assignments. When your child does a project, please encourage your child, but let your child do the work alone. We do not expect fancy projects which require a lot of help from an adult. We want the child to learn to be creative and resourceful.

### MAKEUP WORK

A student absent for any reason is encouraged to make up specific assignments missed. The student is responsible for obtaining and completing the makeup assignments in a satisfactory manner within the time allotted by the teacher. Failure to complete assignments/tests may result in a grade reduction.

### REPORT CARDS

Report cards will be sent home with your child after each nine-week period. You will receive the report card on the Thursday following the last day of the nine weeks. (See the school calendar for these dates.) Please sign and return the report card as soon as possible so the teacher will know that you have seen it.

Grades one through three use both numerical and performance-based checklists to report student progress. In grades 1-3, numerical averages will be reported for language arts, reading, mathematics, science, social studies, fine arts, and PE/Health, and citizenship. Citizenship grades are based on classroom observation, and rate a child's behavior and work habits using the performance-based checklist. The following conversion table will help you understand the grading system.

Conduct:

E -- Excellent	S -- Satisfactory
N -- Needs Improvement	U -- Unsatisfactory

### MODIFICATIONS

State law requires that modifications be made for Special Education students as indicated in their Individual Education Plan. Modifications may also be made for students designated as At-Risk.

### STAAR TESTS

The Brownsboro ISD Elementary Schools administer the STAAR (State of Texas Assessment of Academic Readiness) each year to students in third grade. The test is given near the end of the year as designated by the state. (See the school calendar for these dates.)

The purpose of the test is to determine areas of strengths and weaknesses and to identify children who may not be progressing as they should. The STAAR also helps the school to plan and/or adjust the instructional program each year.

## RETENTION

Retention of a student is a serious decision. For grades 1, 2, and 3, retention is based on the promotion policy. For students in grade 3, final decisions will be made after a review by the Grade Placement Committee. This committee may consist of the principal, student support services, the child's teacher(s), the child's parent/guardian, and /or other administrators.

## PROMOTION POLICY

To be promoted to the next grade level, a student must have an overall yearly average of 70 or above. This overall average is determined by averaging the final numerical grades for Reading, English, Mathematics, Science, and Social Studies. In addition, a student must have an average of 70 or above in Reading, an average of 70 or above in Language Arts, and an average of 70 or above in Math. Another condition for promotion is that a student meets the state compulsory attendance requirements.

As stated in local policy, each BISSD campus has an attendance committee that may impose conditions for receipt of credit such as before- or after- school make-up time. Attendance committees meet periodically to review records of students who are in possible violation of compulsory attendance requirements.

## CREDIT BY EXAM

### Student has not taken the course

Senate Bill 1, Section 28.023 requires school districts to offer examinations for acceleration to all students who wish to earn credit without prior instruction. The passing score required to earn credit on an exam is 90. The dates for Credit by Exam will be in June and. Contact campus student support services for information.

### Student has taken the course

A student who has received prior instruction in a course or subject-but did not receive credit for it-may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skill defined for the course or subject. To, receive credit; a student must score at least 70 on the exam. Contact campus student support services for information.

## **AWARDS**

### Principal's Award:

Presented to students at the end of the year who have met the following conditions:

- (1) Made all A's/ E's in **all** subject areas each nine weeks.
- (2) Have only grades of E or S in conduct each nine weeks.

### A/B Honor Roll:

Presented to students at the end of the year who have met the following conditions:

- (1) Made all A's or B's in **all** subject areas each six weeks.

### Citizenship Award:

Certificates will be awarded to students who have attained an "E" average in conduct and work/study habits for the school year. This means that a student could have four "E's" and two "S's" and still be eligible. Students must not have received an N or U during the academic year.

### Perfect Attendance Award:

Certificates will be awarded to students who have not been absent any days during the entire school year and have not arrived tardy to school more than 3 times each semester.

### Good Attendance Award:

Certificates will be awarded to students who have been absent only one day and have not arrived tardy to school more than 3 times each semester.

## **V. SPECIAL PROGRAMS OF THE SCHOOL**

If your child is not able to pass his/her work the teacher may refer the child for one of the special programs of the school. Brownsboro ISD provides special programs for migrant students, students with limited English proficiency, dyslexic students, students with disabilities, and at-risk students. The district also provides a program for gifted and talented students. Teachers, counselors, parents or other interested persons may nominate students for the gifted and talented program at any time. A student or parent with questions about any of these programs or about eligibility for these programs or about eligibility for these programs should contact the campus principal or counselor.

### **Identification of Gifted and Talented Students**

1. Provisions for ongoing screening and selection of students who perform or show potential for performing at remarkably high levels of accomplishment in the areas defined in Education Code 29.121.
2. Assessment measures collected from multiple sources according to each area defined in the Texas State Plan for the Education of the Gifted/Talented Students
3. Data and procedures designed to ensure that students from all populations in the District have access to assessment and if identified, to services provided for the gifted/talented program.
4. Provisions for final selection of students to be made by a committee of at least three local District educators who have received training in the nature and needs of gifted students.
5. Provisions regarding furloughs, reassessment, exiting of students from program services, transfer students, and appeals of District decisions regarding program placement.

### **Gifted and Talented Campus Programs**

BES, CES use a pull-out program in the areas of language arts, mathematics, science, and social studies. Field trips are also used to extend G/T learning opportunities

### **Gifted and Talented Nomination Procedures**

General screening for G/T occurs in the spring of each year; however, teachers, counselors, parents, or other interested persons may nominate students for the gifted and talented program at any time. Contact the campus counselor to nominate a student.

### **Gifted and Talented Opportunities for Acceleration**

Credit by Exam  
Early High School graduation  
Concurrent high school/college enrollment  
Classes above grade level

### **CHILD FIND NOTICE (Section 504)**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator Vicki York at (903) 853-3701 (telephone number) or by mail at P.O. Box 465, Brownsboro, Texas, 75756.

## Aviso de Identificación de Estudiantes Incapacitados bajo la Sección 504

Bajo la Sección 504 del Decreto de Rehabilitación de 1973, el Distrito Escolar está obligado a identificar, referir, evaluar, y proporcionar servicios educativos apropiados y gratuitos a los estudiantes incapacitados que califican bajo esta ley. Si usted desea más información sobre los derechos de padres de niños incapacitados, o si tiene preguntas sobre la identificación, evaluación, y colocación de niños en el programa de Sección 504, favor de ponerse en contacto con el Coordinador de 504 del Distrito Vicki York al número (903) 852-3701, o por correo a la siguiente dirección: P.O. Box 465, Brownsboro, Texas, 75756.

## NOTICE OF TITLE 1 SCHOOL-WIDE PARTICIPATION

As School-wide Title 1 participants, our campuses receive federal money which provides supplemental resources to local education agencies to help schools with high concentrations of students from low-income families provide a high-quality education which will enable all children to meet the state student performance standards. Title 1, Part A supports schools in implementing either a school-wide program or a targeted assistance program.

The District's Title 1 program shall be planned and implemented with meaningful consultation with parents of participating students.

## **OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION**

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree 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*.

## **Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será

notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

## **VI. MISCELLANEOUS POLICIES**

### **CAFETERIA**

The District participates in the National 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. Please inquire at the school office for eligibility guidelines and application forms.

Breakfast is served in the cafeteria from 7:15 - 7:50 a.m. You may pay for your child's lunches by the day or you may send enough to pay for the week. If you send money for the week please place the correct amount of cash or a check in an envelope with the child's name on the outside.

Lunch charges are strongly discouraged. Repayment must be made in the cafeteria the next day or arrangements must be made with the Food Service Director.

The thirty minute lunchtime is a time for eating and not for visiting. Talking should be kept to a minimum. Children must leave the cafeteria clean.

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.]

### **TEXTBOOKS**

The state furnishes textbooks to pupils at no charge. However, pupils are responsible for their books and must pay for lost or damaged books. The price charged for lost books is set by the state. The price charged for damaged books is determined by the district. All books are charged to our school and are subject to audit each year. Textbooks must be covered at all times. Books should not be covered with adhesive materials (i.e. contact paper, etc.)

### **NON-SCHOOL MATERIALS**

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

## POSTERS

Signs and posters that a student wishes to display must first be approved by the teacher and then the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

## SCHOOL PARTIES / FOODS OF MINIMAL NUTRITIONAL VALUE

In accordance with the Texas Public School Nutrition Policy, Foods of Minimal Nutritional Value may be served on three designated district days.

### A. Parties

Classroom parties are held the day before the Christmas break, Valentine's Day (or the day before if Valentines falls on Saturday or Sunday), and Field Day. Staff members need to be familiar with the guidelines of the Texas Food and Nutrition Policy regarding snacks/foods that can be served to students at school. Also, the BISD calendar specifies the school days on which "foods of minimal nutritional value" may be served to students during the school day.

Students and parents are not allowed to pass out invitations to personal parties at school.

Birthdays – Parents can bring one small snack (cupcake, cake, cookies...) the last 30 minutes of class to celebrate a student's birthday. No homemade treats are allowed to be passed out to students on campuses, and foods must be labeled with nutritional ingredients. No decorations, goodie bags, presents or invitations are allowed to be passed out. Snacks will be delivered to the classroom at 2:30 (except teams with specials at the end of the day...those will be delivered to the classroom at 1:45).

## SCHOOL SUPPLIES

School supplies are necessary for students to do their work effectively. Each grade level will provide parents with a list of supplies that are needed.

## WITHDRAWALS

The parent of any student who is withdrawing is required to notify the school office. When the office has been notified a withdrawal form will be prepared which indicates a student's withdrawal grades, participation in any special program, and whether all books have been turned into the teacher(s) and the library. This form will enable a parent to enroll the student into the new school.

## LOST AND FOUND

Children are encouraged to bring any objects they find to the office. Each campus has a lost-and-found box. If your child loses something that cannot be found in the classroom, he/she should check the lost and found box or ask the principal or secretary to check the box.

## SCHOOL PROPERTY

No student shall damage or mark on any property belonging to the district. The circumstances will determine the discipline. The parent/guardian is liable for any damage caused by the child. Students violating this rule may be subject to such action or discipline as defined in the BISD School Board Policies.

## LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted any time there is reasonable cause to do so, whether the student is present or not.

## TELECOMMUNICATION DEVICES

The use of cell phones, pagers, MP3 or Ipods, CD players/headphones, hand held games, radios, walkie talkies, etc. during the school day is prohibited. If a student is caught using and/or displaying these items in anyway, the item will be confiscated and be subject to a \$10.00 fee per item before the item will be returned to the student or parent/guardian. Brownsboro ISD is not responsible for damages and/or lost confiscated devices.

## CHANGES IN ROUTINE

If it becomes necessary for a parent to make changes in their child's school day the parent should notify the school office. Any changes in routines involving bus changes must be approved by the principal or transportation director before loading the bus. Students will be allowed to ride a bus other than their own only if there is enough room on that bus.

**Please note: Students are only allowed to ride a different bus with approval of the transportation director on Monday-Thursday. Bus changes are not allowed on Friday.**

## PLAYGROUND RULES

1. Don't pick up, play with, or throw any objects, including rocks, dirt, or sand, unless the object is part of the game approved by the teacher.
2. Don't lie down or roll on the ground.
3. Stay out of water puddles.
4. No pushing, fighting, or "play fighting".
5. No cutting in line.
6. Use only the restroom designated by the teacher.
7. Swings: Play away from the swings. Swing in a sitting position only. Only one child is allowed on a swing. No swinging is allowed if there is water under the swings.
8. Slide: Only two people are allowed on the slide at a time; one at the top and one at the bottom step. Slide only feet first in a sitting position.
9. Climbing Toys: Children must not hold or push other children while they are on climbing toys. They must never jump off the equipment.
10. Playing TAG is not allowed on the playground.

**\*\*Playground equipment should be used appropriately by students. Inappropriate use of the equipment could result in student injury. Violation of these rules and others mandated by the teacher will result in suspension of playground privileges.**

## VII. DRESS CODE

### 1. APPEARANCE: THE STUDENTS' DRESS AND GROOMING:

- A. SHALL NOT LEAD SCHOOL OFFICIALS TO REASONABLY BELIEVE THAT DRESS OR GROOMING WILL DISRUPT, INTERFERE WITH, OR DISTRACT FROM THE SCHOOL'S LEARNING ENVIRONMENT.
- B. SHALL NOT CREATE A HEALTH OR OTHER HAZARD TO THE STUDENTS SAFETY OR THE SAFETY OF OTHERS.

### 2. DRESS FOR EXTRA-CURRICULAR ACTIVITIES:

THE PRINCIPAL, IN CONNECTION WITH THE SPONSOR, COACH OR OTHER PERSON IN CHARGE OF AN EXTRA-CURRICULAR ACTIVITY, MAY REGULATE THE DRESS AND GROOMING OF STUDENTS WHO PARTICIPATE IN THE ACTIVITY.

### 3. GENERAL DRESS AND GROOMING CODES

- A. "T" SHIRTS ARE PERMITTED PROVIDED THEY DO NOT ADVERTISE AN ALCOHOLIC BEVERAGE, DRUGS, OR TOBACCO AND DO NOT HAVE OBSCENE PICTURES OR SLOGANS ON THEM AND ARE NO LONGER THAN ARMS LENGTH.
- B. STUDENTS ARE TO WEAR CLOTHING THAT IS NOT SHEER OR "SEE THROUGH," AND THAT DOES NOT LEAVE THE MIDRIFF EXPOSED, BACK EXPOSED, OR CUT TOO LOW IN FRONT.
- C. STUDENTS SHALL BE REQUIRED TO WEAR SHOES AT ALL TIMES WHEN IN CLASS, ON CAMPUS, OR INVOLVED IN SCHOOL SPONSORED ACTIVITIES. Flip Flops and sandals are discouraged due to safety reasons.
- D. BOTH BOYS AND GIRLS, GRADES Pre-K-3 MAY WEAR SHORTS IF THEY ARE OF SUFFICIENT LENGTH. WIND AND BIKE SHORTS ARE PROHIBITED. ALL SHORTS MUST BE HEMMED.
- E. NO TATOOS.
- F. NO BODY PIERCING (INCLUDING TONGUE RINGS) WILL BE PERMITTED EXCEPT FOR EARRINGS ON FEMALE STUDENTS.
- G. NO CAPS OR HATS.
- H. PANTS MUST BE WORN AT WAIST LEVEL. (NO SAGGING)
- I. ALL SHIRTS ARE TO HAVE SLEEVES ( TANK TOPS, HALTER TOPS, SPAGHETTI STRAPS, ETC. ARE NOT PERMITTED.)
- J. DRESSES AND SKIRTS SHALL BE SUFFICIENT LENGTH.( DUE TO PE AND PLAYGROUND ACTIVITIES, SHORTS ARE RECOMMENDED UNDER DRESSES, SKIRTS, ETC.)

## Appendix A

### Emergency Medication Administration

Due to state and local policies, Brownsboro ISD will only administer over-the-counter medications in emergencies unless provided by the parent or guardian. The following medications could be provided to your student for an **EMERGENCY SITUATION** if considered necessary by the school nurse or other assigned personnel. These would be administered according to package directions.

These medications include:

Tylenol (Acetaminophen)

Advil (Ibuprofen)

Benedryl (Diphenhydramine)

### Food Allergy and Anaphylaxis Management Plan

The district has a student Food Allergy and Anaphylaxis Management Plan in place to identify and care for student with food allergies, as well as strategies to reduce the student's risk of exposure to the diagnosed allergen. Parents shall notify the district of any food allergies, accommodations the student will need throughout the day and medical information and supplies needed to care for the student. The student is entitled to possess and self-administer related medications with documentation from the physician of the need for the medications, when and how to use them and verification of the ability to use them independently.

## **VIII. STUDENT CODE OF CONDUCT**

**\*The Student Code of Conduct can be viewed on the Brownsboro I.S.D. website at [www. gobearsgo.net](http://www.gobearsgo.net) or a hard copy may be viewed at each campus principal's office.**

### **I. ACKNOWLEDGMENT**

#### **Student Code of Conduct Acknowledgment**

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student. We urge you to read this publication thoroughly and discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from your campus administrator. The student and parent should each sign this page in the space provided below, and then return the page to your student's school no later than the fifth day of school.

Thank you for your continued support and involvement.

- We acknowledge that we have received a copy of the Brownsboro I.S.D. Student Code of Conduct for the 2014-2015 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.
- We give permission to administer over the counter medication in an emergency as described in Appendix A. (Dosage will be determined by package instructions).
- We give the district permission to release directory information as defined in Appendix B.

- We have read the Student Acceptable Use Policy Agreement (Appendix C) and agree to abide by the outlined provisions.

Print name of student: \_\_\_\_\_

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

Print name of parent: \_\_\_\_\_

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

Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade level:

\_\_\_\_\_

Please sign this page and return it to the student's school. Thank you.

\*\*\*If you would like to opt-out of one of the bulleted statements above, or would like a paper copy of this information, please contact the principal's office.\*\*\*

#### **DIRECTORY INFORMATION**

State and federal law require the District to notify parents that you may object to the release of certain information about your child. After reading the following, please mark through any directory information on the form below that you do not want released and return the signed and dated form within ten school days of the child's first day of instruction for this school year (August 25, 2014).

**Appendix B**

#### **Notice to Parents: Directory 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.**

To be in compliance with the No Child Left Behind Act of 2001, Brownsboro ISD will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child.

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media), may also use directory information.

Brownsboro ISD has designated the following information as directory information:

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address

### **Directory Information Op-Out Form**

To be in compliance with the No Child Left Behind Act of 2001, Brownsboro ISD will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated below.

**Brownsboro ISD may not release my child's name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.**

**I direct Brownsboro ISD not to release to any third party the following information without my prior written consent. I have marked through the items I do not want released.**

14. Name
15. Address
16. Telephone listing
17. Date and place of birth

18. **Photograph**
19. **Participation in officially recognized activities and sports**
20. **Weight and height of members of athletic teams**
21. **Dates of attendance**
22. **Grade level**
23. **Enrollment status**
24. **Honors and awards received in school**
25. **Most recent previous school attended**
26. **E-mail address**

**Print name of student:** \_\_\_\_\_

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

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

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

## **APPENDIX C**

### **Brownsboro Independent School District**

#### **Student Acceptable Use Policy**

##### **Introduction**

Brownsboro ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Brownsboro ISD network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Brownsboro ISD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

##### **Technologies Covered**

Brownsboro ISD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Brownsboro ISD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### **Web Access**

Brownsboro ISD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

### **Email**

Brownsboro ISD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Brownsboro ISD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

Brownsboro ISD may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Personally-Owned Devices (laptops, iPods, iPads, tablets, cell phones) may be provided wireless access to the Internet as well as web-based applications that are provided by Brownsboro ISD. Personal devices are not to be connected to the wired network. Brownsboro ISD is not responsible for the loss or theft of a personal device, nor for damage, nor unauthorized access to the device nor the data that resides therein.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

Brownsboro ISD will not be responsible for damage or harm to persons, files, data, or hardware.

While Brownsboro ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Brownsboro ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution