



# **STUDENT HANDBOOK**

## **2015-2016**

Due to the 83<sup>rd</sup> Texas Legislature, some of the information has not been amended to meet the state's new mandates. The most accurate handbook will be found on the District's website at [www.bryanisd.org](http://www.bryanisd.org).

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**Travis B. Bryan High School**

3450 Campus Drive, Bryan, TX 77802  
979-209-2400 \* FAX 979-209-2402

**Hammond-Oliver High School for Human Sciences**

979-209-2670 \* FAX 979-209-2672

Lane Buban, Principal.....209-2441  
Megan Jones, Associate Principal.....209-2616  
Justin Smith, Assistant Principal (A-E).....209-2656  
Bretton Schulz, Assistant Principal (F-L).....209-2654  
Blake Allen, Assistant Principal (M-R).....209-2545  
Chantel Hluchan, Assistant Principal (S-V).....209-2527  
Shawn Ponzio, Assistant Principal (Testing).....209-2657  
Baldomero Valdez, Coord. Student Srvc (ELL).....209-2438  
Sondra Junek, Academic Adviser (A-E).....209-2658  
Nicole Surley, Academic Adviser (F-L).....209-2506  
TaShauna Green, Academic Adviser (M-R).....209-2637  
Kay Leifeste, Academic Adviser (S-V).....209-2612  
Corine Van, Academic Advisor (At Risk).....209-2558  
Justin Estes, Lead Academic Adviser, (IB & W-Z)...209-2609  
Tiffany Giffen, Academic Adviser (504/SST).....209-2644  
Attendance.....209-2400 Option 3  
Nurse.....209-2400 Option 2  
Registrar.....209-2537

**James Earl Rudder High School**

3251 Austin’s Colony, Bryan, TX 77808  
979-209-7900 \* FAX 979-209-7901

Bennie Mays, Principal.....209-7902  
Sherita Wilson-Rodgers, Associate Principal.....209-7917  
Rachel Layton, Assistant Principal (A-Ga).....209-7914  
James Hodges, Assistant Principal (Gi-N).....209-7953  
Darren Nobles, Assistant Principal (O-Z).....209-7960  
, Assistant Principal .....209-7900  
Ginger Dallas, Academic Advisor (A-Ga).....209-7918  
Shannon Adams, Academic Advisor (Gi-N).....209-7919  
Stacie LePage, Academic Advisor (O-Z).....209-7974  
Attendance.....209-7975  
Nurse.....209-7950  
Registrar.....209-7903

**Bryan Collegiate High School**

1901 East Villa Maria Road, Bryan, TX 77802  
979-209-2790 \* FAX 979-209-2791

Christina Richardson, Principal.....209-2790  
Tommy Roberts, Dean of Students.....209-2792  
Sheila Homeyer, Academic Advisor.....209-2717  
Attendance/Registrar.....209-2790

**Mary Catherine Harris School – “A School of Choice”**

1305 Memorial Drive, Bryan, TX 77802  
979-209-2812 \* FAX 979-209-2813

Todd Hopkins, Principal.....209-2832  
Mike Bridges, Assistant Principal.....209-2884  
Kayla Lindsey, Academic Advisor.....209-2816

**Discipline Alternative Education Program (DAEP) & Juvenile Justice Center (JJC)**

1901 East Villa Maria Road, Bryan, TX 77802  
979-209-2760 \* FAX 979-209-2754

Todd Hopkins, Principal.....209-2760  
Suzanne Grisham, Assistant Principal (6<sup>th</sup>-12<sup>th</sup>).....209-2752  
Amanda Godfrey, Assistant Principal (K-5<sup>th</sup>).....209-2760

**Arthur L. Davila Middle School**

2751 North Earl Rudder Freeway, Bryan, TX 77803  
979-209-7150 \* FAX 979-209-7151

Shannon McGehee, Principal.....209-7166  
Lynred Hoepfner, Dean of Instruction.....209-7152  
Jonathan Pozzi, Assistant Principal (6<sup>th</sup> grade).....209-7158  
Nathan Bruner, Assistant Principal (8<sup>th</sup> grade).....209-7157  
Attendance.....209-7150 Option 3  
Nurse.....209-7150 Option 2

**Stephen F. Austin Middle School**

801 South Ennis Street, Bryan, TX 77803  
979-209-6700 \* FAX 979-209-6741

Dr. Brandon Jayroe, Principal .....209-6702  
Sherry Parker, Dean of Instruction.....209-6707  
Robert Casey, Assistant Principal, (6<sup>th</sup> & 7<sup>th</sup> O-Z).....209-6712  
Ebony Davis, Assistant Principal, (7<sup>th</sup> A-N & 8<sup>th</sup>)...209-6710  
Naveen Canuha, ODYSSEY Program Coordinator... 209-6700  
Attendance.....209-6700 Option 3  
Nurse.....209-6700 Option 2

**Jane Long Middle School**

1106 North Harvey Mitchell Parkway, Bryan, TX 77803  
979-209-6500 \* FAX 979-209-6566

Lindsay Harris, Principal.....209-6502  
Sarah Chupp, Dean of Instruction.....209-6569  
Pat Corbett, Assistant Principal (6<sup>th</sup> A-M & 8th).....209-6556  
Matthew Pekar, Admin Intern .....209-6506  
Cody Satterfield, Assistant Principal (Inquire).....209-6503  
Mary Woods, INQUIRE Academy Coordinator.....209-6555  
Attendance.....209-6500 Option 3  
Nurse.....209-6500 Option 2

**Sam Rayburn Middle School**

1048 North Earl Rudder Freeway, Bryan, TX 77802  
979-209-6600 \* FAX 979-209-6611

Dr. Walter Hunt, Principal.....209-6602  
DeAnn Gibson, Dean of Instruction.....209-6620  
Alford Scott, Assistant Principal (A-L).....209-6654  
Racheal Branch, Assistant Principal (M-Z).....209-6603  
Attendance.....209-6600 Option 3  
Nurse.....209-6600 Option 2

**Bonham Elementary School**

3100 Wilkes Drive, Bryan, TX 77803  
979-209-1200 \* FAX 979-209-1218  
Grades: Pre-K-5

Schedule: 8:30 a.m. - 3:30 p.m.

Ken Newbold, Principal.....209-1202

**Bowen Elementary School**

3870 Copperfield Drive, Bryan, TX 77802  
979-209-1300 \* FAX 209-1306  
Grades: K-5

Schedule: 7:45 a.m. - 2:45 p.m.

Bridget Cooper, Principal .....209-1301

**Mary Branch Elementary School**

2040 W. Villa Maria Rd., Bryan, TX 77807  
979-209-2900 \* FAX 979-209-2910  
Grades: K-5

Schedule: 7:45 a.m. - 2:45 p.m.

Dr. Karen Kaspar, Principal.....209-2905

**Crockett Elementary School**

401 Elm Ave., Bryan, TX 77801  
979-209-2960 \* FAX 979-209-2965  
Grades: Pre-K-5

Schedule: 7:45 a.m. - 2:45 p.m.

Debi Ehrhardt, Principal .....209-2952

**Fannin Elementary School**

1200 Baker Ave., Bryan, TX 77803  
979-209-3800 \* FAX 979-209-3826  
Grades: Pre-K-5

Schedule: 7:45 a.m. - 2:45 p.m.

Youshawna Hunt, Principal .....209-3802

**Henderson Elementary School**

801 Matous St., Bryan, TX 77802  
979-209-1560 \* FAX 979-209-1566  
Grades: K-5

Schedule: 8:30 a.m.-3:30 p.m.

Danielle Legg, Principal .....209-1557

**Sam Houston Elementary School**

4501 Canterbury Drive, Bryan, TX 77802  
979-209-1360 \* FAX 979-209-1364  
Grades: K-5

Schedule: 7:45 a.m. - 2:45 p.m.

Holly Havemann, Principal.....209-1352

**Johnson Elementary School**

3800 Oak Hill Drive, Bryan, TX 77802  
979-209-1460 \* FAX 979-209-1462  
Grades: K-5

Schedule: 8:30 a.m. - 3:30 p.m.

Amy Newbold, Principal ..... 209-1461

**Anson Jones Elementary School**

1400 Pecan, Bryan, TX 77803  
979-209-3900 \* FAX 979-209-3912  
Grades: Pre-K-5

Schedule: 8:00 a.m. – 3:00 p.m.

Linda Montoya, Principal ..... 209-3902

**Kemp - Carver Elementary School**

750 Bruin Trace, Bryan, Texas 77803  
979-209-3760 \* 979-209-3764  
\* Pre- K – (979) 209-3702

Grades: K-5 - Schedule: 7:45 a.m. - 2:45 p.m.

Pre- K - Schedule: 7:45 a.m.-10:45 a.m./11:45 a.m.-2:45 p.m.

Alison Boggan, Principal..... 209-3752

**Milam Elementary School**

1201 Ridgedale, Bryan, TX 77803  
979-209-3960 \* FAX 979-209-3969

Grades: Pre-K-5

Schedule: 7:45 a.m.-2:45 p.m.

Dr. Hugo Ibarra, Principal ..... 209-3952

**Mitchell Elementary School**

2500 Austin's Colony Parkway, Bryan, TX 77808  
979-209-1400 \* FAX 979-209-1420  
Grades: K-5

Schedule: 7:30 a.m. - 2:45 p.m.

John Rokenbrod, Principal..... 209-1402

**Navarro Elementary School**

4619 Northwood Dr., Bryan, TX 77803  
979-209-1260 \* FAX 979-209-1270  
Grades: K-5

Schedule: 7:45 a.m. - 2:45 p.m.

Principal.....209-1252

**Neal Elementary School**

801 W. Martin L. King, Bryan, TX 77803  
979-209-3860 \* FAX 979-209-3863  
Grades: K-5

Schedule: 7:45 a.m.-2:45 p.m.

Juanita Collins, Principal..... 209-3852

**Sul Ross Elementary School**

3300 Parkway Terrace, Bryan, TX 77802  
979-209-1500 \* FAX 979-209-1513  
Grades: K-5

Schedule: 7:45 a.m. - 2:45 p.m.

Kristina Brunson, Principal ..... 209-1502

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## PREFACE

To Students and Parents:

Welcome to school year 2015-2016! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

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

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

Both students and parents should become familiar with the Bryan ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents at their request, posted on the district’s website, [www.bryanisd.org](http://www.bryanisd.org), or available in the principal’s office.

The Student Handbook is a **general reference guide only** and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

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

Also, please complete and return to your child’s campus the following forms provided in the forms packet accompanying this handbook:

1. Student and Parent Acknowledgment Form;
2. Acknowledgement of Electronic Distribution of Student Handbook and Code of Conduct
3. Student Directory Information and Release of Student Information Form;
4. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education Form, if you choose to restrict the release of information to these entities;
5. Family Survey; and
6. Student Consent and Parent Authorization for Participation in Bryan ISD Drug/Alcohol Screening Program (High school students only.)

[See **Obtaining Information and Protecting Student Rights** and **Directory Information** for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy is available for review online at [www.bryanisd.org](http://www.bryanisd.org).

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Bryan Independent School District Student Handbook includes information on topics of particular interest to you as a parent.

### PARENTAL INVOLVEMENT

#### *Working Together*

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** and **Academic Programs**.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact the campus principal.
- Participating in campus parent organizations. Parent organizations include: Campus Performance Improvement Committee (CPIC), Parent Teacher Student Organization (PTSO), Parent Teacher Organization (PTO), and various booster clubs.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the school principal.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.

- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

### ***Communicating with School Personnel***

Student success in Bryan ISD depends upon a successful relationship between school personnel and a student’s parent/guardian. The success of this relationship is most likely when effective lines of communication exist between the school and the home. It is the expectation of the Bryan Independent School District that a commitment to open communication exist in every area of a student’s educational experience. Parents should use the following process when communicating with BISD campuses:

#### **Step #1 – Contact the appropriate personnel at the campus level**

- Classroom issues should first be addressed with the teacher followed by the designated assistant principal and principal.
- Behavior or discipline issues should first be addressed to the designated assistant principal followed by the principal.
- General issues should first be addressed to the principal.

#### **Step #2 – Contact the appropriate personnel at the district level**

- Issues pertaining to curriculum and instruction for grades Pre-K-12 should be addressed to Dr. Teresa Voltz at 101 N. Texas Avenue, Bryan TX 77803, (979) 209-1070.
- Issues pertaining to activities, enrollment, transfers, discipline, or general complaints for grades Pre-K-12 should be addressed to Carol Cune or Crystal Goodman, Executive Directors for Human Resources and Administration at 101 N. Texas Avenue, Bryan TX 77803, (979) 209-1075.

#### **Step #3 – Contact the appropriate Deputy or Assistant Superintendent**

- Dr. Timothy Rocka, Deputy Superintendent, at 101 N. Texas Avenue, Bryan TX 77803, (979) 209-1084.
- Dr. Teresa Voltz, Assistant Superintendent of Curriculum and Instruction, at 101 N. Texas Avenue, Bryan TX 77803, (979) 209-1070.
- Dr. Barbara Ybarra, Assistant Superintendent of Student Services at 101 N. Texas Avenue, Bryan TX 77803, (979) 209-1077.

#### **Step #4 – Contact the Superintendent**

- Dr. Thomas Wallis, Superintendent at 101 N. Texas Avenue, Bryan TX 77803, (979) 209-1002.

### ***Parent Involvement Coordinator***

For information regarding The Federal and Special Services Coordinator, who works with parents of students participating in Title I programs please call (979) 209-7040.



## **PARENTAL RIGHTS**

### ***Obtaining Information and Protecting Student Rights***

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

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

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

### ***“Opting Out” of Surveys and Activities***

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### ***Inspecting Surveys***

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

### ***Requesting Professional Qualifications of Teachers and Staff***

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

certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### ***Reviewing Instructional Materials***

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

[Also see **Removing a Student from Human Sexuality Instruction** for additional information.]

### ***Displaying a Student's Artwork, Photos, and Other Original Work***

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

### ***Accessing Student Records***

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- Results of state assessments that have been administered to your child.

[See **Student Records**.]

### ***Granting Permission to Video or Audio Record a Student***

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

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

### ***Granting Permission to Receive Parenting and Paternity Awareness Instruction***

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

### ***Removing a Student Temporarily from the Classroom***

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

### ***Removing a Student from Human Sexuality Instruction***

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

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

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

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

BISD uses *SHAC* curriculum for human sexuality instruction.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the 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. Please see the campus principal for additional information.

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from

participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** and policy EC (LEGAL).]

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

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

### ***Requesting Limited or No Contact with a Student through Electronic Media***

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual’s professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

### ***Requesting Notices of Certain Student Misconduct***

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child’s misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO (LEGAL) and the Student Code of Conduct.]

### ***Prohibiting the Use of Corporal Punishment***

Corporal punishment—spanking or paddling the student—may not be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district’s policy manual.

### ***School Safety Transfers***

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.

[See **Bullying**, policy FDB, and policy FFI.]

- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has

been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE (LOCAL).]

- Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]
- Contact the campus principal or an Executive Director for Human Resources and Administration Carol Cune or Crystal Goodman, (979) 209-1075 for information.

### ***Requesting Classroom Assignment for Multiple Birth Siblings***

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

### ***Parents of Students with Disabilities with Other School-Aged Children in the Home***

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB (LOCAL).]

### ***Request for the Use of a Service Animal***

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

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

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 including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to make a written request for an evaluation to any school administrator or director of special education for special education services. Within 15 school days, the district must decide if the evaluation is needed. If the 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 45 school days of the date the district receives the informed written consent. If the student is absent 3 or more days during the evaluation period, the district can extend the timeline by the number of days the student was absent. For students under 5 (as of 9/1) and not enrolled in public school and for students enrolled in private/home schools, initial evaluation must be completed no later than the 45<sup>th</sup> day after consent is obtained. If written consent is obtained between the last 44-35 days of the school year, the evaluation must be completed by June 30<sup>th</sup>. If the consent is obtained the last 34 days of school, the district has 45

school days to complete the evaluation. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org>
- Partners Resource Network, at <http://www.partnerstx.org>
- The Legal Framework for the Child Centered Process, at <http://framework.esc18.net>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Dr. Cathy Burgin, Director of Special Education at (979) 209-2780.

### ***Parents of Students Who Speak a Primary Language Other than English***

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

The designated person to contact regarding options for a child with limited English is Dr. Wanda Baker, Director of Bilingual Education, at (979) 209-1024.

### ***Accommodations for Children of Military Families***

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

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

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

### ***Student Records***

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an

“eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

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

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

The district's policy regarding student records found at FL (LEGAL) and (LOCAL) is available from the principal's office, the Travis Educational Support Center or at [www.bryanisd.org](http://www.bryanisd.org).

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

**Please note:**

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

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

***Directory Information***

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

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

***Directory Information for School-Sponsored Purposes***

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.



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

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

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

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

### **ABSENCES/ATTENDANCE**

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

#### ***Compulsory Attendance***

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

Students enrolled in prekindergarten or kindergarten, are required to attend school.

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

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

#### ***Exemptions to Compulsory Attendance***

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;

- Service as an election clerk;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus; and
- College visits for junior and senior students.

Junior and senior students are allowed 2 absences for college visits per year. Appropriate procedures must be followed. A student must submit to the appropriate assistant principal 7 days prior to the visit a form requesting a college visit. In order for the student to be approved to go on a college visit, the student must meet the following criteria.

- The student may not have any truancy charges for the current school year.
- The student must be classified as a junior or senior based on credits.
- The student has not already taken 2 college visits during the current school year.
- The college visit may not be taken during the time of required state assessments.

The student must provide proof of the college visit to the assistant principal within 2 school days following the college visit. Acceptable documentation of the college visit shall be verification of the visit on college letterhead. Failure to provide this signed form and proof of the college visit will result in the absence being marked as unexcused. It is the student's responsibility to make up assignments.

### ***Failure to Comply with Compulsory Attendance***

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

For a student younger than 12 years of age, the student's parent could be charged with a civil offense based on the student's failure to attend school.

If a student age 12 and through age 17 violates the compulsory attendance law, both the parent and student could be charged with a civil offense.

[See policy FEA (LEGAL).]

### ***Attendance for Credit***

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is

involved in a civil or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the Executive Director of Human Resources and Administration. The decision of the executive director may be appealed to the board of trustees by filing a written request with the superintendent's designee in accordance with policy FNG (LOCAL), beginning at Level Three.

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

### ***Official Attendance-Taking Time***

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

### ***Parent's Note after an Absence***

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence within 3 school days. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. During the school year a student may only turn in 5 notes from a parent.

Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

### ***Doctor's Note after an Absence for Illness***

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

[See policy FEC (LOCAL).]

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

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A Verification of Enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license and for renewal. For students who have a summer birthday, it is recommended to acquire the VOE form prior to leaving school for the summer.

## **ACADEMIC PROGRAMS**

### ***Advanced Placement Program (AP)***

Bryan High School and Rudder High School offer one of the largest AP programs in Texas, with 21 courses in English, Spanish, French, German, calculus, biology, chemistry, world history, US history, art, computer science, government, economics, statistics, and physics. For more information about the Advanced Placement Program in general, please visit the official website at <http://www.collegeboard.org/ap/> or contact an academic counselor.

### ***Early Childhood***

Carver Early Childhood Center is a model multi-cultural program that has twice been awarded a Promising Practices Program by the Texas Preschool Evaluation Project. Most recently, the state of Texas has awarded Carver the Texas School Ready! Certification - Ready for School! Ready for Life! For additional information, contact Alison Boggan at (979) 209-3700

### ***Dual Credit Enrollment***

Students at Bryan High School and Rudder High School may obtain college credit and high school credit simultaneously under an agreement between Blinn College and Bryan ISD. Blinn faculty teaches the courses on a high school campus. In order to enroll in a dual credit course, students must pass the Texas Success Initiative Assessment where required, and pay the required tuition to Blinn College before the course begins. For additional information contact an academic counselor.

### ***Dual Language Programs***

Dual language is an educational approach in which students learn two languages in an instructional setting that integrates subject content presented in English and another language. The primary goals of a dual language immersion program are:

- the development of fluency and literacy in English and another language for all students, with special attention given to English language learners participating in the program;
- the promotion of bilingualism, bi-literacy, cross-culture awareness, and high academic achievement.

Bryan ISD offers two-way dual language enrichment programs at Johnson Elementary and Henderson Elementary. One-way dual language programs are located at the following elementary campuses: Bonham, Crockett, Fannin, Henderson, Jones, Kemp - Carver, Milam, Navarro, and Neal. Jane Long Middle School also has a dual language program.

### ***Gifted and Talented Identification and Criteria***

Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons. The criteria for gifted/talented is specific to the state definition of gifted and talented and ensures the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged and students with disabilities.

Students who are unable to maintain satisfactory performance within the structure of the gifted and talented program may be placed on furlough by the selection committee. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. A furlough also may be granted at the request of the student or parent. Contact the counselor at your student's school for more information.

### ***INQUIRE Academy***

INQUIRE Academy is the gifted magnet middle school program of Bryan ISD. INQUIRE Academy is open to all Bryan ISD middle school students identified as gifted or high-achieving. It follows a school-within-a-school model and is housed at Jane Long Middle School. Students have opportunities to work with other gifted students and study in areas of their interest. INQUIRE Academy students have seven periods per day, which includes Language Arts, Math, Science, and Social Studies. Students are provided choices in the areas of foreign language, visual and performing arts, technology, and physical education. Students have opportunities to accelerate their learning and take advanced level courses for high school credit beginning in sixth grade. For more information contact Mary Woods, INQUIRE Academy Coordinator at [mary.woods@bryanisd.org](mailto:mary.woods@bryanisd.org) or at (979) 209-6555.

### ***International Baccalaureate***

As one of 41 Texas schools designated as an International Baccalaureate Diploma school, Bryan High School joins a prestigious group of campuses with this program. The IB diploma program is a demanding two-year curriculum leading to final examinations and a qualification that is welcomed by leading universities around the world. With successful completion of the IB exams, a student can earn up to 24 college credit hours while simultaneously earning a high school diploma. For more information contact Laura Wagner, IB Coordinator, at [laura.wagner@bryanisd.org](mailto:laura.wagner@bryanisd.org) or at (979) 209-2412.

### ***New Arrival Center (NAC) & English Language Academy (ELA)***

Newcomer programs are a fundamental and effective educational tool used by Texas schools in furthering the integration of immigrant students into content classroom environments. BISD offers an immigrant program at Jane Long Middle School, English Language Academy (ELA), and at Bryan High School, New Arrival Center (NAC), to provide academic support to the students.

The ELA and NAC are intense English language acquisition programs that schedule students into three block periods. The students learn grammar, spelling, reading, speaking and writing during the first semester. During the second semester, the students are taught English Language Arts state standards to better develop reading and writing skills. Throughout the entire year, students continue to increase English language acquisition by attending content classes. The program is offered to students that have arrived from another country that have been in the United States for less than one year and need English language acquisition. For more information contact the building principal.

### ***Odyssey Academy***

Odyssey is a STEM (Science Technology Engineering and Math) Magnet Academy housed at SFA Middle School serving high performing students from across the district with an interest in the aforementioned disciplines. Odyssey provides advanced interdisciplinary studies and requires students to take Pre-AP classes in science, math, English, and social studies in addition to three electives of their choosing. Highlights of the program include the study of robotics, world cultures, linkages with NASA, and annual field trips related to the Mission to Mars theme. Students are selected for the Odyssey Crew based on test scores, academic performance, and recommendations. For more information contact Naveen Cunha, ODYSSEY Program Coordinator at [naveen.cunha@bryanisd.org](mailto:naveen.cunha@bryanisd.org) or at (979) 209-6700.

### ***Scholars Academy***

Based on fall Preliminary Scholastic Aptitude Test (PSAT) scores, sophomores in BISD are invited to participate in the Scholars Academy. The program was initiated for several reasons:

- To increase students' scores on the Preliminary Scholastic Aptitude Test.
- To increase the number of scholarships received by students.
- To increase students' chances of being accepted to a prestigious college/university.
- To increase students' chances of being National Merit Semifinalists.

The content of the program will enable students to learn techniques and strategies for answering questions on the verbal and math portions of the PSAT and SAT. Also, the teachers chosen to teach this program will be highly trained professionals who are knowledgeable about PSAT/SAT testing. Students interested in learning more about the Scholars Academy should visit with their academic advisor.

The school counselor provides students and parent's information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** of this handbook and policies at EIF.]

### ***Off Campus Physical Education***

A school district may award up to two credits for physical education for approved appropriate private or commercially sponsored physical activity programs conducted on or off campus. Students must attain prior approval and get approval for each semester. Application forms may be obtained from the counselor's office or online at [bryanisd.org](http://bryanisd.org) and must be approved by the student's counselor, principal and the Bryan ISD Director of Health and Physical Education.

Such approval may be granted under the following conditions:

- Approved Olympic-level participation and/or competition include a minimum of 15 hours per week of highly intense, professional, supervised training. The training facility,

instructors, and the activities involved in the program must be certified by BISD to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.

- Private or commercially sponsored physical activities include those certified by BISD to be of high quality and well supervised by appropriately trained instructors. Student participation of at least five hours per week is required. Students certified to participate at this level may not be dismissed from any part of the regular school day.
- Timely submission of grade and attendance records to the campus registrar by the program instructor.
- Adherence to the requirements of the District Off Campus Physical Education Program guidelines.
- Applications for programs in which BISD fields a UIL team are subject to denial.
- Middle School students may not be dismissed from any part of the school day.

High School Students will receive a numerical grade at the end of each six weeks from the OCPF Site which must be submitted to the student's campus registrar. Grades from the OCPF Site will be used only to determine pass/fail. Numerical grades will not appear on the student's report card. Upon the conclusion of each semester a mark of Pass or Fail will be awarded. If passing, the student will be granted ½ credit per semester. Grades awarded by the OCPF site do not affect the student's GPA or class rank. Grades will not show up on Middle School

## **AFTER SCHOOL CARE**

After-school care is offered for students in grades PK-5<sup>th</sup> grade through AlphaBEST Education. AlphaBEST Education is offered from the time school is dismissed until 6 p.m. each day. A variety of activities are offered, such as homework time, fitness, science and technology, drama, foreign languages, and outdoor play. A daily snack is provided. The cost of the program is \$39 per week per child (\$60 per week per child for pre-K children at Carver) with a registration fee of \$45 per family. Fees are payable online or via bank or credit card draft. Further information about the program is available at (979) 209-7086 or (979) 209-7085 and at [www.alphabest.org](http://www.alphabest.org). Please visit the website to register online. The AlphaBEST Education office is located at: 1920 N. Earl Rudder Freeway.

## **AWARDS AND HONORS**

Each campus has celebrations and recognitions that are unique to the campus. Please visit with the campus administrator for detailed information.

## **BAD WEATHER**

If school must be closed early or opened late, announcements will be made as soon as possible on area radio and television stations. Make-up days are mandatory school days. Guidelines for absences apply to make-up days. If the start of the school day is delayed, bus schedules may also be delayed.



## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyber-bullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention or by filling out a report in the "BULLY REPORTER" which can be accessed online at [bryanisd.org](http://bryanisd.org) website. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **School Safety Transfers.**]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

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

[Also see **Dating Violence, Discrimination, Harassment, and Retaliation, School Safety Transfers, Hazing**, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in Agriculture, Food, and Natural Resources; Architecture and Construction; Arts, Audio Visual Technology and Communications; Business Management and Administration; Education and Training; Finance; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety, Corrections, and Security; Manufacturing; Marketing; Science, Technology, Engineering, and Mathematics; and Transportation, Distribution, and Logistics.

Admission to these programs is based on campus location, student interest, age, and grade requirements specified by the Texas Education Agency. Some courses have lab fees, dress requirements, and safety policy requirements. Check with the campus CTE counselor for more information on specific course requirements.

It is the policy of Bryan ISD not to discriminate on the basis of race, color, national origin, sex, or handicap in its career and technology programs, service, activities, and employment as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended. Bryan ISD will take steps to ensure that lack of English language skills will not be a barrier to admission to and participation in all educational and career and technology programs.

[Also see **Nondiscrimination Statement** for additional information regarding the district's efforts regarding participation in these programs.]

## **CHEATING**

Cheating shall be defined as giving or receiving information or help on a test; possession of any unauthorized material during a test; copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment; working with others on a project that is meant to be done individually; unauthorized possession of test or quiz questions and/or answer sheets; completing an assignment, test or quiz on behalf of another student; submitting duplicate work; having someone else complete an assignment, test, or quiz on behalf of the student, or accessing a teacher edition. Plagiarism, the use of another's ideas or products as one's own, shall also be defined as cheating. Plagiarism is any failure to give credit for information found and used. It may involve word-for-word copying, paraphrasing, or simply using information. The penalty for cheating will be a zero for work involved and the student will be subject to other appropriate disciplinary action as prescribed by the Bryan ISD Student Code of Conduct and Board policy.

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs

to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manage early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com>

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

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

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

## **CLASSROOM INTERRUPTIONS**

The school day should not be interrupted needlessly. Therefore, we ask students and parents to observe the following guidelines:

- If a student must leave school during school hours, a note from a parent or guardian must be sent to the attendance office. The note should state the time the student will be picked up. Approval from the attendance office is necessary before a teacher may allow a student to leave. Anyone who picks a student up during the day may be asked for identification. The student must come to the attendance office to meet the adult who will dismiss them from school.
- Anyone who wishes to contact a student must go to the front office. Only emergency telephone messages will be delivered.
- If parents bring lunches, money, or supplies to school, they must leave them in the front office.
- Plans for after school should be made ahead of time. If parents change after-school arrangements, they should send a written notice by note, email, or fax one hour prior to the end of the school day. Without written notice, the student will follow their designated schedule and release routine.

- Floral arrangements, singing telegrams, balloons, etc. will not be delivered to the classroom during the school day.
- Party invitations will not be distributed at school.
- If parents wish to speak with a teacher during the day, they should call the school front office. The teacher will return the call as soon as possible.

## **CLASS RANK / HIGHEST RANKING STUDENT**

### ***STUDENTS ENTERING HIGH SCHOOL PRIOR TO THE 2013-14 SCHOOL YEAR***

Unofficial class rankings for seniors are available at any time. For graduation purposes class rankings for graduation honors will be available after the fifth six weeks. The grades earned during the fifth six weeks under a semester system shall be used as the semester average weighted as 3 percent in relation to all other semester grades. To be eligible for highest honors (top 2% of graduates), a student must have been enrolled in Bryan for at least two full semesters. Grades received for correspondence courses and grades received for credit by exams (remediation and acceleration) will not be considered for grade point average and rank. Any course retaken to improve the grade will be awarded the higher of the two grades. Credit will not be awarded twice. For the purpose of recognition at the graduation exercises, the class ranking of honor graduates and the top two percent of the graduates shall be calculated at the end of the fifth six weeks of the senior year [See EIC (LOCAL)].

Class rank for high school students will be determined by weighted grade points that will correspond to the level of difficulty of the courses taken by students. Students may be periodically ranked according to their grade point average during their high school years. These rankings, however, will be considered unofficial since class rank may change after each semester. The official ranking will occur at the end of the sixth six weeks of the senior year. The courses considered for class ranking are as follows:

1. The weighted grade points for each course taken in all four years of high school, including courses taken in summer school, shall be used to determine the academic class ranking. Grades resulting from correspondence courses, credit by examination (for remediation or acceleration), off-campus (preapproved) physical education equivalents, courses awarded no grade, and pass/fail courses will not be considered for grade point average or class ranking.
2. Grades resulting from approved college courses may be considered for the student's class rank if the course is not in the TEA approved high school curriculum and the student has obtained permission from the Superintendent or designee prior to college enrollment. The grades will be weighted at the AP level.
3. Course weighting shall be determined by the type of course the student has taken.

Grade point averages and class ranking for transfer students will be determined by the following:

1. Course weighting will be determined by considering equivalent courses taught in BISD or equivalent courses recognized by TEA.
2. Grades considered for class rank must be from a state-accredited high school.

3. Courses designated as AP, IB or dual credit shall receive advance weighting while courses designated as honors or pre-AP shall receive academic weighting.

If a student transfers from a non-accredited school, only grades earned in high school shall be used for determining grade point average and class rank. Courses that are not graded, such as office aide, study hall, or AP labs, will not be considered for class rank.

### ***STUDENTS ENTERING HIGH SCHOOL for CLASS of 2017 and AFTER***

Students beginning high school for the first time in fall of 2015 will receive both an un-weighted and weighted grade point average and the student's rank in class will be determined by the weighted GPA.

1. Un-weighted GPA will include all courses that receive state credit, excluding correspondence courses, credit-by-examination, off campus physical education substitutions, and P.E. substitutions. All courses will have the same weight and be calculated on a 100 point scale.
2. Weighted GPA will include all core courses (English, Math, Science, and Social Studies), languages other than English and any other AP or IB course. The weighted GPA will be calculated on a weighted 4.0 scale. Pre-AP and Honors courses will receive one extra point and AP, IB and college level courses receive two extra points. Extra points are used only for calculation purposes and are not reflected in the posted grades on a student's transcript.
3. Rank in Class is based on the student's weighted GPA. Rank in class will be used in determining honor graduates and to designate the highest ranking student for graduation. This rank will take place at the conclusion of the fall semester of the student's senior year.

The valedictorian will be named following the final calculation, which will take place when all grades are complete and will be formally announced in mid-June.

[For further information, see policy EIC.]

## **CLASS SCHEDULES**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

## **COLLEGE AND UNIVERSITY ADMISSIONS**

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

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

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2014 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the campus school counselor or Go Centers for further information about automatic admissions, the application process, and deadlines.

[See also **Class Rank/Highest Ranking Student** for information specifically related to how the district calculates a student's rank in class].

## **COLLEGE CREDIT COURSES**

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Blinn College and Texas A&M University;
- Enrollment in courses taught at the following institutions in the district: Bryan Collegiate High School, Rudder High School and Travis B. Bryan High School.
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation and, if so, will affect a student's final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's office, at the Travis Educational Support Center, or at <http://www.bryanisd.org>.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to

the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **CONDUCT**

### ***Applicability of School Rules***

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

### ***Disruptions of School Operations***

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

### ***Social Events***

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

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted. Middle school students may only attend social events, such as dances, sponsored by their home campus. Middle school students will not be allowed to attend social events, such as dances, sponsored by the high schools. High school students will not be allowed to attend social events, such as dances, sponsored by at any of the middle schools.

## **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **COUNSELING**

### ***Academic Counseling***

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, students in grades 8-11 will be provided information on anticipated course offerings for the next school year, completion of a personal graduation plan (PGP), and other information that will help them make the most of academic and career and technical education opportunities.

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

### ***Personal Counseling***

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment at the appropriate office.

[Also see **Suicide Awareness**.]

### ***Psychological Exams, Tests, or Treatment***

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's informed written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. Contact Dr. Cathy Burgin, the Director of Special Education, with questions regarding Psycho-educational Evaluation at (979) 209-2780.

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

## **COURSE CREDIT**

[See the Bryan ISD **Grading Guidelines** for specific information regarding course credit for students in grades 9-12.]

### **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by



passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

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

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

[For further information, see the counselor and policy EHDB (LOCAL).]

### **CREDIT BY EXAM—If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. Dates for registration and the testing schedule will be available on the district website and your campus website.

Beginning September 1, 2013 a student will earn course credit with a passing score of at least 80 on the exam. If the course in which the student earned credit is an end-of-course subject area the student will not be required to take the EOC exam.

A student in the elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (parent) must register with the principal or academic advisor. The exam will be offered a minimum of 4 times per year, the student is allowed 2 attempts to earn credit, and these attempts must be completed prior to the beginning of the school year in which the student would ordinarily be required to enroll in the course. [For further information, see the counselor and policy EHDB (LOCAL).]

### **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

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

#### ***Dating Violence***

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to

participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

### ***Discrimination***

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

### ***Harassment***

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office, at the Travis Educational Support Center, or at [www.bryanisd.org](http://www.bryanisd.org).

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

Two types of prohibited harassment are described below.

### ***Sexual Harassment and Gender-Based Harassment***

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

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

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

## ***Retaliation***

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

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

## ***Reporting Procedures***

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

## ***Investigation of Report***

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

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

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

## **DISCRIMINATION**

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

## **DISMISSAL FROM SCHOOL**

Students who walk to school should leave the school grounds as soon as they are dismissed for the day. All students must be picked up no later than 15 minutes after school is dismissed. Parents are asked to follow the established campus procedures for student dismissal. Secondary school

students are not to loiter on the campus. There will be no supervision of students after that time. For more information, contact the campus principal.

## **DISTANCE LEARNING**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations.**] In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment and the requirements related to the incorporation of the EOC score into the student’s final course grade and the implications of these assessments on graduation apply to the same extent as they apply to traditional classroom instruction.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

Additional distance learning opportunities available to district students. Contact your campus counselor for more information.

If a student wishes to enroll in a correspondence course or a distance-learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal or designee prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### ***School Materials***

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

The school newspaper and the yearbook are available to students.

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

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

### ***Non-school Materials...from students***

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

Each campus principal has designated a location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

***Non-school Materials...from others***

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

Prior review will not be required for:

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

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

**DRESS AND GROOMING**

The district’s dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. All students are required to wear their school-issued identification badge with a lanyard around their neck during the instructional day. A fee of \$2.00 will be charged to the student for replacement of a lost ID badge. If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student can be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following:

ITEM	ACCEPTABLE DRESS	SPECIAL COMMENTS AND INTERPRETATIONS
Shirts, Blouses	Shirts/blouses must be: <ul style="list-style-type: none"> <li>• Sleeves are required on garments.</li> <li>• Boys’ shirts must be</li> </ul>	Students are prohibited from wearing shirts/blouses that: <ul style="list-style-type: none"> <li>• Are sleeveless or reveal the shoulders/undergarments.</li> <li>• Advertise alcohol, drugs, tobacco, the occult, or gangs.</li> <li>• Have low-cut necklines</li> </ul>

	tucked into waistband in grades 6-12	<ul style="list-style-type: none"> <li>• Are see-through apparel or clothing with holes</li> <li>• Have tube-tops, halter tops, spaghetti straps, half shirts, tank tops, muscle shirts, crop tops, or any shirt, which allows the navel or bra to show. Any shirt/blouse that does not come to the waistband or exposes the midriff while standing, walking or sitting must be worn with an undershirt that tucks in.</li> <li>• Are excessively tight.</li> </ul>
Pants, Slacks	Acceptable pants/slacks must be appropriately sized and worn at the waist and boys in grades 6-12 must be belted.	<p>The following are not acceptable:</p> <ul style="list-style-type: none"> <li>• excessively long, large, or sag below the top of the hip line or allow undergarments to show</li> <li>• NO holes or tears above the knee</li> <li>• oversized, baggy, or excessively tight</li> <li>• Athletic pants in grades 6-12</li> <li>• Joggers with no sweat or jersey material, must have drawstring at waistband</li> </ul>
Shorts/Skort	Acceptable shorts must reach the top of the knee or longer. Grades K-5 Acceptable shorts must be mid-thigh or longer	<p>The following are not acceptable:</p> <ul style="list-style-type: none"> <li>• Short shorts</li> <li>• Athletic shorts in grades 6-12</li> <li>• Shorts with holes or tears</li> <li>• Excessively tight shorts</li> </ul>
Dresses, Skorts, Skirts	Dresses, Skorts, and Skirts must reach the top of the knee or longer. Grades K-5 must reach mid-thigh or longer and be worn with shorts or leggings underneath	<p>The following are not acceptable:</p> <ul style="list-style-type: none"> <li>• Short dresses, skorts, and skirts</li> <li>• Clothing with holes or tears</li> <li>• Dresses that are low cut in front/back or sleeveless</li> <li>• Excessively tight dresses, skorts, and skirts</li> </ul>
Shoes	Shoes shall be worn at all times. Shoes should be appropriate for identified curricular and co-curricular activities.	<p>The following are not acceptable:</p> <ul style="list-style-type: none"> <li>• House shoes, slippers, shoes with wheels</li> </ul>
Hair, Facial Hair	Hair shall be a natural color, clean, well groomed, and worn in a manner and style that is not distracting in the learning environment. Male students with beginning facial growth must keep it neatly trimmed and groomed or must be clean-shaven.	<p>Hair shall not be:</p> <ul style="list-style-type: none"> <li>• Distracting to the learning environment</li> <li>• Students shall not have curlers or pin curls in hair</li> <li>• Dyed an unnatural color</li> <li>• Worn to cover facial features</li> <li>• Full Beard</li> </ul>
Jewelry	Earrings, hair jewelry, watches, bracelets, rings and necklaces that are not a safety hazard or a material or substantial disruption may be worn. Spacers are acceptable	<p>The following are not acceptable:</p> <ul style="list-style-type: none"> <li>• Jewelry that may be identified as gang related</li> <li>• Chains, pocket chains, or chains attached to wallets, footwear, pants, or backpacks</li> <li>• Body piercings, other than earrings, including, but not limited to nose rings and studs, eyebrow loops and studs, lip rings and studs, and tongue piercings.</li> </ul>
General	<p>School-approved uniforms for physical education, athletics, pep rallies, etc., may be worn only during the class or activity for which they are approved.</p> <p>For unique special events the campus administration may establish event-specific dress code requirements.</p>	<p>The following are not acceptable:</p> <ul style="list-style-type: none"> <li>• Any clothing that is gang related, or promotes violence or violation of school rules, or are lewd, offensive, vulgar, contain obscene language, sexually explicit language or images, or that materially or substantially disrupts the learning environment</li> <li>• Tattoos that are offensive, gang-related, or substantially disrupt shall be covered</li> <li>• Extremely tight fitting clothes, such as spandex or bicycle shorts</li> <li>• Leggings, (jeggings) as the primary garment</li> <li>• Hoods as a head covering inside the building</li> <li>• Clothing that is worn in any other way than the way it was designed to be worn</li> <li>• Pajamas or loungewear</li> <li>• Sunglasses, combs, picks, brushes, or headgear, including but not limited to hats, caps, sweatbands, bandanas, or do-rags visible during the school day</li> <li>• Costume contact lenses</li> </ul>

## ***Dress for Extracurricular Activities***

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### ***Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones***

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must not be visible during the instructional day, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as net-books, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent or adult student may pick up the confiscated telecommunications device from the principal's office at the end of the next school day. A fee of \$15 will be charged for all confiscated telecommunication devices.

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF.]

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

### ***Possession and Use of Other Personal Electronic Devices***

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the next school day or to contact parents to pick up the items. For safety purposes headphones/earbuds shall only be used during instruction and with the teacher's permission. Portable speakers are not allowed.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** and policy FNF.]

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

### ***Instructional Use of Personal Telecommunications and Other Electronic Devices***

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other

personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the Acceptable Use Guidelines for Technology Resources may result in withdrawal of privileges and other disciplinary action.

### ***Acceptable Use Guidelines for Technology Resources***

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Unacceptable and Inappropriate Use of Technology Resources***

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

[See Appendix A, **Acceptable Use Guidelines for Technology Resources**]

## **END-OF-COURSE (EOC) ASSESSMENTS**

See **Course Credit**, **Grading Guidelines**, **Graduation**, and **Standardized Testing**.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

The following requirements apply to all extracurricular activities:



- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or a dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks. A student in Pre-AP or honor classes will be ineligible with a grade less than 65.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### ***Standards of Behavior***

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

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Non-curriculum-Related Groups.**]

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Replacement cost for student identification card and lanyard.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.

- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for lost, damaged textbooks or school issued instructional materials.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles.**]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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

## **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 3 weeks before the event. Student participation in approved fund-raising activities shall not interfere with the regular instructional program. Funds shall be received, deposited, and disbursed in accordance with policy. [For further information, see policies at FJ, CFD, and GE.]

Except as approved by the Superintendent or Principal, fund-raising by the general public or public or private organizations or clubs is not permitted on school property.

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GENDER-BASED HARASSMENT**

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

## **GRADE CLASSIFICATION**

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

Credits Earned	Classification
6	Grade 10 - Sophomore

12	Grade 11 - Junior
18	Grade 12 - Senior

## GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Also see **Report Cards/Progress Reports and Conferences** for additional information on grading guidelines. The BISD Grading Guidelines is posted on the district’s web site at [www.bryanisd.org](http://www.bryanisd.org). See appendix B, **BISD Grading Guidelines, Graduation** below, **Course Credit**, and **Standardized Testing** for additional information regarding EOC assessments.

## GRADUATION

### ***Requirements for a Diploma***

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 12, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. A student in grade 12 during the 2014–2015 school year who has not passed the exit-level test will have opportunities to retake it.

Also see **Standardized Testing** for more information.

Beginning with students who entered grade 9 for the first time in the 2011–2012 school year, EOC assessments are administered for the following courses and replace the exit-level test mentioned above: English I, English II, Algebra I, Biology, and United States History. Each student will be required to achieve performance standards for EOC assessments in order to graduate. If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Also see **Grading Guidelines** above and **Standardized Testing** for more information.

### ***Graduation Programs***

*(Disclaimer: Information in this section will be changed to meet the new criteria from Texas Legislation. Updated information was not available at time of publication.)*

The district offers the graduation plans listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF (LEGAL).]

Effective with ninth graders in the 2011–2012 school year and thereafter, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student’s graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

All students must meet the following credit and course requirements for graduation under the programs listed:

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program</b>	<b>Number of credits Advanced/ Distinguished Achievement Program</b>
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies, including Economics	4	4	4
Physical Education*	1	1	1
Speech	0.5	0.5	0.5

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program</b>	<b>Number of credits Advanced/ Distinguished Achievement Program</b>
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Electives	6.5 credits	5.5 credits	4.5 credits
Miscellaneous			Completion of 4 Advanced Measures**
<b>TOTAL</b>	<b>22 credits</b>	<b>26 credits</b>	<b>26 credits</b>

\* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\* A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
  - a. A score of three or above on an Advanced Placement (AP) exam;
  - b. A score of four or above on an International Baccalaureate (IB) exam; or
  - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished

Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

### ***Certificates of Coursework Completion***

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

### ***Students with Disabilities***

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP.

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

[See policy FMH (LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Accommodated and STAAR Alternate are the alternative assessments currently allowed by the state. [See **Standardized Testing** for additional information.]

### ***Graduation Activities***

The graduation ceremony is the only school sponsored activity.

### ***Graduation Speakers***

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[For student speakers at other school events, see **Student Speakers**.]

[See FNA (LOCAL) and the Student Code of Conduct.]

### ***Graduation Expenses***

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

### ***Scholarships and Grants***

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the counselor or visit the campus Go Center for information about other scholarships and grants available to students.

## **HARASSMENT**

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

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

If your student has symptoms of illness at home:

- Do not send your student to school if they have vomiting, diarrhea, severe cough/cold symptoms, skin abscess, or temperature of 100 or more.
- It is recommended that students be free of fever for at least 24 hours, without fever-reducing medication, before returning to school.
- If your doctor tells you that your child has an illness that can spread from person to person, please notify the school clinic staff.
- Please make sure school clinic staffs have emergency contact phone numbers. If your number changes, please notify them as soon as possible.
- In the event that we cannot reach you or the emergency contacts you have provided, Bryan ISD reserves the right to contact local EMS or law enforcement if needed.

For the protection of all students, any student with the following symptoms will not be allowed to stay at school:

- if the student has a temperature of 100.0 degrees or more,
- is suspected of having an illness or infection that can spread from person to person,
- has a skin boil or abscess that has not been treated by a physician,
- is vomiting or has diarrhea,
- has a severe stomachache, headache or earache,
- is unable to remain in class due to an injury or illness

### ***Bacterial Meningitis***

State law requires school districts to provide information about bacterial meningitis to its students and their parents each school year.

Meningitis is an inflammation of the covering of the brain and spinal cord, caused by viruses, parasites, fungi and bacteria. Viral meningitis is usually treatable and recovery is complete. Parasites and fungi meningitis are rare. Bacterial meningitis is serious and always requires medical intervention.

Meningitis makes a person very ill, usually occurring over one or two days, but it can also rapidly progress in a matter of hours.

Symptoms may include:

- Severe headache;
- High temperature;
- Rash of tiny, red-purple spots;
- Vomiting;
- Sensitivity to bright lights;
- Neck stiffness, joint pains;
- Drowsiness or confusion.

Meningitis is not as contagious as the common cold or the flu, and not spread by casual contact or by breathing the air where a person with meningitis has been. It is spread when people exchange saliva (such as kissing, sharing drinking containers, utensils or cigarettes).

Bacterial meningitis can be prevented by a common sense approach. Do not share food, drinks, utensils, toothbrushes or cigarettes. There are vaccines against pneumococcal disease and four meningococcal groups. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

For more information contact your family doctor, the staff at the local or regional health department and/or your school nurse. 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 State Health Services at [www.dshs.state.tx.us](http://www.dshs.state.tx.us).

Also refer to **Immunizations**, below, for more information.

### ***Exemption from P.E.***

Students will not be exempted from P.E. without a physician directive stating that the student must be excluded and how long the exclusion will be.



The nurse/clinic staff will not provide excuse notes for P.E. or Athletics except in cases of acute asthma flare-ups during school hours.

### ***Food Allergies***

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. All special dietary requests made to the school cafeteria MUST be supported by a physician completed BISD Food Allergy form before ANY food substitutions can be made. The district's food allergy management plan and the Bryan ISD Food Allergy form can be accessed at [www.bryanisd.org](http://www.bryanisd.org) in the School Nutrition Services section by selecting the Menu tab then double clicking on Special Meal Accommodations or by contacting Sherri Meckel, RN, Nursing Supervisor, at (979) 209-3854 or Randi Bolen, Assistant Director of School Nutrition Services, at (979) 209-7057. Also see policy FFAF.

### ***Head Lice***

Bryan ISD follows recommendations from the Texas Department of State Health Services (DSHS) and the American Academy of Pediatrics (AAP). Both the DSHS and AAP recommend that no healthy children should be excluded from or allowed to miss school because of head lice.

### ***Health Screenings***

#### ***Vision and Hearing Screening***

As required by Texas law, students in Pre-kindergarten, Kindergarten, 1,3,5,7 and 9 grades and new students enrolling in the district will be screened for vision and/or hearing problems.

#### ***Spinal Screening***

Bryan ISD conducts spinal screenings to detect signs of abnormal curves of the spine at their earliest stages.

- State law requires all children in grades 5 and 8 to be screened.
- The procedure for screening requires trained screeners, Bryan ISD nurses, to look at the student's back while the student stands and then bends forward.
- Boys and girls will be seen separately and individually.
- Two screeners are present for each student. We assure you that privacy will be of the utmost concern and priority.
- **BOYS WILL BE REQUESTED TO REMOVE THEIR SHIRTS. GIRLS ARE REQUESTED TO WEAR A BRA OR THE TOP OF A TWO PIECE SWIMSUIT UNDER THEIR SHIRT. THEIR SHIRT WILL ONLY BE REMOVED DURING THEIR INDIVIDUAL SCREENING.**
- Parents will receive the results of the screening only if professional follow-up is needed.
- This procedure does not replace your need for regular health care and check-ups.

- If the parent chooses for the student to not participate in the screening, the student must provide a written statement from his/her physician giving the school the results of the physician's finding for that school year.
- If, for religious reasons, the student does not wish to be screened, the student is to submit an affidavit of exemption, notarized, to the school clinic.

### ***MRSA – “Staph” Infection***

Staphylococcus Aurous, or staph, is a common germ that many people carry in the nasal passages, under fingernails, or on their skin with no ill effects. MRSA is a type of staph that has developed resistance to antibiotics. Since staph is spread primarily by direct skin-to-skin contact, or with direct contact to wound drainage of someone who is carrying or infected with the bacteria, anyone with a break in his/her skin is at risk. MRSA may also occur less frequently through indirect contact with contaminated surfaces or items. MRSA is not spread through the air. MRSA or Staph infections begin abruptly.

Symptoms may include:

- Large area of redness on the skin, swelling and pain, followed by an abscess or boil.
- If left untreated, staph can cause severe illness that may require hospitalization and/or surgery.

Students and their family members should take the following precautions to help prevent skin infections:

- Wash hands frequently with soap and warm water.
- Encourage students to keep fingernails clean and clipped short.
- Avoid contact with other people's wounds or anything contaminated by the wound.
- Avoid sharing personal items such as razors, towels, deodorant, or soap that directly touch the body.
- Clean and disinfect gym or sports equipment before and after use.
- Wash dirty clothes, linens, and towels with hot water and detergent. Dry in a hot dryer rather than air-drying.
- Encourage students who participate in contact sports to shower immediately after each practice or game.
- Keep open or draining sores and lesions clean and covered and consult your family doctor as soon as possible.
- See the school nurse if any areas of redness on the skin, swelling and pain, followed by an abscess or boil occur.

Please be vigilant in looking for signs and symptoms of staph infections. Additional information about MRSA and Staph can be found at [www.mrsatexas.org](http://www.mrsatexas.org) or consult your family physician or school nurse.

### ***Physical Activity for Students in Elementary and Middle School***

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in half-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each 2 week period for at least four semesters.

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

### ***Puberty Talks***

As part of the Health and Wellness lesson, Bryan Campus Nurses teach students about puberty in 4<sup>th</sup> grade girls and 5<sup>th</sup> grade boys and girls. The lesson is limited to body changes during puberty and does not include information regarding sexuality. A notice regarding the puberty lesson will be sent to parents prior to the lesson day. Your student will be expected to attend the lesson unless written documentation stating you do not want your student to attend is provided. Please contact school clinic staff if you have any questions.

### ***School Health Advisory Council (SHAC)***

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Health Advisory Council is available from the Lance Angel, (979) 209-7998. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction** for additional information.]

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

#### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to Harry Francis to obtain the results of his or her child's physical fitness assessment conducted during the school year.

#### ***Vending Machines***

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

#### ***Tobacco Prohibited***

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

#### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the Maintenance Department at (979) 209-7100.

#### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to

manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Bobby Mosley, the district's IPM coordinator, at (979) 209-7100.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, at (979) 209-7040.

## **HOMEWORK**

The purpose of homework is practice, preparation, and extension of student learning that has previously occurred in the classroom. Students should be able to complete homework assignments on their own or with minimal parental support. Homework will not be assigned or created as a consequence for student behavior. A student's economic status should not impede his or her ability to successfully complete or score well on a homework assignment.

[See **Appendix B, Grading Guidelines, and Homework** for additional information.]

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons, or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. A TB skin test is required for all students entering school from another country. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy FFAB (LEGAL) and the TDSHS Web site:  
<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

As noted above at **Bacterial Meningitis**, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

## **LAW ENFORCEMENT AGENCIES**

### ***Questioning of Students***

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

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

### ***Students Taken Into Custody***

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

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

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

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

## ***Notification of Law Violations***

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL (LEGAL) and GRAA (LEGAL).]

## **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned in **Standardized Testing**, below, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

For more information, contact the school counselor, principal or Marilyn Rosas, Director of Bilingual Education at (979) 209-1024.

[See Special **Programs: Bilingual/ESL/Migrant Department.**]

## **MAKEUP WORK**

### ***Makeup Work Because of Absence***

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students. [See Appendix B, **BISD Grading Guidelines.**]

### ***DAEP Makeup Work***

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

### ***In-school Suspension (ISS) Makeup Work***

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO (LEGAL).]

## **MEDICINE AT SCHOOL**

Bryan Independent School District School Board policy FFAC states that designated employees of the school district may give medication (includes prescription and/or over-the counter medications) to a student provided:

- There is a written note from the parent/guardian of the child, requesting the time and amount of medicine to be given. Verbal consent is not accepted.
- The medicine is in the original container and properly labeled.
- The medicine is brought to the school clinic staff by the parent/guardian. School staff will not administer medications brought by students.
- Students are allowed to possess and use over-the-counter, topical sunscreen while on school property or at school- related events or activities

For the safety of ALL students:

- Students may not carry any medication on school grounds or the school bus. Exceptions will be made for asthma inhalers, Epi-pens, and diabetic supplies for students who have proper doctor permission on file in the clinic.
- Over-the-counter medication will not be stored in the school clinic for more than 10 days without a doctor's note.
- Over-the-counter medication will be given according to the package instructions for use unless a doctor prescription is provided to clinic staff.

- Parent/guardian must pick up unused medication from clinic staff. Medication will not be sent home with the student.
- Any medication remaining in the clinic not picked up the parent/guardian will be destroyed after the end of the last day of classes.
- Vitamins, herbal supplements, or health food supplements will not be administered unless prescribed by a physician and required by the student's Individualized Education Plan or Section 504 plan of a student with disabilities.
- The school does not keep stock medications.

If medication must be taken during school hours, please follow the guidelines listed below:

- Medications ordered twice daily, the first dose should be given at home before the child leaves for school and the second after returning from school.
- Medications ordered three or four times daily, only the second dose will be given at school.
- Any Aspirin Products, Adult or extra strength over-the-counter medication, such as (Aspirin, Pepto-Bismol, Aleve, Advil, Excedrin, etc.) will not be given to students without a doctor's prescription.
- For all long-term medication a Bryan Independent School District Medication Administration Record must be completed by the student's parents and kept in the school clinic. These forms are available in the school clinic.
- Sample medication provided by a physician can be administered when the medication is accompanied by a written order for the medication from the student's health care provider AND written permission from the child's parent/guardian.

### ***Asthma Inhalers***

A student may possess and self-administer asthma inhalers on school property or at a school related event with the following in place:

- The student has written permission from a parent/guardian *and* a physician or licensed health care provider.
- The physician statement (Asthma Action Plan) must be kept in the school clinic.
- The physician statement (Asthma Action Plan) is updated or revised within one year.
- Students who do not use their asthma medication for their own use and/or allow other students access to their medication will be subject to disciplinary action as specified in the Bryan ISD Student Code of Conduct.

### ***Psychotropic Drugs***

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can



recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Bryan ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinators, for concerns regarding discrimination on the basis of gender:  
Ronnie O’Neal, Manager of Benefits and Risk Management  
101 North Texas Avenue, Bryan, TX 77803, (979) 209-1094  
or  
Carol Cune, Executive Director of Human Resources and Administration  
101 North Texas Avenue, Bryan, TX 77803, (979) 209-1075
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:  
Dr. Cathy Burgin, Director of Special Education  
1901 E. Villa Maria Road, Bryan, TX 77802, (979) 209-2780

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

## **NONTRADITIONAL ACADEMIC PROGRAMS**

### ***Bryan Collegiate High School***

Bryan Collegiate High School is one of forty-nine TEA designated Early College High Schools. At Bryan Collegiate High School, our mission is to provide students a supportive academic environment enabling all students to earn up to sixty college credit hours by their senior year and graduate on the distinguished achievement plan.

Our vision is that every student, especially those traditionally under-represented in higher education, receives a strong educational foundation and is prepared for success in a post-secondary environment. We believe that by working with families, higher education and community partners, students will not only succeed within our curriculum, but will form a strong personal vision as they develop into life-long learners.

BCHS is currently joined by a memorandum of understanding with two institutes of higher education: Blinn College and Texas A&M University. Both have committed time and resources to helping students at Bryan Collegiate become academically successful, earn college credit and successfully transition to an institute of higher education. Currently, students take all of their dual credit courses with Blinn College. Texas A&M provides tutors/mentors, and additional staff to help students enrolled at BCBS.

Admission to BCHS is by application only. Students may be admitted for either fall or spring semester enrollment (contact the campus for application deadlines). Once an application is complete it is evaluated based on student attendance, discipline records, student's written responses on the application, and teacher recommendations. Entrance to BCHS is available only to students entering the ninth grade up to the eleventh grade. No students are able to enter BCHS during the twelfth grade year.

There is no cost to attend BCHS. BISD and Blinn College cover the costs of college tuition and textbooks. However, students must provide their own transportation to and from school.

In the past five years BCHS has been rated by the Texas Education Agency as either Exemplary or Recognized. BCHS has received sixteen Gold Performance Awards and was a Texas High School Projects Exemplar Campus in 2009.

For more information contact, Christina Richardson, BCHS Principal, at (979) 209-2790.

### ***Mary Catherine Harris School***

Mary Catherine Harris School – A school of choice is a secondary alternative high school program that serves Bryan ISD students who are at-risk of not completing their education. It is designed for students who are willing to concentrate on scholastic work in order to gain a diploma coupled with a strong focus on the students' vocational/career objectives. To be admitted to MC Harris School, students must make an application to their academic advisor which begins their high school committee's application review process. The referral process includes committee review of the student's grades, academic progress, TAKS/STAAR/EOC scores, attendance records, discipline records, an interview and student/parent meeting with the MC Harris School Principal or designee, verification that the pupil meets at least one of the state's at-risk criteria, and signed student/parent agreement to abide by the MC Harris School contract once accepted. Course completions, discipline, and attendance will be reviewed each six weeks to determine the appropriateness of continued enrollment at MC Harris School. Students entering MC Harris are expected to graduate from MC Harris. 9<sup>th</sup>-12<sup>th</sup> grade students are scheduled into four hour uninterrupted instructional blocks of time (morning or afternoon) based on students' academic needs and seat availability in classes. Instruction is provided through targeted direct instruction with project-based assessment. Students do not advance in their courses until they demonstrate competency in each core content area (English, Math, Science, Social Studies) as determined by success on appropriate school and state assessments. Students provided their own transportation to MC Harris School.

For more information contact, Todd Hopkins, MCHS Principal, at (979) 209-2832.

### ***Mary Catherine Harris School High School Equivalency Program***

MC Harris offers a High School Equivalency Program (HSEP). Students accepted into this program prepare for the GED exam and complete high school when they have mastered all parts of the exam. Students wishing to apply for the HSEP follow the same process in applying to MC Harris and request consideration for the program. When accepted, the student will attend a 140 minute session each day until they complete the GED exam. If the HSEP is at capacity, the student may be enrolled in MC Harris until there is space available.

For more information contact, Todd Hopkins, MCHS Principal, at (979) 209-2832.

[See **Requirements for a Diploma.**]

## **PARTIES (Elementary)**

Two sponsored PTO/PTA parties are allowed: Christmas and Valentine's Day. This is to protect class instructional time. Parents can help with these parties by volunteering through the PTO/PTA.

### ***Birthday Treats (Elementary Schools)***

Birthdays are very important to children. Foods otherwise restricted by the district's wellness policy are permitted as birthday treats as long as the treats are provided after the students have eaten their lunch. Teachers must be notified in advance if parents are planning to bring a treat for the class.

## **PHYSICAL RESTRAINT**

Any District employee may, within the scope of the employee's regular duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

- Protect a person, including the person using the physical restraint, from physical injury;
- Obtain possession of a weapon or other dangerous object;
- Protect property from serious damage;
- Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or impose disciplinary measures; or
- Restrain an irrational student.

[See policy FO (LOCAL) for more information.]

## **PLAGIARISM**

[See **Cheating**.]

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**.]

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

## **PRAYER**

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

## PROMOTION AND RETENTION

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

In grades kindergarten–grade 2, promotion to the next grade level shall be based on demonstrated proficiency at or above grade level in core subject areas (reading, language arts, mathematics, science, and social studies) and on District-established grade-level standards, including standards for social development and work habits. Satisfactory progress in reading shall be evident in the student's reading level, state and district assessments, information from the student's classroom grades, and teacher recommendations based on daily work, portfolio, and anecdotal records.

In grades 3–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics and either science or social studies.

In grades 9-12, grade-level advancement shall be earned by course credits.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

If a student in middle school is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered the student will be assessed on both the state mandated assessment and the EOC assessment. [See **Standardized Testing.**]

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level.

Whether the student is retained or promoted, an educational plan for the student will be designed

to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the principal and policy EIF (LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

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

Students are not authorized to leave campus during the regular school hours for any reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

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

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course for grades 6-12 and for grades K-5 in English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was

arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL) and **Grading Guidelines.**]

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

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

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

## **RETALIATION**

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

## **SAFETY**

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

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

### ***Accident Insurance***

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

### ***Drills: Fire, Tornado, and Other Emergencies***

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

Teachers will review the rules of safety with students. During a drill or actual emergency, a student's personal safety will depend on the way these instructions are carried out.

Exit routes are posted in all rooms at school. During a drill, students must leave the room promptly and quietly, leaving behind all books and other large items. All visitors must evacuate the building during a fire drill.

### ***Emergency Medical Treatment and Information***

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain

emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### ***Emergency School-Closing Information***

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

### ***General Safety***

In walking to and from school, students should obey all traffic rules. Crossing guards may be provided for student safety at designated locations. If your school has safety patrols, listen to suggestions for your safety.

Students who bicycle to school must obey the same traffic rules that apply to automobiles. Ride in single file with traffic. Stop for lights and stop signs, signal for turns, and give pedestrians the right of way. Secure bicycles on campus with a lock, because the school cannot be responsible for lost or stolen bikes.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

[See **Standardized Testing**.]

## **SCHOOL FACILITIES**

### ***Use by Students Before and After School***

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

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

### ***Conduct Before and After School***

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

### ***Use of Hallways During Class Time***

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

## **Cafeteria Services**

### ***Lunch/Breakfast***

Bryan ISD School Nutrition Services is committed to excellence and to providing quality, nutritious meals and friendly service to all customers. Bryan ISD participates in the National School Lunch and Breakfast Programs administered by the United States Department of Agriculture (USDA) and the Texas Department of Agriculture (TDA). Both breakfast and lunch are provided to students each day at all campuses.

### ***Student Meal Accounts***

School Nutrition Services (SNS) utilizes a computerized meal accounting system to track all meals and purchases. This system is accessed by secondary students when they scan their student id at the bar code reader located on the serving line or when elementary students enter their 4-5 digit personal identification number (PIN) in the keypad at the end of the serving line or when they can their student id at the bar code reader. This meal accounting system debits the appropriate meal account for each purchase. Money in meal accounts may be used to purchase breakfast, lunch, or ala carte items. All students, regardless of eligibility, are issued a PIN that can be utilized in the cafeteria.

### ***Meal Payment Options***

Paying in advance for meals is recommended and will eliminate the need to send cash with your child each day. It also gets students through the serving line faster. Payment options include:

#### ***Check, money order, or cash***

If possible, please send checks or money orders instead of cash to the cafeteria. BISD cannot be responsible for cash that is lost or misplaced. Checks should be made payable to BISD School Nutrition. Please include child's name, student id and phone number on the check or money order.

#### ***On-line payment using a credit card***

Paypams ([www.paypams.com](http://www.paypams.com)) is designed to provide a safe and convenient way to pay online using a credit card. A fee will be charged by Paypams to cover the cost of maintaining the system and data. Paypams also allows parents to view account balances, recent transactions and receive email notifications of low account balance. Please check our website [www.bryanisd.org](http://www.bryanisd.org) for additional information regarding Paypams.

### ***Check Recovery Program***

Bryan ISD utilizes an outside service to collect payment on all checks returned for insufficient funds or checks returned unpaid. This company will charge a \$30.00 fee in addition to any fees charged by the bank.

### ***Free/Reduced Meal Benefits***

Bryan ISD participates in the National School Lunch and Breakfast Program. This program provides free and reduced-priced meal benefits to eligible students. Eligibility is based on household income guidelines established by the federal government. In order to participate each year, a new meal application must be completed and submitted to the (SNS) office for approval.

**Meal benefits from last year will expire 30 days from the first day of school, unless a new application is submitted.** Applications are processed in the order they are received and must be returned to the SNS office for approval. To avoid a delay in receiving meal benefits, please do not



return meal applications to the school office or to the school cafeteria. Applications cannot be processed without an original signature; therefore, we cannot accept faxed applications. On-line applications are available on our website at [www.bryanisd.org](http://www.bryanisd.org) in the School Nutrition Services section.

### ***Meal Prices for 2015-16***

#### **Breakfast**

- Paid Student Breakfast (PK-12)                      \$1.35
- Reduced-Price Student Breakfast (PK-12)      \$0.30
- Adult/Visitor Breakfast                                \$2.00

#### **Lunch**

- Paid Student Lunch (PK-5)                            \$2.25
- Paid Student Lunch (6-12)                            \$2.50
- Reduced-Price Student Lunch (PK-12)          \$0.40
- Adult/Visitor Lunch                                     \$3.25

### ***Lunch Meal Pricing***

Meals are priced as a unit and consist of 1 entrée, 2-3 servings of vegetables and/or fruits, 1 bread serving, and 1 milk. Any combination of 3-5 different items will be considered a lunch.

**As required by the Healthy Hunger-Free Kids Act of 2010, all students receiving a breakfast or lunch from the school cafeteria must have either a serving of fruit or vegetable on their tray.** Ala carte prices will be charged if less than 3 or more than 5 items are selected. Menus may be viewed at [www.bryanisd.org](http://www.bryanisd.org). Students qualifying for the federal meal program receive their first meal at the free or reduced price, additional meals or ala carte items may be purchased at the set rate.

### ***Low Account Balance Notification***

When student accounts reach or fall below \$5.00, a computer-generated note will be sent home with elementary students as a reminder for parents to send money. At the secondary level, the cashier will verbally remind students and give them a low balance paper notification. In addition, parents may be notified by an automated phone system. Parents may also register at [www.paypams.com](http://www.paypams.com) to receive e-mail notification of low account balance. This is a free service provided by Paypams.

### ***No Charge Policy at Secondary Schools***

School Nutrition Services enforces a no charge policy at the secondary level but does not allow students to go hungry. Students without money or students that have depleted their meal account funds will be provided a courtesy meal. The courtesy meal will consist of a sandwich, fruit, and milk. No fee will be charged for the courtesy meal. Courtesy meals are only provided for three days.

### ***Meal Charge Policy for Elementary Students***

Bryan ISD does not allow students to go hungry. Elementary students that exceed the meal charge limit will receive a courtesy meal. Each courtesy meal includes a sandwich, fruit, and milk. No fee will be charged to the student for the courtesy meal. Meal charge limits for elementary paid students are set at -\$7.20 and -\$1.40 for students qualifying for reduced-price meals. These limits allow students to charge lunch for 3 days. Meal charges will not be allowed during the last 3 weeks of the current school year.

### ***Ala Carte Purchases***

Students may purchase ala carte items such as fruit juice, extra milk, and snack items for an additional charge. If you wish to restrict or limit the amount of ala carte purchases, please contact the Cafeteria Manager at the school so a block or limit can be placed on the meal account.

### ***Special Dietary Needs (Food Allergies)***

All special dietary requests must be supported by a physician completed Bryan ISD Allergy form before ANY food substitutions can be made. These forms are available at each campus in the school nurse's office or on the district website ([www.bryanisd.org](http://www.bryanisd.org)) when you double click on the Special Meal Accommodations in the School Nutrition Services section under the Menu tab.

### ***Library***

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Students may use the library as authorized, and must wear I.D.s when using the facility.

Students must have BISD Electronic Communications Systems acceptable use policy forms on file in order to use library network computers.

Library computers are to be used for school related research and word processing. No games may be played.

### ***Meetings of Non-curriculum-Related Groups***

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

## **SEARCHES**

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

### ***Students' Desks and Lockers***

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

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

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

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

If available, lockers will be issued only for dire need and upon special request. See your assigned principal to request a locker.

### ***Electronic Devices***

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF (LEGAL) for more information.]

### ***Vehicles on Campus***

Vehicles parked on school property are under the jurisdiction of the school and students are required to purchase a parking tag for \$20.00. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

### ***Trained Dogs***

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

### ***Metal Detectors***

[For further information, see policy FNF (LOCAL).]

### ***Drug-Testing***

The District requires that any student in grades 9–12 who chooses to participate in any school-sponsored extracurricular activities or school-sponsored organizations, or any student who wishes to park a vehicle on District property or who is participating in the voluntary drug-testing program be placed in a random drug-testing pool. A student participating in these activities shall be randomly tested for the presence of illegal drugs or alcohol throughout the school year. The purposes of the drug-testing program are to: prevent injury, illness, and harm resulting from the use of illegal drugs or alcohol; help enforce a drug-free educational environment; deter student use of illegal drugs or alcohol; and educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

[For further information, see policy FNF (LOCAL). Also see **Steroids.**]

## **SECRET SOCIETIES**

The School Board prohibits any fraternity, sorority, secret society, or gang defined by state law as any “organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.” *Education Code 37.121(d)*

A person commits a Class C misdemeanor if the person:

- Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
- Is not enrolled in a public school and solicits another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged. *Education Code 37.121(a)(c)*

A person commits a felony if the person, with intent to coerce, induce, or solicit a child to actively participate in the activities of a criminal street gang, threatens the child with imminent bodily injury or causes the child bodily injury.

*Penal Code 22.015*

The Board or an educator shall recommend placing in a disciplinary alternative education program any student who commits the offenses described above. *Education Code 37.121(b)*

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

## **SEXUAL HARASSMENT**

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

## **SPECIAL PROGRAMS**

### ***Bilingual / ESL / Migrant Department***

The Bilingual / ESL / Migrant Department oversees the programs offered to students who require bilingual classes, English as a Second Language (ESL) classes, and/or need supplemental help because of migratory status.

Students who have a language other than English in their homes, and need help in learning English, are offered services in the bilingual or ESL programs. The goal of the bilingual education program is to enable limited English proficient students, in pre-kindergarten through fifth grades, to become competent in the comprehension, speaking, reading, and composition of the English language through the development of literacy and academic skills in their primary language and in English. The ESL program has the same goal, but pre-kindergarten through twelfth grade students become competent through the integrated use of second language methods. These programs emphasize the mastery of English language skills, as well as mathematics, science and social studies, as integral parts of the academic goals for all students to enable ELL students to participate equitably in school.

The Migrant Program serves students whose families have moved from one district to another seeking employment in the agricultural or fishing areas. Services offered through the Migrant Program are supplemental and are in addition to what is offered to children through the regular school program.

For additional information contact Dr. Wanda Baker, Director of Bilingual/ESL/Migrant Education, at (979) 209-1024.

[See **Limited English Proficient Students.**]

### ***Dyslexia***

Bryan ISD provides a program for early identification, intervention and support for students with dyslexia and related disorders. The District will notify the parent or guardian of each student in kindergarten, first grade, or second grade that is determined, on the basis of reading instrument results, to be at risk for dyslexia or other reading difficulties. Students identified for dyslexia services will be provided services at their home campus. Call Dr. Teresa Voltz, Assistant Superintendent of Curriculum and Instruction, at (979) 209-1070 for more information.

### ***Special Education Services***

If a child is experiencing learning difficulties, the parent may contact Dr. Cathy Burgin, Director of Special Education, at (979) 209-2751, to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation.

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. At any time, a parent is entitled to make a written request for an evaluation to any school administrator or the director of special education for special education services. Within 15 school days, the District must decide if an evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation.

The District must complete the evaluation and report within 45 school days of the date the District received 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.

### ***Special Education and 504 Records***

Questions regarding Special Education or 504 records may be directed to your campus principal.

### ***504 Child Find Notice***

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 Donna Willett at (979) 209-2754.

## **STANDARDIZED TESTING**

### ***PSAT (Preliminary Scholastic Aptitude Test)***

Opportunities to take the Preliminary Scholastic Aptitude Test (PSAT) are offered during the freshman, sophomore and junior years. Freshmen may sign up to take the test for a small fee. BISD pays the cost for all sophomores to take the test as practice for their junior year. Juniors are encouraged to sign up for a small fee. National Merit Scholar eligibility is based upon the student's junior PSAT score.

### ***SAT/ACT (Scholastic Aptitude Test and American College Test)***

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. Examination costs are set by ACT and College Board, with waivers available for students who meet the criteria.

### ***STAAR (State of Texas Assessments of Academic Readiness)***

#### ***Grades 3–8***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. See **Promotion and Retention** for additional information.

STAAR Accommodated and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

### ***End-of-Course (EOC) Assessments for Students in Grades 9–12***

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments are administered for the following courses:

Algebra I, English I, English II, Biology, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months.

STAAR Accommodated and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Also see **Course Credit**, **Grading Guidelines**, and **Graduation** for additional information.

### ***TAKS (Texas Assessment of Knowledge and Skills)***

TAKS is a state-mandated assessment being transitioned to the STAAR program.

Students entering 9<sup>th</sup> grade prior to the fall 2011 will be assessed with what is termed the "exit-level" TAKS in the subject areas of mathematics, English/language arts, social studies, and science, for which satisfactory performance is required for graduation. Any student in grade 12 who has not met the passing standard on the exit-level TAKS will have an opportunity to retake the exam in accordance with timelines established by TEA.

[Also see **Graduation**.]

### ***Texas Success Initiative Assessment (TSI) (Texas Higher Education Assessment)***

All students wishing to enroll in college level coursework must satisfy the requirements for the Texas Success Initiative (TSI). In August 2013, the College Board will roll out a new exam that will replace the current TSI examinations. The new examination will enhance student preparedness for college and career success with a new comprehensive diagnostics and placement testing system. The new examination will also be aligned to Texas College and Career Readiness Standards.

## **STEROIDS**

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uil texas.org/health/steroid-information>.

## **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

## **SUMMER SCHOOL**

For information about summer school programs, dates, and locations, please see the principal or the academic advisor.

## **SUPPLIES**

Each year the district publishes a list of school supplies students will need. Please do not bring items to school that are not on the list, unless the teacher requests you to do so. You may need to replenish supplies during the year. [See Appendix C.]

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

[See **Standardized Testing.**]

## **TARDINESS**

A student is tardy to class when a student is not in the classroom before the tardy bell rings. Repeated instances of tardiness will result in disciplinary action, in accordance with the Student Code of Conduct.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

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

## **TRANSFERS**

Intra-district transfers are outlined in Board Policy FDB (LOCAL). Upon receipt of the electronic transfer application for an initial transfer request, or when considering a revocation of a student's transfer from one attendance zone to another, the following will be considered:

- Enrollment at sending and receiving schools.
- Dependability of parent transportation.
- Number of requests in a school year.



- Academic history.
- Attendance history, including late arrivals, early pickups and tardiness to classes.
- Discipline history.
- Previous attendance as a transfer student.
- Socioeconomic balance of the requested campus.
- Participation in extracurricular activity.
- Academic programs.
- Accuracy of the information submitted.
- Compliance with timelines established in campus handbooks.
- Compliance with UIL rules and regulations.
- Other criteria as noted on the transfer application.

Transfer applications will be accepted online only beginning February 1, 2016 – March 11, 2016. The Executive Director of Human Resources and Administration will work with the transfer committee to review all transfer applications. After the transfer committee review the applications and consider the bulleted items above, they will approve or deny an application. Notice letters will be emailed prior to June 1, 2016.

The District does not provide transportation for an intra-district transfer.

[See **School Safety Transfers, Bullying, and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**, for other transfer options.]

## **TRANSPORTATION**

### ***School-Sponsored Trips***

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

### ***Buses and Other School Vehicles***

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child by completing a "Request for Transportation to & from a Designated Child Care Facility or Grandparent's Residence" form and submitting it to the campus. The designated facility or residence must be on an approved stop on an approved route within the campus attendance zone. For information on bus routes and stops, you may contact Transportation Services at (979) 209-7130.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

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

- Students will follow the directions of the driver.
- Students should be at the bus stop a minimum of 10 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops regardless of weather conditions.
- Students who are allowed to use the bus for transportation to another campus must remain at the bus stop and not enter any building unless directed by an administrator. If a student violates the student code of conduct while using district transportation, he/she may have all bus privileges temporarily suspended.
- **Never**, run after the bus if you miss your stop.
- Students will wait in an orderly line and avoid playing.
- Students will cross the roadway in front of the bus on signal from the driver after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will notify the driver if something is dropped and wait for the driver to give a signal before picking up the object.
- Students will go directly to their assigned seat when entering the bus. Keep the aisle and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat and keep hands and feet to themselves.
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students may carry only objects that can be held on their laps (no large items such as plants, trees, balloons, flowers, and posters may be carried on the bus.)
- Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
- Students will not extend head, arms, or objects out of the bus windows.
- Band instruments must be held in the student's lap or placed under the seat. No instruments may be placed in front of the exit door or in a seat needed for students. Buses cannot transport instruments larger than a trombone.
- Students whose riding privileges have been suspended should not attempt to board any school bus until the completion of the suspension.
- Personal cellular phones, compact disc or MP3 players with headphones, personal computers, mobile computing devices or other electronic devices may be used if it does not cause a disruption among students and these devices do not interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.
- Students shall be prohibited from acts of unruly behavior, physical violence, bullying as physical assault or battery, verbal assault and disrespectful conduct toward the school bus driver or other persons on the school bus.
- Students must provide an official bus pass signed by the campus principal giving permission to ride a different bus or get on or off the bus at a different bus stop location.
- Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.
- Student misconduct at the bus stop or while utilizing transportation services may lead to suspension of riding privileges.

Texas Education Code, § 37.0022 provides the driver of a school bus to send a student to the principal’s office to maintain effective discipline on the bus.

Bryan ISD does not allow any person (except students being transported or sponsors on field trips) to board a school bus without prior approval in accordance with Texas Education Code, § 37.126.

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

Video cameras may be used in District vehicles to promote compliance with the rules of conduct. Videotapes are protected student records subject to the provisions in Board policy FL (LOCAL

## **TRESPASSING**

Trespassing on District property is defined as being on District property without permission, entering a building without a staff member present to supervise, or failing to leave after being told to do so. The campus school resource officer may issue a verbal or written trespass warning to a student. If the conditions of the warning are violated within the timeframe established, the student may be ticketed with trespass.

Students found on Bryan ISD property during a period of suspension or expulsion may be subject to arrest and charged with criminal trespass. Students assigned to in-school suspension or to an on-campus disciplinary alternative education program (DAEP) at the elementary level are prohibited from attending any school sponsored or school-related activities after school hours until the day after the period of their assignment ends.

Students assigned to the DAEP, for disciplinary reasons, are prohibited from returning to their home campuses or from attending any school-related extracurricular activities. By special permission, students may come on campus accompanied by their parent or guardian. In addition, the District may discipline any student who is trespassing on campus.

[See POLICY GKA (LEGAL) and TEC 37.105.]

## **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property

is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **VEHICLES ON CAMPUS**

High school students who drive to and from school in personal vehicles must:

- Obtain and appropriately display a student parking permit;
- Park in a designated student parking area on campus;
- Adhere to individual school parking rules; and

Failure to obtain the required permit and/or to park in an approved student parking area may result in the loss of driving and parking privileges and other appropriate disciplinary action. High school parking permits are \$20.00. The following must be presented when purchasing a permit:

- Valid driver's license
- Current student ID
- Proof of insurance
- Completed application

Sophomores, Juniors, and Seniors will be issued parking permits after application requirements are met. Freshmen may have a parking permit only after applying through the assistant principal. All student vehicles must display a valid parking permit as instructed. Students may purchase any number of permits – one permit per vehicle. Students are to park in lots designated for student use. Student parking will be designated for gated areas only. Students who must leave during the school day will be required to show valid documents to exit the parking lot. Cars parked in unauthorized areas will be booted and the cost to have the vehicle un-booted is \$25.00. Cars parked in unauthorized locations such as reserved spaces, handicapped spaces, or fire lanes may result in towing and/or citations.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicions exist to do so. A student has full responsibility for the security of his/her vehicle and will make certain that it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his/her car and will be subject to disciplinary action by the District as well as referral for criminal prosecution for having such objects or substances on school property. Searches of vehicles may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student. If a student needs to drive an alternative vehicle to school for a brief period of time, the student must give notice to the appropriate assistant principal. Students who park on campus must adhere to all regulations outlined in the student handbook.

If a vehicle subject to be searched is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

[See **SEARCHES** and Policy FNF (LOCAL).]

Bryan ISD is not responsible for damage to vehicles or items in vehicles parked on campus at any time.

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### ***General Visitors***

Parents are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. All visitors will be required to present a valid driver's license to the office staff upon entering a campus. Driver's licenses will be scanned through a web-based software application, and a photo ID badge will be printed upon successful scanning procedure. The photo ID badge must be worn for the duration of the campus visit.

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

Children of Bryan ISD students are not permitted to visit the parent(s) without prior approval from the campus principal.

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

### ***Visitors Participating in Special Programs for Students***

On High School Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## **VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)**

Volunteers are an important part of the educational team. In addition to encouraging and supporting student efforts in school, parents can become actively involved through the VIPS program. Parents can help in the classroom, library and the office. They can perform such jobs as listening to children read, supervising students at work, tutoring, shelving library books, and preparing games and curriculum materials at home or school. An orientation is provided for volunteers on each of the elementary campuses. Each campus has a VIPS coordinator. Contact the school for more information.

## **WITHDRAWING FROM SCHOOL**

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

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

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

## Glossary

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

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

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

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

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

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

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

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

**RETALIATION** refers to the act of retaliating, or of returning like for like; retribution; now specifically, the return of evil for evil. The act of harming or threat to harm another.

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

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

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

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services that meet the participation requirements, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

**TAKS** is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test given to students (beginning 9<sup>th</sup> grade prior to the fall 2011) is required for graduation for these students. A student in grade 12 who has not yet met the passing standard on this assessment will have opportunities to retake the assessment.

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

**Trespassing** is defined by the act of knowingly entering District property without permission. Such action is held to infringe upon a property owner's legal right to enjoy the benefits of ownership. Criminal charges, which range from violation to felony, may be brought against someone who interferes with the District's legal property rights.



**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Qualified instructors teach courses, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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



## Acceptable Use Guidelines for Technology Resources

At Bryan ISD, technology is used as one way to further the educational mission, to provide positive educational experiences, and enhance the educational value of the district curriculum. Technology resources include, but are not limited to, laptops, desktops computers, mobile devices, tablets, electronic communication, and other emerging technologies.

### **Acceptable Use**

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Bryan ISD encourages its students and staff to use technology resources to promote academic excellence. All users are responsible for using district technology resources in a manner that supports the educational mission of the school district. Regardless of the resources used, there are expectations that must be followed by those who utilize these resources.

The following guidelines will apply to all users of the district's electronic information communications systems. All system activities, including but not limited to mail transmissions and password-protected systems, may be monitored as deemed appropriate to ensure proper use of the system. *Bryan ISD Policy CQ*

Disciplinary action may be taken for unacceptable use of technology resources including but not limited to the network or the Internet. The final decision regarding whether any given use of the network or the Internet is acceptable or unacceptable lies with the Superintendent or designee in consultation with the Executive Director of Technology Services or another entity or party designated by the Superintendent.

### **System Conduct**

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All district technology resources, including but not limited to district computers, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of Bryan ISD. Electronic communications between employees and students, both inside and outside the district's network, will be limited to school-related business or matters that fall within the scope of the employee's professional responsibilities. Some limited personal use is permitted.

Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District
2. Does not unduly burden the District's computer or network resources

3. Has no adverse effect on an employee's job performance or on a student's academic performance

### **Unacceptable System Conduct**

System users will not distribute personal information, pictures or videos of themselves or others by means of the electronic communications system other than as needed to conduct school operations. **The use of another person's user I.D. and/or password is strictly prohibited.** The individual in whose name a system account is issued will be responsible at all times for its proper use.

Federal law protects the privacy of a student while attending a public school. No video or photograph taken by a student in an academic setting can be published or disseminated by using the Internet or any other electronic means without the written permission of the student's parents unless the photograph or video is for a class project under the direct supervision of a teacher and is only published in the school building or the district intranet (internal network).

All users of BISD's computers and networks are expected to abide by the generally accepted rules of network etiquette, the Student Code of Conduct, Student Handbook, or Employee Handbook.

In addition, system users:

1. Will not gain unauthorized access to resources or information.
2. Will not use any means to disable or bypass the district's Internet filtering system or other security systems. Users may not create or join unauthorized wireless or wired networks to access or bypass the district's network resources. This includes, but is not limited to, connecting via another provider (3G/4G/LTE), establishing wireless access points, wireless routers, and open networks on personal devices.
3. Will not use an electronic device or computer to access, store, send, receive, or post on the Internet anything that is inappropriate or is harmful to an individual or groups or in violation of federal, state, or district regulations. This includes, but is not limited to:
  - Copyrighted material
  - Threatening, embarrassing, harassing, bullying or racist material
  - Any material that is likely to disrupt the learning environment
  - Material that is lewd, vulgar, sexually suggestive, obscene or pornographic
  - Material that contains profanity
  - Material that violates or promotes the violation of school rules
  - Material that violates district policies prohibiting harassment and bullying
  - Commercial material or product advertisements
  - Political lobbying
  - Illegal activities
4. Are expected to report harassment, threats, hate-speech and inappropriate content that violates this Unacceptable System Conduct policy to a teacher or administrator.

In order to protect and reserve bandwidth and other resources for educational use, users (including those who are in a school building before or after school) may not:

- install software without prior approval from Technology Services.
- store installers and applications in network storage.
- download or play interactive web games or access streaming media not directly related to an approved BISD curriculum.
- participate in real-time discussions on the network unless for academic or work related purposes.
- browse the Internet without a curriculum or work-related objective.
- print anything not required by the curriculum or job responsibilities.

### **Vandalism Prohibited**

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Any intentional act by a system user that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences pursuant to Board policy and the Student Code of Conduct. Deliberate attempts to degrade or disrupt system performance are violations of district policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

### **Consequences of Misuse**

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Misuse of personal or district technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action.

The district may suspend or revoke a system user's access to the district's system upon an administrator's determination of a violation of district policy and/or administrative regulations regarding acceptable use.

Termination of a user's access will be effective on the date the principal or district coordinator receives a notice of student withdrawal or of revocation of system privileges.

A system user knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the Student Code of Conduct or Employee Handbook.

## **Disclaimer**

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Please note that the Internet is a network of many types of communication and information networks. It is possible that users may run across inaccurate or objectionable material. While Bryan ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. A user who accesses such material is expected to discontinue the access as quickly as possible and to report the incident to the appropriate supervisor.

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied. The district does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

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

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

## **Parent Request to Restrict Internet**

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A parent has the right to request that his or her child be restricted from using the Internet at school. In order to exercise that right, a parent must contact his or her child's principal to schedule a meeting. In addition to meeting the child's principal, a parent will be required to write a statement reflecting his or her wishes restricting the child's use of the Internet at school.

## **Use of Personal Telecommunications or other Electronic Devices**

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In addition to policy CQ, the following rules will apply to use of personal telecommunications and/or other electronic devices:

1. Connection of personal devices to the district network will be for the sole purpose of research, assessment, and/ or learning opportunities.
2. Students may utilize their devices in the classroom for educational purposes with prior approval from the teacher. Usage for instruction is up to the discretion of each individual teacher/administrator.
3. Students may utilize their personally owned electronic devices before school, after school, and during their designated lunch shift in accordance with the Acceptable Use Guidelines for Technology Resources.
4. Users will be limited to only the MIT (My Instructional Technology) wireless service that the district has provided, not the wired network.
5. Users may not create or join unauthorized wireless or wired networks to access or bypass the district's network resources. This includes, but is not limited to, connecting via another

provider (3G/4G/LTE), establishing wireless access points, wireless routers, and open networks on personal devices.

6. Printing from personal technology will not be permitted at school.
7. The district's technology resources will not be used for commercial purposes.
8. When students are not using the devices for approved instructional purposes, the devices must be silenced and put away.
9. The district is NOT responsible for:
  - any damages, injuries, or claims resulting from the use of technology,
  - stolen or damaged personal technology devices,
  - the maintenance or repair of any personal technology,
  - any cost incurred due to the use of personal technology for either texting or Internet usage charges that occur from the use of a student's personal device. It is the parent's responsibility to make sure their child understands the usage options that are available to them, such as the number of texts.
10. Any violation of the above guidelines may result in the loss of network and/or technology privileges as well as other disciplinary action(s) in accordance with the Student Code of Conduct.
11. The district reserves the right to disable all access to MIT wireless service at any time.

**Bryan ISD**  
**GRADING GUIDELINES**

According to EIA (Local), the Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

In accordance with this policy, the following guidelines have been established.

**Grades**

**Grades** are assigned as an indication of the level of academic development in an elementary, middle, or secondary school subject, course, or class.

**Terminology and Procedures**

**Daily Grades:** The purpose of daily grades is not to evaluate a student's final achievement of a topic, but to determine progress toward mastery of TEKS. These grades help determine the student's progress in the learning process, diagnose any problems, and aid in getting the help needed to learn the material. Therefore, if a student scores below 75 on a daily assignment and works to master those same TEKS that were assessed on the daily assignment, it is recommended that the grade be changed to reflect mastery of those TEKS or that content before the end of the six weeks. Daily grades should be based on individual student performance and not on whole class performance and behavior. Homework is an example of a daily grade and should not make up the entire category. The purpose of homework is to practice, prepare, and extend the classroom learning. Students should be able to complete homework assignments on their own or with minimal parental support. A student's economic status should not impede his or her ability to successfully complete or score well on a homework assignment. Students' daily grades shall not be penalized for disciplinary reasons.

**Major Grades:** The purpose of major grades is to evaluate student mastery of the information or skills. Major grades evaluate mastery of TEKS, concepts, understanding, and district objectives. Students' grades shall not be penalized for disciplinary reasons. In courses for high school credit, assignments and assessments taken as major grades (see examples below) should be the same by campus within a course.

The list below provides examples of typical daily and major grades. Although this list contains several examples, it should not be considered an all-inclusive list. A variety of other assignments may be used in each category.

Examples of Daily Grades	Examples of Major Grades
Homework Journals Lab activities/reports Learning Centers/stations Notebooks Oral assessment Practice items Quizzes Writing process Computer Activities	Compositions Lab reports Performances Portfolio (these can be original works or works to show mastery after a reteach/reassess) Presentations Research projects Special projects with rubric Tests District Based Assessments Writing process

**Missing Assignment Grades:** Missing assignments shall be assigned the grade of 'M'. The grade of M indicates that the assignment is missing. The M grade will count as a zero in the student's average.

**Homework:** Homework is for the purposes of independent practice, extension, and enrichment of topics covered in class. Assignments must be related to state and/or local curriculum standards. While students should be able to complete homework assignments independently, parents are encouraged to oversee the assignments. Homework will not be assigned or created as a consequence for misbehavior. A student's lack of resources should not impede his or her ability to successfully complete or score well on a homework assignment. Teachers are expected to provide timely feedback on homework assignments. Grades should also be posted in a timely manner (see the bottom of page 6 for more details).

**Maximum Homework Time Allocations:** Campuses are expected to adhere to the maximum time allocations per night and ensure that homework is aligned to the level of rigor indicated by the district curriculum and the TEKS/SE.



Elementary K-5 include:

K	1	2	3	4	5
10 minutes	20 minutes	30 minutes	40 minutes	50 minutes	60 minutes

Elementary teachers are expected to collaborate within the grade-level to ensure the time allocation is not exceeded for all subjects combined. Principals are expected to ensure that collaboration is occurring to ensure adherence to the time allocation.

Middle School 6-8 include:

- Regular Core and Elective Classes – 20 minutes maximum per class
- INQUIRE, Odyssey, and Pre-AP classes will require more time
- Faculty members are expected to collaborate to ensure the total time allocation does not exceed 1½ hours. Principals are expected to ensure that collaboration is occurring to ensure adherence to the time allocation.

High School 9-12 include:

- Regular Core and Elective Classes – 30 minutes maximum per class
- Pre-AP, Honors, Dual Credit, AP, and IB classes will require more time
- Faculty members are expected to collaborate to ensure the total time allocation is not excessive. Principals are expected to ensure that collaboration is occurring to ensure adherence to the time allocation.

### **ELEMENTARY Late Assignment/Late Work**

**Late Assignments/Late Work:** The Late Assignment/Late Work penalties apply only to students who are in attendance, but fail to turn work in on time. Late work penalties will be **no more severe than** those below:

	<b>Daily Grades</b>	<b>Major Grades/Long Range Projects</b>
K-1	No work is considered late if submitted within a six-week grading period.	
2-5	<p>Maximum Penalty:</p> <p><b>The teacher may use discretion regarding the extension of the late work rule due to extenuating circumstances.</b></p> <ul style="list-style-type: none"> <li>● Daily work that is 1 - 2 days late will be accepted without penalty.</li> <li>● Late daily work will be accepted with a penalty of up to 10 points off a 100-point scale, which means up to 10</li> </ul>	<p><b>The teacher may use discretion regarding the extension of the late work rule due to extenuating circumstances.</b></p> <ul style="list-style-type: none"> <li>● On long-range major projects or announced tests where the due date is established well in advance, the student may be penalized up to 10 points on a 100-point scale, or if another scale is used, 10% per day for each day beyond</li> </ul>

	<p>points per day, or if another scale is used no more than 10% off for each school attendance day late.</p> <ul style="list-style-type: none"> <li>Late work must be submitted within the grading period.</li> </ul>	<p>the due date.</p> <ul style="list-style-type: none"> <li>Late work must be submitted within the grading period.</li> <li>Every effort should be made to complete the work for partial credit.</li> </ul>
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Exceptions to the late policy may be made for students assigned to an alternative educational setting.

### SECONDARY Late Assignment/Late Work

**Late Assignments/Late Work:** The Late Assignment/Late Work penalties apply only to students who are in attendance, but fail to turn work in on time. Late work penalties will be **no more severe than** those below:

	Daily Grades	Major Grades/Long Range Projects
6-12	<p>Maximum Penalty:</p> <ul style="list-style-type: none"> <li><b>The teacher may use discretion regarding the extension of the late work rule due to extenuating circumstances.</b></li> <li>Late daily work will be accepted with a penalty of up to 10 points off a 100-point scale, which means up to 10 points per day, or if another scale is used, no more than 10% off for each school attendance day late.</li> <li>Late work must be submitted within the grading period.</li> </ul>	<ul style="list-style-type: none"> <li><b>The teacher may use discretion regarding the extension of the late work rule due to extenuating circumstances.</b></li> <li>On long-range major projects or announced tests where the due date is established well in advance, the student may be penalized up to 10 points on a 100-point scale, or if another scale is used, 10% per day for each day beyond the due date.</li> <li>Late work must be submitted within the grading period.</li> <li>Every effort should be made to complete the work for partial credit.</li> </ul>

**Retest/Reassessment:** Reassessment should be offered to allow a student another chance to show mastery after he/she has failed an exam. After re-teaching occurs, the reassessment option may include a formal or informal measure deemed appropriate by the teacher/course level for evaluating the skill or concept. The teacher will make every effort to allow the student to be reassessed as soon as possible. A reassessment must be completed prior to the next exam.

Elementary and Middle School students (K-8) who score 75 or below will be given an opportunity to retest in order to earn up to a 75. If the reassessment is administered, the higher grade must replace the lower one with a maximum grade of 75. Students will have only one

opportunity for reassessment per failing test grade. The reassessment option is not available for semester exams or district STAAR simulations.

Students in high school courses who score 75 or below will be given an opportunity to retest in order to earn up to a 75. If the reassessment is administered, the higher grade must replace the lower one with a maximum grade of 75. Students will have only one opportunity for reassessment per failing test grade. The reassessment option is not available for semester exams or district STAAR simulations.

**Extra Credit:** Extra credit must be related to the TEKS in that subject. If Extra Credit is offered, it must be made available to all students in that course by campus. Extra Credit or grades may not be given for clerical tasks such as giving a student “100” for bringing canned goods, Kleenex, fundraising, etc. If the extra credit assignment creates a financial or transportation burden on the student, an alternative extra credit will be given.

**Make-up work for all absences:**

Students shall be expected to make up assignments and tests after absences. Within this framework, the maximum time allowed shall be determined at the discretion of the teacher according to the individual circumstances with a minimum of 1 day for each day of absence plus at least one day to complete and turn-in make-up work for full credit. A penalty may be assessed for any assignments or tests not made up within the allotted time. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. If the assignment was made prior to the absence, the teacher may require the work the day the student returns.

**School-Sponsored Activities:**

Students should make every effort to gather and complete work prior to a school-sponsored absence. Time allowed for make-up work due to a school-sponsored activity should be in accordance with the make-up work for all absences.(See section entitled: **Make-up work for all absences:**)

The district shall not impose a grade penalty for make-up work after an absence because of suspension.

**Minimum Number of Grades:**

For each six-week report card period, the minimum number of grades to be used in calculating the six-week average for each core subject and/or course is as follows:

**Grades PK:** Developmental Checklists will document student’s current level of proficiency per six weeks.

**Grades K:** The standards-based report card will document student’s current level of proficiency per six weeks.

**Grades 1-2:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Writing - LA</b>	<b>Reading</b>
<b>Daily Grades</b>	7	7	7	7	7
<b>Major Grades</b>	3	0	0	3	3

**Grades 3-4:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Writing - LA</b>	<b>Reading</b>
<b>Daily Grades</b>	10	7	7	7	7
<b>Major Grades</b>	3	3	3	3	3

**Grades 5:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Writing - LA</b>	<b>Reading</b>
<b>Daily Grades</b>	10	10	7	7	7
<b>Major Grades</b>	3	3	3	3	3

**Grades 6-12:**

	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Language Arts</b>	<b>Electives</b>
<b>Daily Grades</b>	10	10	10	10	10
<b>Major Grades</b>	3	3	3	3	3

At least **2 daily grades (including graded homework) must be recorded in the online grading system per week** until the minimum number of grades is met. Due to school holidays,

testing schedules, and other special circumstances, deviations from this requirement will occur with administrative approval. **By the end of the 3<sup>rd</sup> week progress report, at least 1 major grade must be recorded in the online grading system. At least 2 major grades must be recorded in the online grading system by the end of the 5<sup>th</sup> week of the six weeks. Each major grade must be a separate grade.** Each major grade should only count once in order to avoid penalizing students unreasonably for the same assignment.

All grades taken shall be recorded in the electronic grade book for grade levels K-12 within a week of being collected. However, major projects, research papers, and similar student work may take longer than a week to grade due to the nature of the grading process.

### Grading Scales

Grades may be calculated on Daily and Major Grades in one of the following methods:

1. **Numerical grades:** A 100 is the highest grade that can be recorded. The lowest passing grade is 70. The grading scale is:

A = 90-100

B = 80-89

C = 70-79

F = Failing (Below 70)

2. **Elementary grades:** (music, art, and physical education)

E = Exceeds Expectations

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

3. **Transfer Grades\***

### Grade Equivalents

Grade equivalents: (To be used for Transfer-In Grades only)

A+ = 100	C+ = 79
A = 95	C = 77
A- = 90	C- = 75

B+ = 89	D+ = 74
B = 85	D = 72
B- = 80	D- = 70
E = 95	F = 65 (Failing 69 and Below)
S = 85	WF = 65
N = 75	WP/P= 85
U = 65	

### **Intra-District Transfers**

Students that have transferred from one Bryan ISD campus to another or have transferred from one class to another within the same campus are considered intra-district transfers. Grade information for these students will be obtained from the *Classwork* screen, located in the [Teacher Access Center \(TAC\) student drawer](#).

Teachers will use this grade information to assign the student a “walk-in-grade” for assignments prior to the student’s enrollment in the class. For intra-district transfers, Teacher Access Center has built in functionality for moving grades. Refer to the TAC help documents for instructions on how to utilize these features. In cases where this functionality is not available, the “walk-in-grade” should be entered manually for the assignments due prior to the student’s enrollment in the class.

### **Out of District Transfers**

Teachers will use grade information from the previous district, if provided, to assign the student a “walk-in-grade” for assignments prior to the student’s enrollment in the class by manually keying in the “walk-in” grade for all assignments. Teacher discretion should be used in instances where course work grades are not received from the previous district.

\*For transfer grade situations not addressed above, questions should be directed to the campus lead counselor who will then contact the Director of Counseling Services.

## Calculating Progress Report & Six Week Averages

### Report card and/or progress report average:

**Pre-Kindergarten** Progress in demonstration of prekindergarten skills will be reported to parents as “M” — most of the time, “S” — still developing, “NY” — not yet, and shaded spaces to indicate that a skill has not been evaluated during the grading period.

**Kindergarten** Progress in demonstration of kindergarten skills will be reported to parents as “3” — Mastery/Developed, “2” — Progressing/Still Developing, and “1” — Improvement Needed, “X” — Not assessed at this time.

The District will report progress to parents as numerical scores.

Numerical grades will be reported on a scale of 0 to 100 with 70 as the passing standard.

**Grades 1-8** The following percentages apply for report card grade calculation:

40% Daily Grades

60% Major Grades

In high school courses offered at middle school, the high school grading guidelines will apply.

**Grades 9-12** In grades 9-12, the following percentages apply for report card grade calculation:

Basic* or Regular Courses	Academic Courses ** (Honors, Pre-AP/IB)	Advanced Courses** AP/IB
40%	30%	20%
60%	70%	80%

\* Unless otherwise determined by a student’s IEP goals and objectives.

\*\* Deviations from these percentages must be course specific, district-wide, and approved at the district level. (See appendix attachment)

## Calculating Yearly Averages

**Grades 1-8** The yearly average for a subject shall be calculated by adding the six week grades and dividing by six.

High school courses taught in middle school shall calculate the yearly average by following the guidelines for grades 9–12.

**High School Courses** The semester grade high school work for which a Carnegie Unit of credit is earned shall be calculated from the six-week grades and the final exam. The average of the six-week grades shall count as 80 percent of the semester grade, and the final exam shall count as 20 percent of the semester grade.

For level I foreign languages that are taught in a two-year sequence in the middle school, the average of all six-week grades shall count 80 percent of the semester grade.

Students who do not take semester examinations shall not receive course credit as a result of not completing the course requirements. If a student misses a semester exam, it shall be the teacher's responsibility to provide a copy of the exam and an answer key for the makeup test. It shall be the Principal's responsibility to establish a makeup date for the final exam.

When a student fails the first semester of a two-semester course, then semester averaging will be used. The two semesters will be added together and divided by two to obtain an averaged semester grade. Semester averaging will only be used when the student fails the first semester, passes the second semester, and the average of the two grades is 70 or above.

**End of Course Tests and Course Credit** The following scenarios will determine credit recovery for High School courses with End of Course Exams, such as English I, English II, Algebra I, Biology I, and U.S. History:

- If a student fails the course and the End of Course test, he or she will re-take the course, receive acceleration, and re-take the End of Course test.
- If a student passes the course and fails the End of Course test, he or she will receive acceleration and re-take the End of Course test.
- If a student fails the course and passes the End of Course test, he or she will be eligible for credit recovery through summer school or a lab class.



**Final Exams** following criteria:

Exemptions from semester exams shall be allowed in accordance with the

A student’s grade classification at the beginning of the year shall determine the number of exemptions for which the student is eligible.

If all other eligibility criteria have been satisfied, a student shall be eligible for a maximum number of semester exemptions according to the following:

**EOC tested courses are not eligible for exemptions at the end of the fall semester.**

	Fall Semester	Spring Semester
9	n/a	4
10	n/a	4
11	2	4
12	2	7

A student in grades 9–12 with three absences during the semester must have a grade average of 90–100 in the course in order to be eligible for exemption. A student in grades 9–12 with two absences during the semester must have a grade average of 80–89 in the course to be eligible for exemption. A student’s excused absence in grade 11 or 12 to visit an accredited institution of higher education shall not count against his or her eligibility for exemptions. [See FEA]

A student who has violated the Student Code of Conduct during the semester shall not be eligible to be exempt from any semester exams.

**Graduation and End of the Year**

**Senior Status** The name of any senior who is in danger of failing a class shall be removed from the eligible graduation list during the final semester of the year. Each teacher shall be responsible for notifying the appropriate office of the need to remove a student’s name prior to the beginning of semester exams. When a student’s performance on the final exam is significantly different from his or her performance during the semester and would result in a failing average, the principal shall have the authority to require the student to retake a final exam prior to participation in graduation ceremonies.

### Grading Guidelines Appendix

Course Name	Major-Daily
2-Dimensional Design AP	80-20
3-Dimensional Design AP	80-20
Pre-AP Algebra I	70-30
Pre-AP Algebra 2	70-30
AP Drawing	80-20
Pre-AP Geometry	70-30
Art History AP	80-20
Art/ Film IB HL	80-20
Art/Film IB SL	80-20
Biology IB HL	70-30
Biology IB SL	70-30
Biology II AP	60-40
Biology, Pre-AP	60-40
Calculus AB AP	80-20
Calculus BC AP	80-20
Chemistry IB HL	70-30
Chemistry IB SL	70-30
Chemistry II AP	60-40
Chemistry, Pre-AP	60-40
Computer Science AP	80-20
Computer Science IB	80-20
Conceptual Physics IB	70-30
English I, Pre-AP	60-40
Pre-AP English II	60-40
English III AP	70-30
English III Honors	60-40
English III IB	70-30
English III IB HL	70-30
English IV AP	70-30
English IV IB	70-30
English IV IB HL	70-30
European History, AP	80-20
French IB SL 1	80-20

French IB SL 2	80-20
French IV AP	80-20
German IB HL 2	80-20
German IB SL 1	80-20
German IV AP	80-20
Government AP	70-20-10
History IB HL	70-15-15
Latin IB SL 1	80-20
Latin IB SL 2	80-20
Latin IV AP	80-20
Macroeconomics AP	60-20-20
Math IB 2B	80-20
Math IB SL 1B	80-20
Math Studies IB SL	80-20
Microeconomics AP	60-20-20
Music IB HL	80-20
Music IB SL	60-40
Physics IB HL	70-30
Physics II AP	70-30
Pre-AP Precalculus	70-30
Spanish IB SL 1	80-20
Spanish IB SL 2	80-20
Spanish IV AP	80-20
Spanish V AP	80-20
Statistics AP	80-20
Theory of Knowledge I	80-20
Theory of Knowledge II	80-20
US History AP	70-15-15
US History Honors	70-30
Visual Arts IB HL	80-20
Visual Arts IB SL	80-20
World History AP	80-20
World History Honors	70-30