

Section I – Information for Students and Parents

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Dr. Thompson at 254-746-7145.

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 learning, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

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 fewer than 90 percent of the days the class is offered will be referred to the attendance review committee (ARC) to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the ARC 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 religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

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

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

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

Parent's Call and Note Regarding an Absence

When a student must be absent from school, the student's parent should call the school office, give identifying information, and explain the reason for their child's absence. Additionally, the student - within five days of their return to school - must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Unless the absence is for a documented holy day or is the result of a health-care appointment, it will still be counted as an absence for both compulsory and credit purposes. With an acceptable note explaining the absence, the student will be allowed to make up missed work. Absences not explained by an acceptable note will be considered "unexplained." Students with "unexplained" absences run the risk of not being allowed to make up work missed as a result of the absence or of having points subtracted from the grade of the make-up work. Furthermore, they are subject to detention or other consequences as assigned by the ARC.

Absences and Extracurricular Participation

A student who is absent from school for any reason other than an absence approved by the building principal or without prior approval of the administration shall not be allowed to participate in any extracurricular or school-related activities on that day or evening.

Late Arrival

Students must report immediately to the office and sign in if they have arrived after the start of school. They will be sent to class with a note from the office with the time they signed in. A student that arrives after the first 20 minutes of class is considered absent for that class period. A student will be allowed one late arrival tardy per semester. Detention may be assigned upon subsequent tardies.

Awards and Honors

Award assemblies will be held at the end of Six Week grading periods, after UIL participation, and at the end of the semesters. These assemblies will be scheduled and publicized through student newsletters and other media. Parents, grandparents, and students' friends and family are invited to attend the assemblies. Students will be honored for academic achievement, prompt and regular attendance, outstanding behavior and citizenship, and other remarkable accomplishments.

Bullying/Harassment

BISD believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination or bullying. 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, religion, color, national origin, gender, sex, or disability. [See policy FFH.] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; 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, in the superintendent's office, and online at www.bremondisd.net in Section FFH (LOCAL).

Examples of prohibited discrimination, harassment, and bullying 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, 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. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Cafeteria

BISD provides a cafeteria for grades Pre-K through 12, and participates in the National School Lunch Program. Free and reduced price meals are available based on financial need. Parents are encouraged to complete a confidential application to determine if their student qualifies for the program. The school benefits when students qualify and participate in the lunch program. Contact Margaret Smith at 254-746-7145 for more information about the program. [COB (Local)]

Students may bring a sack lunch or may purchase a lunch from the school cafeteria. Students are encouraged to pre-pay for meals using the Bank-a-Meal program which works similarly to a checking account. Parents may send money to the school office or cafeteria director in the Bank-a-Meal envelope with the student's name written on the front. Individual or family accounts can be arranged. When the student purchases a meal, the cost of the meal will be deducted from their pre-paid account. When the student's account balance becomes low, a reminder and a Bank-a-Meal envelope will be sent home with the student.

All students will be served a lunch regardless of ability to pay. Students may be allowed to charge for a hot lunch plate, but may be denied access to the snack bar if they have a substantial charge balance. Furthermore, a student with a substantial charge balance may be served an alternate meal of peanut butter/jelly sandwich, milk and a piece of fruit.

BISD follows the federal and state guidelines regarding Foods of Minimal Nutritional Value (FMNV) which limits the sale or service of such foods during the area of the cafeteria and during the time allotted and just previous to lunch consumption. [For more information, see policy CO.]

Cheerleading

The duties of the BMS cheerleaders are to support all phases of athletic endeavors, to promote among the student body an attitude of unity, pride, good sportsmanship and spirit, and to support the faculty and administration of the school.

Students in the 7th and 8th grade are allowed to participate in cheerleading after students and their parents sign a *Cheerleading Contract*. Students must have a 70 average overall in order to participate in cheerleading. Cheerleaders must adhere to the eligibility rules as passed by House Bill 72 (Pass-Play Rule).

All squad members must abide by the rules set forth by the sponsor and the principal. Students placed in In-School Suspension or the Disciplinary Alternative Education Program will not be allowed to participate in cheering activities during their assignment to DAEP or ISS.

Child Abuse and Neglect

Pursuant to Chapter 34 of the Texas Family Code, any person who suspects that a child has been abused or neglected by a person responsible for the child's care, custody, or welfare must report the suspected abuse or neglect to:

- The Department of Child Protective Services - 979-828-5955
- Any local or state law agency - 979-828-3299
- Any state agency that operates, licenses, or registers a facility in which abuse or neglect is suspected.

Complainants must make a verbal report as soon as they learn of abuse or neglect or their likelihood. Professionals must make a verbal report within 48 hours of first suspecting abuse or neglect.

Section 34.02 of the TEC defines teachers as professionals. Teachers are specifically required by Texas law to report suspected abuse or neglect or risk prosecution.

Class Schedules

Students can, with the consent of their parents, request a schedule change within the first 10 days of the school year/semester. The campus principal and counselor will consider the feasibility of the request based on class size and scheduling flexibility.

Complaints and Concerns (Also see Grievance Process)

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

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 formal request for a conference should be sent to the superintendent according to the timeline within the policy. If still unresolved, the district provides for the complaint to be presented to the BISD Board of Trustees.

Computer Resources

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources. Violations of the computer user agreement may result in withdrawal of privileges and other disciplinary actions. Furthermore, students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

Conduct

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. [For additional information, see the separate booklet *Student Code of Conduct*.]

Confiscated Property

Students may not bring to school those items which are inappropriate or which are specifically against school rules. BISD reserves the right to confiscate these items and make disposition of the items according to the following guidelines:

- Cigarettes, matches, disposable lighters, weapons, and all tobacco products will not be returned.
- Video games, CD players, radios, tape recorders, pagers, cellular phones, unauthorized electronic devices, cameras, and all other confiscated properties will be returned accordingly:
 - a) 1st offense... Call to parent... item released to parent only.
 - b) 2nd offense... \$10.00 fee paid to BISD for return of property.
 - c) 3rd offense... \$50 fee paid to BISD for return or items held until end of semester
 - d) 4th offense... Items not returned until end of the school year.

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. Furthermore, students should be clear of a fever for 24 hours before returning to school. Likewise, students should not return to school until 24 hours has passed since the last episode of vomiting. [See FFAD (Legal).]

The school nurse can provide information from the Department of State Health Services regarding contagious diseases.

Corporal Punishment

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

Counseling

Academic Counseling

Students and their parents are encouraged to talk with the school counselor or principal to learn more about course offerings, electives, and TAKS testing requirements related to promotion. Each spring, students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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 voice a request to that effect to a teacher, principal, or the counselor.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment with a student without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to FFE (LEGAL) and FFG (EXHIBIT).]

Credit by Examination

A student who has previously taken a course or subject - but did not receive credit for it - may, in circumstances determined by the teacher, counselor, principal 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, homeschooling, correspondence courses, or independent study supervised by a teacher.

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

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, contact the counselor and see policies EEJA.]

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

The testing dates for the school year will be publicized in the community newspaper and in school newsletters. If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB (LOCAL).]

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 BMS newsletter, "Tiger Times," and the BISD yearbook, "El Tigre," are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials... from Students

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

Nonschool Materials... from Others

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

The campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in GKDA policy, may be made available or distributed to students or others at the principal's campus.

Dress Code

See the *Student Code of Conduct* for details regarding appropriate dress and personal appearance for students.

Drug-Free Schools

BISD believes student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a *Student Code of Conduct* that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. [For more information, reference the *Student Code of Conduct*.]

Drug Testing

BISD requires drug testing of any student in grades 7-12 who chooses to participate in school-sponsored extracurricular activities. A student participating in these activities shall be tested for the presence of illegal drugs and alcohol at the beginning of the season in which the student first participates. In addition, students shall be randomly tested throughout the school year.

School-sponsored extracurricular activities for which testing is required include, but are not limited to, the following:

- All UIL events/activities including academics, music and athletics
- Art Club
- Band
- Cheerleading
- Class officers
- FCA
- 4H

The purposes of the drug-testing program are to help enforce a drug-free educational environment, deter student use of illegal and performance-enhancing drugs or alcohol, and educate students regarding the harm caused by the use of the illegal and performance-enhancing drugs or alcohol.

The district shall provide each parent and student a copy of the drug-testing policy and consent form prior to the student's participation in an affected area of extracurricular activity. [For more information, see the separate brochure dealing with drug testing.]

Early Dismissal/Release or Illness

Students who will be leaving school during the day due to a medical appointment, etc. should bring a note from their parent that morning. The note should state the time that the student will be leaving. The student should bring the note to the campus secretary that morning so that arrangements can be made for the student's release at the designated time.

Only with the permission of the principal or superintendent may any student leave campus. They must sign out of school. The "sign out" sheet will be kept in the principal's office for verification. [FEE (LOCAL).] The time and reason for leaving must be valid for approval. Unless the administrator has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

Students who are "signed out" by their parent during the school day become the responsibility of their parent. The student should remain under their parent's supervision until they are taken off campus. Students who are "signed out" should not remain on campus without parental supervision. If students return to school before the end of the day, they must sign back in at the front office.

Students who become ill during the day must obtain teacher permission to report to the nurse's office. The nurse will make the decision whether or not the student will be sent home and will attempt to contact the student's parent or designated emergency contact. The nurse will make the attendance clerk aware that a student has been sent home with medical excuse. If the student is sent home by the nurse as a result of fever or other signs of contagious illness, the absence(s) will be considered excused.

Electronic Devices

Students are not permitted to possess such items as radios, iPods, CD players, tape recorders, camcorders, DVD players, cameras, or other electronic devices or games at school unless prior permission has been obtained from the principal. Without such permission, school personnel will collect the item and turn it in to the principal's office. The principal will determine the disposition of the matter. [See "Confiscated Property" in this handbook.]

The district prohibits the use of all telecommunication services including cellular phones, pagers, and beepers at school during the instructional school day. Students may be allowed to possess such services; however, they may not be visible and must remain turned off during the instructional school day. Otherwise, they may be confiscated and turned in to the principal's office.

Emergency Drills

Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must quickly, quietly, and in an orderly manner follow the direction of teachers or other personnel in charge.

Disaster and Severe Weather Emergency Procedures

- In the event of a tornado or severe weather, the office will issue an announcement. If the electricity is off, runners will be dispatched.
- All students and faculty will go into the halls and sit in a tucked position with their hands or a book over their heads, having their backs to the southwest wall.

Teachers will observe the following general rules:

- Try to place students in the southwest corner since debris will usually fall in the northwest corner.
- Whenever possible, students should be kept away from windows and glass.
- Remain as calm as possible.

[All emergency drills and procedures are in accordance with the district's Multi-hazard Emergency Operations Plan.]

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity when the parent cannot be contacted, the school would need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked to complete an emergency care consent form annually and to keep the information (name of doctor, emergency phone numbers, allergies, etc.) on the form current and updated. These forms will be maintained in the school clinic by the school nurse. [See policy FFAC.]

Extracurricular Activities, Clubs, and Organizations

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

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

- A student who receives, at the end of a grading period, a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- 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 up to 10 absences for a class during the school year for extracurricular absences. Additionally, the District shall permit an unlimited number of absences for competitions and performances sponsored by other organizations approved by the Board. Any disciplinary-related restrictions on participation are set out in the *Student Code of Conduct*. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence. [See policy FM (LOCAL).]

Each student participating in extracurricular activities must have parent approval and those in sports must have a physical exam. The school is usually able to secure the physical exams on a date prior to the beginning of school. Students who do not get a physical exam with the group must make their own arrangements and bear the cost. If the school is unable to secure the service without charge, the expense will be borne by the student.

Students involved in extracurricular activities who are absent from school for any reason other than absences approved by the building principal or without prior approval of the administration, may not be allowed to participate in school-related activities on that day or evening. Students involved in Level III or higher infractions of the *Student Code of Conduct* may not be allowed to participate in school-related activities for a period to be determined by the appropriate administrator.

Sponsors of student clubs and performing groups 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.]

Facility Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Unless a teacher or sponsor overseeing the activity gives permission and is present to provide supervision, a student will not be permitted to be present in other areas of the building or campus before or after the instructional day.

The cafeteria and the adjacent restrooms are open to students beginning at 7:15 a.m. Between 7:30 and 7:40 a.m., students are permitted to go to their lockers or to one of their teachers' classrooms to attend tutorials; however, students should not congregate or loiter in the hallways after going to their lockers. Between 7:40 a.m. and 7:55 a.m., students are to be in a classroom for tutorials or waiting in the school cafeteria. At 7:55 a.m., students may report to their first period class.

After dismissal of school in the afternoon, and unless involved in an activity under the direct supervision of a teacher, students must leave campus immediately. The school can not be responsible for the safety or supervision of students following the dismissal of school after 3:45 p.m. Arrangements should be made for students to be picked up from school before that time. [For further information, see policies FM and FO.]

Fees

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal P.E. and athletic equipment and apparel.
- Musical instrument rental or repair/replacement costs of school-owned instruments.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Summer school for courses that are offered tuition-free during the regular school year.

- 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.
- Fees for lost or damaged textbooks.
- Replacement fee for lost student planners.

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

Field Trips

Occasionally, teachers or administrators will schedule off-campus field trips in order to provide varied learning experiences for students. Parental notification will be made and parental permission will be sought before students are taken on field trips. Care will be taken to ensure student safety on field trips. Students are expected to follow all guidelines listed in the *Student Code of Conduct* while on a field trip.

Grade Reporting

Written reports of students' grades shall be issued to parents at least once every six weeks. These will be sent home with students on the following dates:

1. October 11, 2007
2. November 15, 2007
3. January 10, 2008
4. February 28, 2008
5. April 24, 2008
6. June 5, 2008 (Available for pick-up at the school office after June 5.)

Parents should sign the report card and return it to school with their child. Students should turn report cards in to their first period teacher.

If a student has grades on the report card that have fallen below 70 (failing), the parent is requested to schedule a conference with the teachers of those subjects within a week of the receipt of the report card. Students with a failing grade are required to attend either before school or after school tutorials with the teacher of that subject. [TEC 29.084]

Additionally, parents will be notified at the 3-week mark, in the middle of the 6-week grading period, if their child's average has shown a sudden drop, or is near or below the passing mark of 70. Progress reports will be mailed to parents. These reports should be signed and returned to the school office within three days.

Teachers follow grading guidelines that have been approved by the superintendent and that are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA.]

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

Grievance Process

There are proper channels for all complaints. Any person having a grievance to be filed in the school district shall first have a conference with the individual closest to the problem. If satisfactory adjustments are not made, they should go to the next person in line of authority. Failure to do so could hinder the complainant's chances of an adequate settlement.

The student or parent should discuss the complaint with people in the following order:

If the problem concerns a child:

1. Teacher
2. Principal
3. Superintendent
4. Board of Trustees

If the problem concerns a teacher:

1. Teacher
2. Principal
3. Superintendent
4. Board of Trustees

If the problem concerns administration or school business in general:

1. Campus Administrator
2. Superintendent
3. Board of Trustees

For those complaints and concerns that may require a formal complaint, 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 superintendent's office at 601 W. Collins or on the District's website at www.bremondisd.net.

Health-Related Matters

Annual Physical Assessments

School districts are required to administer annual physical assessments for all students enrolled in grades 3-12 beginning with the 2007-2008 school year. The assessment instrument must be adopted by the commissioner and used in assessing student physical fitness. Districts must compile assessment results and provide a summary of the results to TEA. TEA will analyze the results to identify any correlation between the results and student achievement, attendance, obesity, discipline, and school meal programs.

Immunizations

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, Immunization Branch, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physical-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

Insurance

Student insurance is provided by BISD covering a student for in-school and school-sponsored activities where an adult supervisor is present. The coverage is defined as "secondary coverage" and will pay only after the family coverage has met its payment coverage. If there is no family coverage, the school policy

will pay a scheduled amount. The school will not be responsible for payment of medical bills not paid by the insurance company. There is an element of risk in any sport activity that cannot be assumed by the school.

Medicine at School

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
 1. Prescription medication, in the original, properly labeled (with student's name) container, provided by the parent, along with a written request.
 2. Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 3. Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 4. Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 1. In accordance with the guidelines developed with the district's medical advisor, and
 2. When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

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 the 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 more information, see policies at FFAC.]

PE

Effective in the 2007-2008 school year, students in grades 6-8 will be required to participate in 30 minutes of daily physical activity for at least four semesters. As all sixth grade students take P.E., they have obtained two of the four required semesters by the beginning of seventh grade. Seventh and eighth grade students must obtain two more semesters of P.E. credit before exiting middle school. It should be

noted that students in Band can acquire one semester of P.E. credit each school year if they participate in marching band instruction during the Fall semester.

A parent note indicating a need for a student to be inactive in P.E. will be valid for three (3) consecutive days of student inactivity. The following must be written on the note:

- 1) the date(s) of the inactivity,
- 2) the student's name,
- 3) the reason for the inactivity,
- 4) the parent's signature.

Student inactivity for more than three (3) consecutive days requires a doctor's note with guidelines stating when the student shall return to full or limited activity.

Student inactivity for more than five (5) days during a six weeks period will require a parent conference with the physical education teacher, school nurse, and/or campus principal. For more information, see Texas SB 530. For students involved in athletics, see the Bremond Tiger Athletic Code.

School Health Advisory Council

BISD will be organizing a School Health Advisory Council (SHAC) during the 2007-2008 school year. The duties of the SHAC will 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, and employee wellness. BISD did not have any meetings of the SHAC during the 2006-2007 school year.

Higher Education and Career Information

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [EIF] BISD hosts a Career Day to which representatives from local colleges and universities, prospective employers, military recruiters, and community businesses are invited. These guest presenters share information with interested students regarding college and career opportunities. Also, seventh grade students receive information regarding career paths in a semester-long Career Investigation class. Additionally, eighth grade students take a career inventory and aptitude test which provides insight that can help them in planning their high school course schedules as well as planning for higher education/career opportunities following graduation.

Homeless Students

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Rosemary Wilganowski, at 254-746-7145.

Homework

In addition to assignments completed in the classroom, students may be assigned work assignments to be completed during after-school hours. Homework may consist of short-term assignments to be completed overnight before the class meets the next day or in long-term projects which will not be due for a specified amount of time. Homework assignments should be related to the TEKS taught in classroom instruction and should be age-appropriate in terms of difficulty and with regards to the length of time required for completion.

Legal Rights of Students

Drug Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. Any 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.

Questioning of Students

By School Officials

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

By Officers of the Law

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.

Lockers

Lockers are school property and remain under the control and the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of their lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. The lock combination or spare key need to be turned into the office. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not

students are present. Parents will be notified if any prohibited items are found in students' lockers. Student articles are not to be placed on top of the lockers.

Lost and Found

Textbooks and other articles found on campus are to be turned in to the school secretary in the office. Students are urged to check frequently if they have lost articles. The school will dispose of all uncollected items at the end of each semester.

Make-Up Work

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. It is the student's responsibility for obtaining and completing the make-up work which they have been assigned as a result of their absence from class in a satisfactory manner and within the time specified by the teacher. Students should not rely on anyone else to contact the teacher in their behalf to obtain make-up work.

Students who have been absent for any reason are to turn in assignments on the due date if the assignment was made while the student was present in class. (Example: A project or term paper assigned two weeks before the absence would be due on the announced due date as scheduled.) Assignments made while the student was absent will be due in the same number of days they were absent plus one day. (Example: A student who was absent for two days should have all assignments completed and turned in on the third day back at school.) Tests assigned prior to a student's absence should be made up immediately upon the student's return to school. Students absent because of school-sponsored activities shall turn in class work on the day assigned or in advance.

If a student is absent for two or more days, a parent may call the middle school office to request the student's homework/classwork assignments. It is suggested that the request be made by 10:00 a.m. in order to have the assignments ready for pick-up at 3:00 p.m. [EHBC, EIA, FDC, FDD]

Pledges/Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC (LEGAL) for more information.]

Prayer

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

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. Middle school students must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: English/Language Arts (including Reading if required), Mathematics, Social Studies, and Science.

In addition, at certain grade levels, a student - with limited exceptions - will be required to pass identified portions of the Texas Assessment of Knowledge and Skills (TAKS). *Beginning with the 2007-2008 school year, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.* Parents of an 8th grader who does not perform satisfactorily on the

TAKS will be notified that their child will participate in special instructional programs designed to improve performance. These students will also be given two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal, teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students - some with disabilities and some with limited English proficiency - may be eligible for exemptions, accommodations, or deferred testing. Form more information, see the principal or counselor.

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 counselor, Rosemary Wilganowski, and policy EIF (LEGAL).]

Safety

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

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

School Closing Notifications

Mr. Ellis, BISD Superintendent, will make the determination if schools should be closed due to incimate weather. In the event that schools need to be closed, students and parents will be notified on TV channel 10 (KWTX) and radio station 95.7 FM or 1230 AM (KWTX).

School Pictures

Pictures are taken twice a year for the entire student body. The Fall pictures are used for the school yearbook and are taken at no charge to the students. Packets of those photos will be made available for personal purchase by the students if they so choose. Pictures will also be made in the Spring... these can be purchased by students after they are given an opportunity to view the proofs.

Special Programs

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. Students or parents with questions about these programs should contact the counselor or the principal.

If a student is experiencing learning difficulties, the parent may contact a teacher or the school counselor to learn more about the Student Assistance Team (SAT) which is the screening system for support services used by BMS. The SAT will meet to review the student's achievement and current levels of functioning. Various interventions may be suggested to address the student's learning difficulties. If the student fails to respond to intervention and continues to exhibit learning difficulties, a referral for a full evaluation by the diagnostician may be made.

Student Records

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from campus to campus. Virtually all information pertaining to student performance including grades, test results, and disciplinary records is considered confidential educational records. Release is restricted to:

- By law, parents - whether married, separated, or divorced - unless parental rights have been legally terminated and the school was given a copy of the court order terminating those rights.
- School officials with legitimate educational interests.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls following withdrawal from this school.

Certain information about BHS students is considered "directory information" and will be released to anyone who follows proper procedures for requesting it. That information includes:

- Name
- Address
- Telephone
- Date and place of birth
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Enrollment status
- Honors and awards received in school
- Most recent previous school attended
- Email address

The parent may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days of the student's first day of the current school year. [See acknowledgement form in Required Forms.]

The principal is the custodian of all records for currently enrolled students. A parent may review records during the regular school hours. The principal will respond to reasonable requests for explanation and interpretation of the records. [See policy FL (LOCAL).] Parents can request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the District shall inform the parent of the right within 30 school days to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the District. These comments will become part of the official records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade through this process. Complaints of that nature are handled through the Complaints and Concerns/Grievance Process outlined elsewhere in this handbook. [See policy FNG (LOCAL).] Parents have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.25 per page, payable in advance. Parents may be denied copies of a student's records if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Summer School

Summer school is sometimes offered to students who have failed to show adequate academic progress during the school year or to students with excessive absences. Students must demonstrate satisfactory completion of the required course of study offered during summer school and must have prompt/regular attendance (no more than 3 absences) in summer school in order to be placed in the next grade level.

TAKS

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

6th grade - Reading, Math

7th grade - Writing, Reading, Math

8th grade - Reading, Math, Science, Social Studies

For promotion requirements related to TAKS, see the section of this handbook entitled "Promotion and Retention."

Tardiness

Late Arrival

Students must report immediately to the office and sign in if they have arrived after the start of school. They will be sent to class with a note from the office with the time they signed in. A student that arrives after the first 20 minutes of class is considered absent for that class period. See the *Student Code of Conduct* for the outline of disciplinary actions taken as a result of tardiness.

Textbooks

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

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. The principal or sponsor, however, may make the exception if the parent personally requests that the student be permitted to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the district. [See policy FMG.]

School bus/School vehicles

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and subsequent changes are posted at the school in the office of the Transportation Director, Ronnie Groholski. Further information may be obtained by telephoning him at 254-746-7145.

Students are expected to observe all behavioral and safety guidelines while riding the school bus. (See the *Student Code of Conduct* for more detailed listings of guidelines.) Failure to follow behavioral or safety guidelines could result in a loss or suspension of bus-riding privileges.

If students are riding in a district vehicle equipped with seat belts, the seat belts should be fastened appropriately at all times.

Tutorials

Tutorials are offered to students both before school (7:30-7:55 a.m.) and after school (3:08-3:30 p.m.) by most teachers on most days. Additionally, a 30-minute period is set aside for tutorial assistance during most school days between 5th and 6th periods.

Vandalism

The taxpayers of Bremond ISD have made a substantial and sustained financial commitment for the construction and upkeep of our 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*.

Vending Machines

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines during prohibited times of the day. For more information regarding these policies and guidelines, see the superintendent. [See policies CO and FFA.]

Video Cameras

For safety purposes, video equipment will be used to monitor student behavior on buses and in common areas such as hallways and parking lots on campus. Students will not be told when the equipment is being used. The principal will review the video recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*. A parent who wants to view a videotape of the incident leading to the discipline of their child may request access in accordance with District policy.

Visitors to the School

Parents and others are welcome to visit Bremond Middle School; however, 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. Visits to individual classrooms during instructional time shall be permitted only with the principal's pre-approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. [See policies GKA (Local) and GKC (Local).]

Withdrawing from School

Students may be withdrawn from school only by a parent. BMS requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the school office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure they have a clear library record; to the clinic for health records; to the lunchroom to settle lunchroom accounts; and to the registrar to obtain a copy of their latest report card and so that the withdrawing student might provide a forwarding address and the name of their new school. Finally, the document will require the principal's signature. A copy will be given to the student and a copy placed in the student's permanent record.

Section II - Required Notices

Statement of Nondiscrimination

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

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

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

Mr. Hugh Ellis, Superintendent of BISD

601 W. Collins

Bremond, TX 76629

(254) 746-7145

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

Mrs. Rosemary Wilganowski, BISD Counselor

601 W. Collins

Bremond, TX 76629

(254) 746-7145

All other concerns regarding discrimination: Mr. Hugh Ellis, Superintendent of BISD

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 which are offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (254) 746-7145 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.
- Becoming a school volunteer. [For further information, see policies at GKG and contact Dr. Donna Thompson, BMS principal.]
- Participating in campus parent organizations.
- 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 Dr. Donna Thompson, BMS principal.]
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [For further information, see policies at BDF, EHAA, FFA, and contact Ms. Sara Williamson, School Nurse.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED.]

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, or 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, or ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

"Opting Out" of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and non necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical or screening permitted or required under state law. [See policies at EF and FFAA.]

Limiting the Display of a Student's Artwork and Projects

As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's website, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

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.

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.

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
- State assessment instruments that have been administered to your child

[See information entitled **Student Records** in Section I of this document.]

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 cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

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

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 that follows. [See 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 Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. See Mr. Hugh Ellis, Superintendent, for more information. [See policy FDB.]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL).]

Important Information for Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. Parents may request that the Student Assistance Team (SAT) meet to discuss possible interventions that may help the student be successful in the classroom. For more information, see **Special Programs** in Section I of this document or contact the school counselor, Rosemary Wilganowski.

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

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

An any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Rosemary Wilganowski at 746-7145.

Bacterial Meningitis

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

- **What is meningitis?**

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

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.
- **How serious is bacterial meningitis?**

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

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

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

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease.
- **What should you do if you think you or a family member might have bacterial meningitis?**

You should seek prompt medical attention.
- **Where can you get more information?**

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