



BIRDVILLE INDEPENDENT SCHOOL DISTRICT



# 2023-24 Secondary Student Handbook



THIS IS **MY** BIRDVILLEISD



6125 E. Belknap Haltom City, Texas 76117 | 817-547-5700 | FAX 817-838-7261  
[www.birdvilleschools.net](http://www.birdvilleschools.net)

# 2023-2024 SECONDARY STUDENT HANDBOOK



6125 E. Belknap Haltom City, Texas 76117 | 817-547-5700 | FAX 817-547-5530  
[www.birdvilleschools.net](http://www.birdvilleschools.net)

## Table of Contents

Board of Trustees .....	1
Cabinet .....	1
Secondary Schools .....	2
Middle Schools (Grades 6–8) .....	2
High Schools (Grades 9–12) .....	3
Strategic Objectives .....	4
Our Mission .....	4
Disclaimer .....	4
Special Notice Requirements .....	5
Alcohol, Drugs, Tobacco, and Weapons .....	5
Annual Asbestos Notification: 2023-2024 School Year.....	5
Assurance of Nondiscrimination.....	5
Directory Information .....	5
Proof of Child’s Identity .....	6
Public Notice.....	6
Parents Right to Know Public Notice .....	6
Academic Policies.....	7
Purpose and General Philosophy of Grading in BISD.....	7
Secondary Grading and Reporting Procedures .....	7
Averaging.....	7
Report Cards .....	8
Focus .....	8
Change in Student’s Grade .....	8
Interim Progress Reports.....	8
Grading of Work .....	8
Grading of Late Work.....	8
Homework.....	8
Make Up Work .....	9
Promotion Policy .....	9
Grade Level Determination.....	10
Early Graduation .....	10

Remediation/Reassessment Procedures .....	11
Multi-Tiered Systems of Support (MTSS) .....	11
Academic Dishonesty .....	12
Assemblies .....	12
Athletic Events .....	12
Attendance .....	12
Compulsory Attendance .....	12
Attendance Procedures .....	13
Attendance for Credit .....	13
Attendance Concerning Absences Due to Health Care .....	15
Change of Address .....	15
Withdrawal from School .....	15
Attendance Plan .....	16
Birdville ISD School Clusters .....	16
Authority of Teachers .....	17
Automobiles .....	17
Bicycles/Skateboards/Roller Skates/Roller Blades/Scooter/Roller Shoes .....	17
Bus Transportation .....	17
Care of Buildings and Grounds .....	18
Care of School Property .....	18
Cheating/Plagiarism .....	18
Child Find/Students with Learning Difficulties .....	18
Special Education Referrals .....	18
Contact Person for Special Education Referrals .....	19
Section 504 Referrals .....	19
Contact Person for Section 504 Referrals .....	19
Additional Information .....	19
Child Nutrition .....	20
Closed Campus .....	20
Closed Campus Lunch .....	20
Clubs and Organizations .....	20
College Days .....	20
Conferences .....	21
Conflict Resolution .....	21
Conflict with Another Student .....	21
Conflict with School Personnel .....	21
Conflict with School Rules or School Procedures .....	21

Counseling Services .....	22
Credit by Examination .....	22
Credit by Examination (without prior instruction) .....	22
Credit by Examination (with prior instruction) .....	22
Custody Issues .....	23
Distribution of Literature to Students .....	23
Dress and Grooming .....	23
Electronic Devices .....	23
Bring Your Own Device .....	24
Cell/Smart Phones.....	24
Student Agreement for the Responsible Use of District’s Electronic Communications Systems .....	26
Examples of Inappropriate Use.....	27
Emergency School Closing/Delayed Opening Information .....	28
Extracurricular Activities.....	28
Fees .....	29
Field Trips.....	29
Fundraisers .....	29
Graduation.....	29
Graduation Ceremonies .....	29
Physical Activity.....	30
Requesting Physical Fitness Results.....	30
Health Education.....	30
Students with Medical Restriction.....	30
Identification Cards – Middle School & High School.....	30
Insurance .....	30
Library Services .....	31
Lockers.....	31
Metal Detector Searches .....	31
Messages .....	31
Parent Involvement, Responsibilities, and Rights .....	31
Parking Regulations .....	32
Personal Property .....	32
Pledges of Allegiance and a Minute of Silence .....	32
Posters .....	32
Prayer .....	32
Protection of Student Rights .....	32
Public Address System .....	33



Registration .....	33
Release of Students from School .....	33
Retention and Promotion .....	33
Schedule Changes .....	33
Searches and Seizures .....	33
Smoking .....	34
Social Events.....	34
Special Programs .....	34
Dual Enrollment College Courses .....	34
ESL – (English as a Second Language) Pull-Out Program .....	34
Newcomer Program .....	34
TELPAS .....	35
Gifted/Talented Services.....	35
Honors/Advanced Placement (AP) Program .....	35
Course Expectations.....	35
Dismissal Procedures .....	35
Dyslexia Program.....	36
Section 504.....	36
Homebound Program .....	36
Online Learning .....	36
State Testing Program.....	36
Accelerated Learning Committees.....	36
STAAR 3–8 .....	37
STAAR EOC .....	37
STAAR Alternate 2.....	37
TAKS .....	37
Test Results.....	38
State Assessment Graduation Requirements .....	38
Individual Graduation Committee (IGC).....	38
STAAR/EOC Additional Information .....	38
STAAR/EOC Refusal to Test .....	39
Electronic Devices and State Testing .....	39
Test Security .....	40
Distractions during Testing.....	40
Student Activities/Notice Regarding Steroids .....	40
Student Code of Conduct.....	40
Student/Parent Complaints.....	40

Student Records – Notification of Rights .....	41
Student Transcripts .....	42
Student Wellness and Health Services.....	42
Communicable Diseases .....	42
Keep Your Child Home When:.....	42
Your Child May Return When:.....	43
Food Allergy Information .....	43
Head Lice .....	43
Immunizations.....	43
Medication .....	43
Meningitis .....	44
How does Bacterial Meningitis spread? .....	44
What are the symptoms of Meningitis? .....	44
How to prevent Meningitis?.....	45
Screenings .....	45
Summer School.....	46
Telephone.....	46
Textbooks.....	46
Transfers .....	47
Vending Machines .....	48
Verification of Enrollment and Attendance.....	48
Videotaping.....	48
Videotaping of Students.....	48
Granting Permission to Video or Audio Record a Student.....	48
Videotaping of Students, Teachers and other School Employees .....	48
Visitors .....	49
Volunteer Program.....	49



6125 E. Belknap Haltom City, Texas 76117 | 817-547-5700 | FAX 817-547-5530  
[www.birdvilleschools.net](http://www.birdvilleschools.net)

### **Board of Trustees**

Richard Davis  
**President**

Kris Drees  
**Vice President**

Ralph Kunkel  
**Secretary**

Joe Tolbert  
**Trustee**

Kelvin Dilks  
**Trustee**

Brenda Sanders-Wise  
**Trustee**

Matthew Womble  
**Trustee**

### **Cabinet**

Gayle Stinson, Ed.D.  
**Superintendent**

Elizabeth A. Clark, Ed.D.  
**Associate Superintendent of Curriculum, Instruction & Accountability**

Skip Baskerville  
**Associate Superintendent of Human Resource, Governance and Support Services**

Katie Bowman  
**Associate Superintendent of Finance & Auxiliary Services**

Dave Lambson  
**Chief Technology Officer**

Mark Thomas  
**Chief Communications Officer**



## **Secondary Schools**

### **Middle Schools (Grades 6–8)**

#### **Haltom Middle School**

5001 Hutchinson Way  
Haltom City, TX 76117  
817-547-4000

Nathan Frymark, Ed.D., Principal

#### **North Richland Middle School**

4801 Redondo Street  
North Richland Hills, TX 76180  
817-547-4200  
Sherri Gamble, Principal

#### **Richland Middle School**

3401 Labadie Drive  
Richland Hills, TX 76118  
817-547-4400  
Billy Neal, Principal

#### **North Oaks Middle School**

4800 Jordan Park Drive  
Haltom City, TX 76117  
817-547-4600  
Jennifer Klaerner, Ph.D., Principal

#### **Watauga Middle School**

6300 Maurie Drive  
Watauga, TX 76148  
817-547-4800  
Shannon Shedd, Principal

#### **Smithfield Middle School**

8400 Main Street  
North Richland Hills, TX 76180  
817-547-5000  
Jason Turner, Principal

#### **North Ridge Middle School**

7332 Douglas Lane  
North Richland Hills, TX 76182  
817-547-5200  
John Davis, Principal

### **High Schools (Grades 9–12)**

#### **Haltom High School**

5501 North Haltom Road  
Haltom City, TX 76137  
817-547-6000

Kristi Strickland, Ph.D., Principal

#### **Richland High School**

5201 Holiday Lane E.  
North Richland Hills, TX 76180  
817-547-7000

Kyle Pekurney, Principal

#### **Birdville High School**

9100 Mid Cities Blvd.  
North Richland Hills, TX 76180  
817-547-8000

Tim Drysdale, Principal

#### **Shannon High School**

6010 Walker Street  
Haltom City, TX 76117  
817-547-5400

Liz Peña, Principal

#### **Birdville Center of Technology and Advanced Learning**

7020 Mid Cities Blvd.  
North Richland Hills, TX 76180  
817-547-3800

David Williams, Principal

#### **Collegiate Academy of Birdville**

5501 North Haltom Road  
Haltom City, TX 76137  
817-547-6500

Michael Gerard, Chancellor



6125 E. Belknap Haltom City, Texas 76117 | 817-547-5700 | FAX 817-547-5530  
[www.birdvilleschools.net](http://www.birdvilleschools.net)

### **Strategic Objectives**

1. All students will realize their full potential and apply themselves to academic excellence without self-imposed limitation.
2. All students will own their learning and aspire to achieve high academic goals.
3. All students will demonstrate personal responsibility and integrity reflective of noble character.
4. All students will be fully equipped and motivated to contribute to the greater good by unleashing their unique talents and gifts.

### **Our Mission**

The mission of Birdville Independent School District (BISD) is to ensure that all students position themselves to excel with integrity in an ever-changing global society through innovative and responsive learning environments.

### **Disclaimer**

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the Birdville Independent School District and any student, prospective students, agency of the local, state, or federal government, or any other person or legal entity of any and every nature whatsoever.

The District hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time, without notice and in any manner that the Administration deems to be in the best interest of the District.



6125 E. Belknap Haltom City, Texas 76117 | 817-547-5700 | FAX 817-547-5530

[www.birdvilleschools.net](http://www.birdvilleschools.net)

## **Special Notice Requirements**

### **Alcohol, Drugs, Tobacco, and Weapons**

Under the state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, vapes, e-cigarettes, guns, or other weapons on school property or at a school-related activity, on or off school property. Having one of these items in a privately-owned vehicle that the student may have driven to school and parked on District property is also prohibited. [See the Student Code of Conduct for information regarding disciplinary consequences.]

### **Annual Asbestos Notification: 2023-2024 School Year**

In accordance with 40 CFR, Part 763.84(c) of EPA's *Asbestos-Containing-Materials in Schools*, you are hereby notified that an Asbestos Management Plan developed by an accredited asbestos management planner is in-place for every BISD facility. A copy of the management plan is maintained in the administrative office of each facility and in the office of Facilities Management located at 6119 East Belknap Street, Haltom City, Texas 76117. Summaries of the response actions taken by the District are included in each management plan. Periodic surveillances are performed semi-annually by qualified BISD personnel. Regular re-inspections are performed every three years by accredited and licensed asbestos inspectors. The most recent re-inspection was completed in 2021. For more information, contact the District's Designated Person at 817/547-5858.

### **Assurance of Nondiscrimination**

Birdville ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of educational 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The Superintendent has designated Cecil "Skip" Baskerville, Associate Superintendent for Human Resources, Governance and Support Services, to coordinate compliance with the legal requirements of Title IX, and Jennifer Miller, Director of Intervention Services to coordinate compliance with the legal requirements of Section 504 and Title II of the Americans with Disabilities Act.

Skip Baskerville and Jennifer Miller can be reached at 6125 East Belknap, Haltom City, TX 76117, 817-547-5700.

### **Directory Information**

Certain information about District students is considered directory information and can be released to anyone who follows procedures for requesting the information, **unless the parent objects to the release of the directory information** about the child. Directory information includes: student name; photograph; 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. No Child Left Behind (NCLB) requires that secondary parents/guardians also have the choice to restrict information to military recruiters and institutions of higher learning.

### **Proof of Child's Identity**

House Bill 1440 signed by the Governor on June 16, 1989, requires a parent or guardian to present, within 30 days of a child's enrollment, proof of the child's identity and a copy of the child's records from the most recently attended school. It also requires school districts to notify the police if this information is not provided and to request information about whether the child has been reported missing. Districts must notify the Missing Children Information Center Clearinghouse if the name on the identifying document or school record differs from the name under which the child is enrolled.

### **Public Notice**

During the 2023–2024 school year, Birdville ISD will administer the following federal programs:

Title I, Part A – Improving Basic Programs

Title II, Part A – Teacher & Principal Training and Recruitment Fund

Title III – English Language Acquisition, Language Enhancement and Academic Achievement Act

Title IV, Part A – Student Support and Academic Enrichment

IDEA – Individuals with Disabilities Education Act

ESSER II, III – Elementary and Secondary School Emergency Relief Fund

Representatives of privately educated student interested in participation in any of these programs can contact BISD at 817-547-5765.

### **Parents Right to Know Public Notice**

According to Every Student Succeeds Act, all parents have the right to know the professional qualifications of their child's teachers. Professional qualifications include whether the teacher is certified in the grade level or subject they are teaching, the baccalaureate degree they hold, and the field of discipline of their degree or certification. Birdville ISD prides itself on hiring qualified individuals who will do whatever it takes to ensure learning for each student. If you wish to know any information regarding the professional qualifications of your child's teacher, please make a written request to the principal.

## **Academic Policies**

### **Purpose and General Philosophy of Grading in BISD**

Assignments are about student learning. The academic grade should represent an evaluation of academic progress based only on learning the course objectives, which reflect the essential knowledge and skills. A student's grade in any academic area should be independent of a student's conduct/behavior.

- Grading should help the student:
  - By motivating him/her to do their very best.
  - Evaluate and see his/her progress.
  - Recognize how his/her work may be improved.
- Grading should give the parent the kind of information that will help him/her:
  - Understand the student's academic progress.
  - Encourage the student to maximum performance in the academic areas.
  - Guide the student in making personal and social adjustments.
- Grading should help the teacher:
  - Assess strengths and needs of each student.
  - Plan and modify instructional delivery.
  - Communicate student progress to parents.

### **Secondary Grading and Reporting Procedures**

#### **Averaging**

Nine weeks grades shall be obtained by averaging daily work and major grades. (Daily work is defined as homework, class work, daily or pop test grades, etc.; major grades as chapter tests, unit tests, announced projects, or papers, etc.)

#### **Averaging for grades six through twelve (6-12) shall be as follows:**

##### **Nine weeks average:**

The daily grade average shall represent one-half ( $\frac{1}{2}$ ) of the grade. The major test/project average shall represent one-half ( $\frac{1}{2}$ ) of the grade. There shall be a minimum of eight (8) separate daily grades with a recommended maximum of eighteen (18) and a minimum of three (3) separate major grades and a recommended maximum of five (5) for each nine (9) weeks. At least one major grade and 4 daily grades should be entered by the end of the fourth week of each nine-week grading period. Interim progress reports shall be issued for all students after the sixth week of the first nine week grading period due to UIL requirements. After the first nine-weeks, interim progress reports shall be issued the fourth week of the nine-week grading period. Supplemental progress reports may be issued at the teacher's discretion. Each of the nine-week grades shall be one-half ( $\frac{1}{2}$ ) of the semester average.

Because Advanced Placement classes represent university level work, the daily average shall represent 40% of the grade. The major test average shall represent 60% of the grade.

Students in high school credit courses who receive a failing grade in the first semester are eligible to average their fall and spring semester grades. Students enrolled in Dual credit courses follow the BISD grading policy for high school credit and the grading policy of the college for college credit. The minimum number of major and daily grades is at the discretion of the Dual Credit instructor.

## **Report Cards**

Report cards will be posted on Focus for students every nine weeks. Parents of students who receive failing grade(s) at the end of a nine-week or semester grading period should arrange a conference with the respective subject teacher. All report cards, including the final one, will be accessible on Focus.

## **Focus**

BISD provides parents/guardians the opportunity to monitor student grades and attendance online. Focus is the tool used by the district to provide parents the means to monitor their child's progress.

## **Parent Contact**

When a student's grade drops from passing to failing after the interim progress report, parents must be notified immediately by the teacher in writing (e-mail or letter) or by phone. Documentation of contact should be kept by the teacher for verification purposes.

## **Change in Student's Grade**

A student's academic or conduct grade may be changed by the teacher of the subject area only when 1) there was a mechanical error in averaging or recording the original grade, or 2) the teacher's grading procedure violated either local policy or state rule.

## **Interim Progress Reports**

Interim progress reports shall be issued for all students after the sixth week of the first nine week grading period due to UIL requirements. After the first nine weeks, interim progress reports shall be issued the fourth week of the nine-week grading period. Supplemental progress reports may be issued at the teacher's discretion. Parents should schedule a conference with the teacher if an interim progress report is posted in Focus indicating a failing grade. All conferences must be scheduled through the office.

## **Grading of Work**

Student grades will be posted in Focus within five days for daily grades and major grades. Special consideration will be given for lengthy research papers, lengthy essays, portfolios and large projects. There will be a minimum of eight daily grades and three major grades per nine weeks.

## **Grading of Late Work**

Students may be assessed a penalty of no more than ten (10) points per day for up to three (3) days before a zero may be given for work not turned in on time. The work addressed in this document includes any assignment.

## **Homework**

The District believes homework is an important part of the learning process that extends, enriches and/or reinforces academic concepts and skills to enhance achievement. Each campus shall develop as part of its local campus improvement planning procedures, guidelines for including homework among its instructional activities. Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational progress.



### **Make Up Work**

A student who is absent for any reason is expected to make up specific assignments missed and/or to complete alternative assignments assigned by the teacher to meet subject and course requirements. A student who does not make up assigned work within the time allotted may receive a grade of zero for the assignment. The amount of time allotted to complete make up work is equivalent to the number of days absent. Additional time may be granted due to extenuating circumstances at the discretion of the teacher.

If a student at the end of the nine-week grading period has been absent and has not been allotted the required number of days to make up work, a teacher may give the student an incomplete for a grading period; however, the teacher will have a maximum of 5 school days to change the Incomplete to a numerical grade from the day following when the student returns to school.

A student absent from school will be allowed to participate in school-related activities on that day or evening with administrative approval.

### **Promotion Policy**

Students in grades 2-8 shall be promoted from one grade to the next on the basis of academic achievement. In middle schools, promotion to the next grade level is based on attaining an overall average of seventy (70) or above for all subject areas and a grade of 70 or above in language arts (including reading), mathematics, science and social studies.

The student must also be in attendance a minimum of ninety percent (90%) of the required student school days unless waived by the DOI.

## **Grade Level Determination**

Grade level advancement in grades nine, ten, eleven and twelve shall be determined by the total credits earned.

Note: Reclassifications are made only at the beginning of each school year with the exception of a student who is being reclassified at mid-term, enabling him/her to graduate at the end of that spring semester. This determination is made by the principal.

### ***Classification of Students***

Sophomore (10<sup>th</sup>) 6  
Junior (11<sup>th</sup>) 12  
Senior (12<sup>th</sup>) 19

Note: Reclassifications are made only at the beginning of each school year with the exception of a student who is being reclassified at mid-term, enabling him/her to graduate at the end of that spring semester. This determination is made by the principal.

Summer school may be an option for students who need to regain lost credits to remain on track with their cohort. The student must also be in attendance in the course a minimum of ninety percent (90%).

## **Early Graduation**

To be eligible to graduate in less than four years, a student shall complete all coursework for an endorsement and meet all STAAR EOC testing requirements pertaining to the ninth-grade class in which the student began high school. A student wishing to graduate early shall notify their counselor of his or her intention in writing by the end of the 1<sup>st</sup> six weeks of the year they intend to graduate.

Early graduates shall:

1. Not be allowed to displace four-year graduates in determining the top twelve graduates;
2. Be recognized with their final GPA standing as an early graduate.

## **Remediation/Reassessment Procedures**

Students' grade shall reflect mastery of Texas state standards and district learning expectations. Students who receive a grade below 85 in an on-level, honors or AP course on a major test or other assessment which has a major impact on the grade shall have an opportunity to receive remediation and be reassessed for mastery. An incidence of cheating eliminates an opportunity for reassessment. In order for a student to be eligible for any reassessment, which could result in a possible change of the recorded grade, the following events must occur:

- 1) Student receives a grade below 85.
- 2) A student desiring reassessment must immediately request and complete reasonable interventions, prescribed by the teachers, which relate to the standards that were assessed. (These interventions might include attending tutorials, completing additional homework assignment/assignments not previously completed, or other appropriate work).
- 3) At a scheduled time, reasonable for the student and convenient to the teacher (determined by the teacher, usually within 5 school days), the student will be reassessed for mastery of content in one of the following ways:
  - a. Retake test or redo project.
  - b. Take a suitable alternate test (or complete a different assignment).
  - c. Complete an alternate assignment or any other suitable assessment determined by the teacher.

The reassessment should cover the same basic content at the same level of difficulty as the original assessment.

- 4) If student scores 85 or above on the reassessment, a grade of 85 will substitute for the previously recorded grade. The original grade and the substituted grade should be shown in the teacher's grade book.
- 5) If student scores below 85 on the reassessment, the higher of the two grades will be considered as the test /project grade in the teacher's grade book.
- 6) If the overall class average on a major assessment/assignment is below 70, a teacher must reteach and reassess. If the score on the reassessment will improve a student's grade on the assessment/assignment then the higher of the two grades will be recorded.

## **Multi-Tiered Systems of Support (MTSS)**

Multi-Tiered System of Supports (MTSS)/ Response to Intervention (RtI) is a multi-tiered approach to instruction that is the framework of the general education program for all students including all those who experience difficulties either academically or behaviorally. MTSS helps to ensure that students have the opportunity to experience a full range of educational opportunities through the general education program and are college and career ready. The elementary and secondary MTSS model in Birdville is designed so that it can be implemented within the unique parameters of each level. The core components of MTSS are multiple Tiers of interventions, high-quality instruction based on a tiered system of interventions that are defined, aligned, systemic, researched-based, and supported by District and campus staff.

## **Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation or information from students. All incidents of academic dishonesty must be reported to and investigated by campus administration.

## **Assemblies**

A student's conduct in assemblies must meet the same standards as in the classroom, and will be subject to disciplinary action for failure to follow the Student Code of Conduct.

## **Athletic Events**

Students will conduct themselves according to District UIL accepted Rules of Conduct. Disruptive and unsportsmanlike conduct is prohibited. All students who participate in Extracurricular Activities are required to adhere and follow the BISD Extracurricular Honor Code prior to and during participation (including summer and off-season). A complete copy of the Extracurricular Honor Code can be found in the BISD Code of Conduct. Prior to participation in an extracurricular event the student and parent must sign and return the Acknowledgement page of the Extracurricular Honor Code. Elementary students are welcome at all athletic events and should remain in the stands or bleachers with their parents. NO students below the 6<sup>th</sup> grade level should be dropped off and left unattended at any athletic event.

Students may not have tailgate parties in the parking lots which involve open flames or gas flamed grills.

## **Attendance**

Regular school attendance is essential for the 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, 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.

## **Compulsory Attendance**

State compulsory attendance laws generally require all children who have reached age six on or before September 1, and have not reached age 19, to attend school each day school is in session. A student who is younger than six and has never been enrolled in the first grade is not required to attend each school day until the end of the school year. In addition, if a student is 19 or older and has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property would be unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance laws. A student absent without permission from any class 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-age child is deliberately not attending school. A complaint against the parent and/or the student 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
- If younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.
- Is age 12 through age 18 and violates the compulsory attendance law.

### **Attendance Procedures**

When a student must be absent from school, the parent must submit 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. A parent should call the school prior to 10 a.m. on the day of the absence, and should also state in writing the reason when the student returns to school.

- All documentation (parent notes, doctor's notes, appointment verifications, etc.) must be submitted to the attendance office on the date the student returns to school. Any absence not cleared within the allotted time (three days) will become an unexcused absence. An admission slip is required to return to classes at high school.
- Unexcused absences are absences determined not to be due to approved extenuating circumstances. Students who have unexcused absences shall be permitted to make up their work if a grade for the assignment was to be given. Grades for make-up work for an unexcused absence will be adjusted downward no less than 10 points and no more than 20 points.
- A student's absent from school or from any class without permission will be considered unexcused and the student will be subject to disciplinary action.
- The parent of a student who must leave school during the day must submit a note to the attendance office stating the reason for the absence. The note from the parents requesting the early dismissal should be submitted to the attendance office before the student's first period class. The note must include the date, full name, grade, reason for dismissal, parent's signature, and phone number where parent can be reached. Parents will be required to show ID when picking up a child for early dismissal.
- A student who becomes ill during the school day should (with the teacher's permission) report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.
- Students who arrive late to school will be counted tardy. Parents are expected to submit written verification as to the reason for the tardy.
- A student who has at least six (6) absences will be required to provide a note from a physician, court or the equivalent to be excused.

### **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 class at least 75 percent but fewer than 90 percent of the days class is offered may receive credit if he or she completes a plan approved by the principal to meet the instructional requirements of the class. If the student does not complete the plan, or has less than 75 percent attendance, then he or she will be referred to an attendance review committee to determine whether there are extenuating circumstances and how the student can regain credit lost due to nonattendance.

Parents of students who have accumulated more absences than allowed for credit may present a written appeal for extenuating circumstances to the campus attendance review committee. The attendance review committee will determine whether there are extenuating circumstances for the absences and how the student might regain credit.

In determining whether there are 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 religious holy days and health-care appointments 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. 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 skill, and maintained passing grades in the course of study.
- 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 by filing a written request to the Superintendent or his designee.

The following absences may be submitted for consideration regarding extenuating circumstances:

- An excused absence based on personal sickness or death in the family.
- Days of suspension.
- Participation in court proceedings or child abuse/neglect investigation.
- A migrant student's late enrollment or early withdrawal.
- Days missed as a documented runaway.
- Completion of a competency-based program for at-risk students.
- Late enrollment or early withdrawal of a student under Texas Youth Commission.
- Teen-parent absences to care for his or her child.
- Participation in a substance abuse rehabilitation program.
- Homelessness, as defined in federal law.
- An extracurricular activity or public performance, subject to approval by the District's Administration.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- Approved college visitation.
- A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Observing religious holy days (including travel for that purpose – up to two days) when it is a tenet of their faith.
- Appearing at a governmental office to complete paperwork required to obtain U.S. citizenship and taking part in a U.S. naturalization oath ceremony.
- Temporary absences for health-care appointments include absences for a student with autism spectrum disorder attending an appointment with a health-care practitioner to receive services for autism.
- Serving as an election clerk.
- Appearing at governmental office or attending the ceremony for U.S. Citizenship or Oath of Office.

The deadline for making an extenuating circumstances appeal is the last day of the school year for middle school students and the last day of each six weeks for high school students. If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class.

The District provides these alternatives for a student to make up work or regain credit lost because of absences.

- Complete original or additional assignments, as specified by the committee.
- Attend make up time sessions (before or after school, weekend, or Saturday school).
- Maintain the attendance standards for the rest of the semester.
- Upon recommendation of the attendance committee, a student with excessive absences shall be permitted to earn or regain course credit through credit by examination.

It is the committee's prerogative to prescribe any option or combination of options in order for students to receive credit. Regardless of options selected and completed, students must earn a passing grade in order to receive credit.

### **Attendance Concerning Absences Due to Health Care**

A student shall be excused for a temporary absence resulting for a health care appointment/autism spectrum disorder, if that student commences classes or returns to school on the same day of the appointment. A student whose absence is excused under this subsection will not be penalized for that absence, and shall be counted as if the student attended school for purposes of calculating the average daily attendance of students in the school district. A student whose absence is excused under this subsection shall be allowed a reasonable time to make up schoolwork missed on those days. If the student satisfactorily completes the schoolwork, the day of absence shall be counted as a day of compulsory attendance.

### **Change of Address**

Students/parents are required to inform the attendance clerk of any change in address or telephone number. A change in address requires that proof of residency documentation be provided to the attendance/school office.

Parents have the authority to go into Focus and make changes to their student's address and phone numbers electronically. BISD encourages the updating of that information so we can contact the parent in the event of an emergency. This information is especially important on the emergency health card.

Students/parents who move out-of-zone or out-of-district and fail to inform the school can be withdrawn immediately.

### **Withdrawal from School**

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Please specify the reasons for withdrawal and the final day the student will be in attendance.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

When possible, at least two days' notice should be given to allow time for the teachers to compute grades and clear all records. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.



## **Attendance Plan**

The attendance zone shall be determined by the primary residence of the parent, guardian, or person having lawful control of a student eligible for admission to BISD. Specific information relating to school attendance zones may be obtained at each campus or at central office.

1. A student shall attend the school determined by the attendance zone in which his/her parent, guardian, or person having lawful control of the student resides.

### **Birdville ISD School Clusters**

<b>High School</b>	<b>Middle School</b>	<b>Elementary School</b>
Birdville High School	Richland Middle School	Jack C. Binion Elementary Cheney Hills Elementary (East of Big Fossil Creek) Academy @ Carrie F. Thomas
	Smithfield Middle School	Smithfield Elementary W.A. Porter Elementary Walker Creek Elementary
Haltom High School	Haltom Middle School	West Birdville Elementary Birdville Elementary W. T. Francisco Elementary D. E. Smith Elementary
	North Oaks Middle	John D. Spicer Elementary O. H. Stowe Elementary
	Watauga Middle	Grace Hardeman Elementary Watauga Elementary
Richland High School	North Richland Middle	Holiday Heights Elementary A. Mullendore Elementary Snow Heights Elementary Cheney Hills Elementary (West of Big Fossil Creek)
	North Ridge Middle	Foster Village Elementary Green Valley Elementary North Ridge Elementary

2. Students moving WITHIN THE DISTRICT may remain in the school in which they are presently enrolled only until the end of the current semester, (provided there are no discipline, attendance, or transportation problems), after which time they must complete the Open Enrollment process or attend the school designated by their attendance zone.
3. All students new to the District must attend the school in their designated attendance zone or complete the Open Enrollment process.
4. Pre-registration DOES NOT entitle attendance in a particular school if students move WITHIN THE DISTRICT during the summer before the first day of the new school year unless they are approved through the Open Enrollment process.
5. Students moving OUT-OF-DISTRICT may continue to attend BISD if they are approved through the Open Enrollment process, or until the end of the current six weeks provided there are no discipline, attendance, or transportation problems. (Exception: Students in the 11<sup>th</sup> grade who will have earned 17 credits by the end of that school year may continue to attend for the remainder of that year, and following year, tuition free, but they must complete an Open Enrollment Form).

## **Authority of Teachers**

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. State law vests teachers, substitute teachers, and administrators with complete authority at all times. Students are expected to respect those in authority whether inside the classroom, on the campus, or at school-sponsored activities. Students failing to follow directives from any teacher, substitute teacher, and/or administrator will be subject to disciplinary action.

## **Automobiles**

Students who drive a car or other vehicle to school shall park it on arrival and leave it until the end of the school day. Students shall not go into the parking areas during school hours for any reason without permission from authorized school personnel. A student has full responsibility for the security of his/her vehicle and will make certain it is locked and that keys are not given to others. BISD is not liable for theft, vandalism, and/or damage to student vehicles while parked on school property. Students driving cars or other motor vehicles to high school shall pay a parking fee:

Non-Reserved Parking:	No Charge
Reserved Parking:	\$30.00
Painted Parking:	\$50.00

Each student shall display the approved parking tag while parked on school property. Security guards are provided at each high school parking lot. Failure to pay the fee and/or display the approved tag shall result in disciplinary action or towing of the vehicle.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle parked on school property. A student will be held responsible for any prohibited objects or substances such as drugs, and/or weapons that are found in his/her car and will be subject to disciplinary action by BISD, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the permission of the student.

Student drivers and passengers shall be cautious and shall observe all traffic regulations. Student drivers or passengers who are found to be in any way endangering the safety of themselves or others will be subject to disciplinary action, which may include loss of the privilege of having a vehicle on campus.

## **Bicycles/Skateboards/Roller Skates/Roller Blades/Scooter/Roller Shoes**

Upon arriving at school, bicycles, skateboards, roller skates, roller blades, and scooters must be left at each school's designated area. The student is responsible for the security of the item. The District is not liable for theft or vandalism of the items. Students will refrain from using bicycles, skateboards, roller skates, roller blades, roller shoes or scooters on school property before, after, or during the school day.

## **Bus Transportation**

The District provides free transportation for students who live two miles or more from their home school. Transportation for a student with disability shall be made in accordance with the provisions of the student's Individual Educational Plan (IEP). No transportation is provided for any regular educational student who is assigned to DAEP program.

A parent may also designate a child-care facility or grandparent's residence as the regular pick-up and drop-off location for his or her child if the address meets the two-mile qualifications for that campus. The designated facility or residence must be an approved stop on an approved route. For information on bus routes and stops or to designate and alternate pick-up or drop-off location, you may contact BISD Transportation Services at 817-547-5830.

Students who fail to comply with the established rules of conduct while using school transportation may be denied transportation services and may be subject to disciplinary action. Seatbelts must be worn when available.

Any malicious attempt to harm or destroy District equipment or transportation materials is prohibited. Restitution for costs associated with restoration or replacement may be required. All chaperones must be approved by the campus administrator and will have had a completed criminal record check. Chaperones may ride only when there is adequate seat space as determined by a school administrator. (Volunteers must attend an orientation, which is held on each BISD campus).

### **Care of Buildings and Grounds**

Every student has an obligation to keep our buildings, equipment, and grounds looking their best. Parents or guardians shall be responsible for damages done by their student to school property, and students must reimburse the school for all damages. The student will also be subject to disciplinary actions.

### **Care of School Property**

Students are responsible for the proper care of all supplies, books, lockers, uniforms, and furniture furnished by the school. Students who lose, disfigure, break, or damage school property or equipment may be required to pay for the damages and/or may be subject to additional disciplinary actions.

### **Cheating/Plagiarism**

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. A campus administrator who has reason to believe a student has engaged in cheating or other academic dishonesty will determine the consequences to be assessed. All incidents of cheating must be reported by the teacher to campus administration and must be investigated by campus administration.

### **Child Find/Students with Learning Difficulties**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Multi-Tiered System of Supports (MTSS)/Response to Intervention (RtI). The implementation of MTSS/RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing.

Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the District or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30<sup>th</sup> due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the District or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the District or charter school in a companion document titled *Parent's Guide to Admission, Review, and Dismissal Process*.

### **Contact Person for Special Education Referrals**

The campus Principal is the designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education.

### **Section 504 Referrals**

Each School district must have standards and procedures in place for the evaluation and placement of students in the District's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for a parent or guardian and representation by counsel, and a review procedure.

### **Contact Person for Section 504 Referrals**

The Assistant Principal is the designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services.

### **Additional Information**

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

## **Child Nutrition**

BISD participates in the National School Lunch and Breakfast Program. BISD offers healthy meals every school day. A student may qualify for free or reduced-price meals. Complete a free/reduced lunch application (online or paper form). BISD operates a closed campus lunch. Students at all grade levels are expected to eat lunch on campus. If a student should be delayed or miss breakfast or lunch for any reason, the student should immediately notify an administrator so that the nutritional needs of the students are met.

Every student in BISD has a student nutrition account. Parents may view their student's balance, purchase history and put money directly into their student's account by logging onto [Mypaymentsplus.com](http://Mypaymentsplus.com). Money in the student's account will allow them to purchase meals and a la carte items.

**Charge Policy-** Students need proper nutrition to help them focus and participate in their daily classroom activities. Students, however, may not have the money in hand to pay for school meals. BISD meal charge policy institutes a grace period of up to an \$11 negative balance for students who have exhausted funds. Students may only charge reimbursable meals up to a negative balance of \$11. No a la carte items may be charged. If the negative balance exceeds the \$11 limit, an alternative meal will be given consisting of a: cheese sandwich, fruit and milk. Once the student's account reaches a negative balance, the parent or guardian will be notified by any of the following ways until the account balance is positive again. Emails will be sent one day a week from the school cafeteria. Phone calls, emails and texts will be made twice a week from central office. Letters will be sent as deemed necessary from the school cafeteria.

## **Closed Campus**

All District school campuses are closed campuses. Closed campus shall be enforced from the time the student reaches the campus until they have completed their regularly scheduled day. Any student who leaves campus without office permission will be considered truant. This includes leaving the building to go to the parking lot.

Picture identification is required to sign out any student. Only persons whose names appear on the STUDENT ENROLLMENT FORM or emergency card will be permitted to sign out students.

## **Closed Campus Lunch**

BISD operates a closed campus lunch. Students at all grade levels are expected to eat lunch on campus. Students who leave campus without permission are subject to disciplinary action

## **Clubs and Organizations**

Student clubs and performing groups such as academic, band, choir, athletic, and career and technology organizations may establish rules of conduct – and consequences for misbehavior – that are stricter than the general school conduct rules. If an infraction is also a violation of school rules, consequences specified by the school shall apply in addition to any consequences specified by the organization. All official clubs shall have one or more faculty sponsors and a copy of an approved charter/bylaws filed with the campus principal.

## **College Days**

A student is allowed a total of two (2) days during their junior or senior year to visit/inspect colleges. These visits will be considered excused absences if the student brings back documentation of attendance from the college.

***Note: Absences for college visits will count toward the total days absent and against perfect attendance when determining exemptions.***

## **Conferences**

Parent-teacher conferences are an important link in the educational process. Conferences can be initiated by a parent, teacher, or student. All parent conferences should be scheduled through the school office. In order for a conference to be productive, teachers need adequate time to gather important student information, and conferences must be scheduled during the teacher's conference period.

Students and parents may expect teachers to request a conference if:

- The student is not maintaining passing grades or achieving the expected level of performance,
- The student presents any other problem to the teacher, or
- In any other case the teachers consider necessary.

## **Conflict Resolution**

Students may experience conflict with other people during their school years. The following recommendations may assist students in following a logical sequence if a conflict arises:

### **Conflict with Another Student**

- If the conflict is not violent, the student may attempt to discuss the issue with the other student or may contact the school counselor if assistance is needed.
- If the other student is violent, the student should ask for assistance from teachers, parents, and/or school principal.
- The student should avoid the other student until the conflict subsides.

If the other student threatens violence or commits a violent act, the student should contact the police, parents, and the school principal.

### **Conflict with School Personnel**

- If a student has a conflict with a school employee, the student should attempt to discuss the concern with the employee.
- If the student cannot discuss the issue with the employee, the student should contact the campus principal, school counselor, or parents for assistance.
- If a student believes a school employee is violating school rules or the law, the student should contact their parents and the campus principal.

### **Conflict with School Rules or School Procedures**

- If a student believes that a school rule or procedure violates the student's constitutional right or is unfair, a student's first contact is with the school principal. Following that contact, if a student still disagrees, the student should contact parents for assistance.
- If the student and parent cannot resolve the matter at the campus level, they should contact the Office of Student Services (817-547-5790) for guidance.

## **Counseling Services**

Professional School Counselors and Crisis Intervention Counselors are available on every secondary campus to guide students toward success in the areas of academic achievement, personal and social development, and college and career awareness. Professional Secondary School Counselors work as a team with school administration, campus Crisis Intervention Counselors, and school staff to develop guidance and counseling programs unique to the needs of students on their campuses. Counseling services are generally provided in the areas of individual planning, as well as large and small group guidance. Professional School Counselors and Crisis Intervention Counselors also coordinate services with other campus professionals and community resource personnel to meet the needs of students at risk. All school counselors abide by the state professional code of ethics. Counseling services are available to any student unless specifically prohibited by written request from a parent or legal guardian. Parents and legal guardians with any questions regarding BISD counseling services or social emotional learning curriculum are encouraged to contact the school counseling office. Additional BISD counseling services, including scholarships, parent education, financial aid, and Evening Counseling Services is available on the BISD website under Counseling Services and in the District and campus offices.

## **Credit by Examination**

BISD offers credit by examination for students in two different circumstances: Credit by Examination (without prior instruction), or Examination for Acceleration, and Credit by Examination (with prior instruction). Specific guidelines for each program must be followed as indicated below:

### **Credit by Examination (without prior instruction)**

BISD offers secondary students the opportunity to receive credit for courses required for middle school promotion or high school graduation. The student must be enrolled in a BISD school and must not have previously enrolled in the course (received prior instruction). Secondary students who desire to use the examination procedure to show mastery for specific required courses must also make a score of eighty (80) or higher on the examination for acceleration.

There is an established testing schedule for credit by examination (without prior instruction), and tests are administered only on the scheduled testing dates. The dates may be accessed through the Advanced Academics Office (817-547-8935) or the [Advanced Academics website](#).

### **Credit by Examination (with prior instruction)**

The principal or designee or the attendance committee, as applicable, shall have authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject and when:

1. The student is enrolling in the District from a non-accredited school [see FD];
2. The student has failed a subject or course; or
3. The student has earned a passing grade in a subject or course but has failed to earn credit or a final grade because of excessive absences [see FEC].

The Board-approved examinations shall assess the student's mastery of the essential knowledge and skills and shall be administered according to established District procedures. Prior to offering a student an opportunity to demonstrate mastery or earn credit by this method, an appropriate District employee shall review the student's educational records to determine whether the student has had prior instruction in the subject or course.

Any student who has failed a course may take credit by examination to retrieve if that student meets following criteria:

(a) the student failed the course with a grade of at least sixty (60) or (b) in the case of excessive absences, the attendance committee has granted approval to take the exam. A grade of seventy (70) or higher is required to earn credit for the course in which the examination was attempted. Further information may be obtained in the counseling office at each campus. Please note that if the subject is an EOC course, the EOC assessment is still required.

(b)



## **Custody Issues**

Parents are urged to resolve their children's custody issues through the legal system and not through the school system. The schools will use the following process to determine who will have access to the child:

1. Student Enrollment Forms – This form is used to enroll the students and is the first indicator of access and emergency contact with a child.
2. Birth Certificate – If a parent on the birth certificate but not on the STUDENT ENROLLMENT FORM requests access to a child, the school will inform the parent who enrolled the child and requested consent before the parent is given access to the child.
3. If the parent who enrolls the child does not give consent, then a copy of the latest Divorce Decree or Paternity Decree will be requested from both parents. The campus staff will do their best to implement the latest court document.
4. Executive Decree/Paternity Decree – If a resolution is still not possible, the school will work with the Director of Student Services, who may involve BISD's attorney, parents, and the parents' attorneys in order to determine what access will be in the best interest of the child. If consent cannot be gained, the school district may refer the parents back to the legal system for resolution.

These Custody Guidelines do not limit the birth parents' FERPA rights unless the Court has severed those rights.

## **Distribution of Literature to Students**

BISD no longer distributes flyers or literature directly to students but through a paperless process from an outside source. See [www.peachjar.com](http://www.peachjar.com) for complete details.

## **Dress and Grooming**

The district's dress code, at all grade levels, is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat, and that will not pose a health or safety hazard to themselves or others.

Modes of dress or grooming judged to be disruptive or potentially disruptive to normal school operations or considered a health or safety hazard are strictly prohibited. The district prohibits pictures, emblems, tattoos, or writing on clothing that is lewd, offensive, vulgar, or obscene; that depict the occult; that represent gang membership; or that advertise tobacco products, alcoholic beverages, drugs, or any other substance, object, or activity prohibited by law, BISD Board Policy, Student Code of Conduct, or other district rule.

**In addition to the specific restrictions in the Dress Code, the district prohibits any clothing or grooming in the judgment of the principal or principal's designee that may reasonably be expected to cause disruption of or interference with normal school operation. See Code of Conduct for complete dress code.**

## **Electronic Devices**

### **1:1 Student Chromebook Devices**

Birdville ISD has implemented a 1:1 Technology initiative for our students to provide the necessary resources to prepare them for future success. The district offers Chromebooks as instructional resources to ensure students have access to digital tools, information, and the latest innovative learning solutions. The district's programs and platforms will improve student technology skills and prepare them for higher education and the workforce.

## **Qualifications**

To qualify for a district-issued Chromebook, the student must be actively enrolled with Birdville ISD and limit use to educational purposes.

## **Chromebook Device**

Students in 6<sup>th</sup> – 12 grades will be issued a Chromebook they can bring to school and take home.

## **Chargers**

Along with a Chromebook, a student will be issued a charging base and cable.

Please visit the BISD Student Chromebook website for information about Damaged, Lost, or Stolen devices replacement and fees (<https://www.birdvilleschools.net/Page/67122>)

## **Bring Your Own Device**

Birdville ISD recognizes that allowing students to bring personally-owned devices has the potential to enhance the educational experience for its learner. These devices may include but are not limited to the following: laptops, iPads, and Android tablets. **Please be aware that there may be some challenges with any personal device connecting to our secure network.**

Please note that campus principals will ultimately determine whether or not students are allowed to bring personally owned devices to their school. The Responsible Use Agreement serves to provide important information & parameters for this option.

## **Cell/Smart Phones**

**Campus Administrators** will ultimately determine if students can bring and when they can use personal cell phones at school. If a student phone is used on district property it must be connected to the to BISD-5G Wi-Fi network. Students must login to the Wi-Fi using their BISD network username and password. Please note, students should turn in a help request at the BISD Helpdesk website (<https://helpdesk.birdvilleschools.net/support/home>) if they have a Google Pixel phone for help connecting to the BISD Wi-Fi network.

## **Content Filtering**

Birdville ISD provides filtered Internet access and monitors user activity on the District's network, including sites visited, content viewed and communications sent and received. The District may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated per Student Code of Conduct.

## **Birdville ISD Student-Owned Device Responsibilities**

- Birdville ISD is not responsible for lost, damaged or stolen items. When bringing personally owned electronic devices to school, it is the student's responsibility to ensure that his/her device is secured.
- Birdville ISD assumes no responsibility for service charges students might incur while using personal devices. This includes, but is not limited to, charges related to data plans, texting fees, and security programs.
- Birdville ISD will not provide IT support or additional electrical power access or network drops to support student personally-owned devices.

## **Student Responsibilities**

When students bring personally owned devices to school, they must follow all Responsible Use Procedures for District Technologies as well as the following guidelines:

- Student use of personally-owned electronic devices, including cell phones, within instructional settings should not interfere with teaching and learning and will be used only as directed by the teacher or campus administrator. Use of personally-owned devices will not be required of students.

- Students shall not use electronic devices to annoy or harass others with unacceptable language, images, or threats.
- When not in use for approved instructional purposes, students must silence devices.
- Students should respect each other's property. If a student makes the decision to share his/her personally owned device with others, the owner is responsible for the device.
- Personal devices shall not impair the security of the Birdville ISD network. Students are expected to maintain up-to-date security programs on any personal device connected to the BISD wireless network. Devices without up to date security programs may be denied access to the network.
- Students shall not use personal devices for district or state assessments.

### **Consequences for Responsible Use Violation**

In accordance with the Birdville ISD Student Handbook, violations of this agreement may result in withdrawal of privileges, school disciplinary action, and civil and/or criminal prosecution. Students and their parents should be aware that e-mail and other electronic communications and, if applicable, text messaging and social media using district provided resources are not private, will be monitored by district staff, and are subject to Open Records requests.

District employees may confiscate any electronic communication device if it clearly is not being used as an educational device in the classroom. If an electronic communication device is confiscated it shall be handed over to the campus administration no later than the end of the teacher's workday. Parents shall be notified within two school days after the electronic communication device is confiscated with an explanation for the confiscation. The electronic device may be returned to either parent or the student.

Students who violate any aspect of the Electronic Devices handbook policy shall also be subject to the disciplinary measures outlined in the Code of Conduct.

## **Student Agreement for the Responsible Use of District's Electronic Communications Systems**

To prepare students for an increasingly technological society, the District provides technology for instructional purposes. District computer technology includes computer workstations, Chromebooks, iPads, third party accounts (such as *Google* Education Suite and Apps) applications, databases, library catalogs, online resources, Wi-Fi/Internet access, email and other technologies designated for use by students. This also includes any access to the Birdville ISD electronics/network system while on or near school property, in school vehicles, and at school-sponsored activities. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. With this educational opportunity comes responsibility. It is important that students and parents read the Birdville ISD *Responsible Use Guidelines for Technology* (see below). Acceptance of the Student Handbook indicates student and parent agreement regarding use of technology resources. Violations of this agreement may result in withdrawal of privileges, school disciplinary action, and civil and/or criminal prosecution. Students and their parents should be aware that e-mail and other electronic communications and, if applicable, text messaging and social media using District provided resources are not private, will be monitored by District staff, and are subject to Open Records requests.

The mission of Birdville ISD (BISD) is to ensure that all students position themselves to excel with integrity in an ever-changing global society through innovative and responsive learning environments. The District provides ongoing digital citizenship instruction in order for students to use technology to achieve this mission in a safe and secure environment. Information and Communication Technology is an integral part of BISD's curriculum across all subject areas and grade levels. It is implemented in developmentally appropriate ways and aligned to the competencies listed in the District's Portrait of a Graduate which includes seeking opportunities to learn and grow in response to an ever-changing world; communicating effectively through authentic reading, writing, listening, and speaking; solving problems through collaboration, critical thinking, creativity and innovation; demonstrating ethical behaviors, exhibiting integrity, respect and accountability; and exhibiting academic, technological, and workplace competence within a global environment.

I understand that using digital devices (whether personal or school owned) and the BISD network is a privilege, and when I use them according to the *Responsible Use Guidelines* I will keep that privilege. All members of the Birdville Independent School District's community agree to follow the BISD code of conduct, school rules, and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks and software in school for educational purposes and activities
- Keep my personal information and that of others private including home/mobile phone number, mailing address, and passwords
- Show respect for myself and others when using technology including social media
- Give acknowledgement to others for their ideas and work
- Report inappropriate use of technology immediately

**T** – Think about privacy before posting

**R** – Recognize others' work and ideas

**U** – Unleash learning with technology

**S** – Stand up to inappropriate use

**T** – Treat myself and others with respect

*The Responsible Use Guidelines* will be reviewed each school year along with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

## Birdville ISD Middle and High School Student Responsible Use and Digital Citizenship Agreement:

1. **Respect Yourself:** I will select online names that are appropriate, I will be polite, and, I will use appropriate language/content in all online posts.
2. **Protect Yourself:** I will not publish personally identifiable information or data, contact details or a schedule of activities for myself or anyone else. I understand that unless otherwise authorized, I am the custodian of my accounts, and I am responsible for all activity initiated by and/or performed under these accounts. I understand that it is my responsibility to appropriately secure my account credentials. I understand that I am responsible for maintaining and backing up all of my own data. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher/administrator before engaging in that activity.
3. **Respect Others:** I will not use technologies to bully or tease other people. I will not make audio or video recordings of students/employees without their prior permission. I understand that posing as someone else is forbidden and I will not pose as a user other than myself when online.  
  
I will not access, download, or modify accounts, files, or data belonging to others. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.
4. **Protect Others:** I will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.
5. **Respect and protect Intellectual Property:** I will suitably cite any and all use of websites, books, media, etc. I will respect all copyrights, requesting permission for the use of software, media and the intellectual property of others.

In accordance with the Children's Internet Protection Act, Birdville Independent School District educates staff and students regarding appropriate online behavior to insure Internet safety, including use of email and other online resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is therefore each student's responsibility to follow the guidelines for appropriate and acceptable use.

### Examples of Inappropriate Use

Please note this list is not exhaustive and only indicates some of the most common examples.

- Using the District's electronic communications system for illegal purposes including, but not limited to, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing user names and passwords with others; and/or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the District's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Gaining unauthorized access to restricted information or network resources.
- Engaging in cyberbullying such as use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to sending or posting messages, photos, video, and/or fake websites/profiles.

## **Emergency School Closing/Delayed Opening Information**

School closings or delayed openings because of cold or icy weather or hazardous road conditions are announced on the District's website, electronic newsletter, Facebook, Twitter, phone message to student homes, and local radio and television stations between 5:00 a.m. and 7:00 a.m.

## **Extracurricular Activities**

Election Policy/Selected Positions such as Cheerleader/Mascot, Student Council, Class Officers, Clubs/Organizations, Pep Squad/Spirit Groups, Drill Team Members, and Officers in Auxiliary Groups:

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

- During the initial six-week period of the school year, students shall have been promoted into the next grade level or shall have accumulated the required number of units toward graduation. (See the Promotion section of this handbook.)
- During subsequent six-week periods, students who receive a six-week grade below seventy (70) in any course or subject or students with disabilities who fail to meet the standards of their Individual Educational Plan (IEP) may not participate in extracurricular activities during the following three-week period. The suspension from extracurricular activities will be administered according to guidelines published in the University Interscholastic League Side by Side publication.
- A student ineligible to participate in an extracurricular activity, but who is enrolled in a state approved music course that participates in UIL Concert and Sightreading Evaluation, may perform with the ensemble during the UIL evaluation performance. [TEA 76.1001 (a)(3)]
- Students who score below seventy (70) in any advanced or Advanced Placement classes identified for no pass, no play exemption by Texas Education Agency (TEA) shall not be affected by eligibility guidelines or rules.
- Activity nights for middle schools may be held at school (not to exceed four (4) nights per year) for all students. Principals shall offer a variety of age-appropriate activities (i.e., checkers, table tennis, sock hop, volleyball) at each activity night.
- There shall be no formal dances or formal banquets on or off campus for middle school students.
- Flowers, corsages, or balloon bouquets shall not be delivered to students at school by parents, fellow students, or vendors. Homecoming corsages are not to be worn at the middle school campuses.
- All students in extracurricular activities must meet the standards in the Extracurricular Honor Code found in the BISD Code of Conduct section of this book.
- The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of 18 extracurricular absences not related to post-district competition; and an unlimited number of absences for participation in post-district or state competition.

## **Fees**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and they may be required to pay certain other fees or deposits including:

1. Club dues and uniforms
2. Security deposits
3. Materials or supplies for a class or a class project that will remain the property of the student
4. Parking fees \$50.00 for painted reserved parking spot, \$30.00 for reserved spot and no charge for non-reserved spot. (high school only)
5. Student ID cards \$10 annually (high school only)
6. Personal physical education apparel and athletic equipment. (Physical education students and middle school athletes shall provide their own towels)
7. Purchases of pictures, publications, class rings, etc.
8. Student accident insurance and insurance on school-owned instruments
9. Instrument rental and uniform maintenance
10. Computer lab disks
11. Fees for damaged school-owned property and equipment

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 principal.

## **Field Trips**

Eligibility for field trips will vary according to grade level and individual program requirements. The campus principal will make final decisions in regard to eligibility. Chaperones must be pre-approved prior to the field trip. This approval may take up to two weeks or more. Generally, the nurse does not go on field trips unless there are special education needs. Any special education need will be dealt with on a case-by-case basis.

## **Fundraisers**

Student clubs, classes, organizations, and parent groups will occasionally be permitted to conduct fundraising drives. The campus principal or principal's designee must give permission at least ten (10) days in advance.

Except as approved by the principal or designee, fundraising shall not take place on school property. Coordination of projects between school organizations, parent organizations, and the principal is expected to avoid duplication of efforts. Door-to-door selling by students is strongly discouraged.

## **Graduation**

Graduation is determined by the completion of course credits with passing grades, passing state mandated test, and appropriate attendance. Graduation is assured to any student that completes the requirements of the State of Texas and BISD with good behavior.

## **Graduation Ceremonies**

Graduation ceremonies are provided by BISD. The ceremony is an attempt to honor graduates for their achievements. The high school principal is the final authority regarding which students are eligible to participate in the ceremony. If a graduate does not wish to be honored in the ceremony, the graduate may elect to receive the diploma through the mail. In no case is the graduation ceremony a property right of a student or a parent.



## **Physical Activity**

Students in middle or junior high school will engage in thirty (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 two-week period for at least four semesters.

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

## **Requesting Physical Fitness Results**

Annually, the District shall assess the physical fitness of students in grade 3 or higher in a course that satisfies the curriculum requirements for physical education under Education Code 28.002(a)(2)(C), using an assessment instrument adopted by the Commissioner. Parents may request, in writing, their child's physical fitness assessment results at the end of the school year. The results of individual student performance on the physical fitness assessment instrument are confidential and may be released only in accordance with state and federal law.

The District is not required to assess a student for whom, as a result of disability or other condition identified by Commissioner Rule, the assessment instrument is inappropriate. Each student must be assessed based on factors related to student health, including aerobic capacity; body composition; and muscular strength, endurance, and flexibility, unless a particular factor is inappropriate for that student because of a health classification defined in 19 Administrative Code 74.31[see EHAA].

## **Health Education**

Per Senate Bill 283, TEC 28.004, Birdville ISD provides human sexuality instruction that is age appropriate to various grade levels. If human sexuality instruction is provided at your child's school, information will be sent home with your child with a summary of the material, a statement of the parent's right to review the materials and an option to remove the student without penalty. The Birdville ISD School Health Advisory Committee allows parents to be a part of the development of health curriculum. If you would like more information, please contact the school nurse at your child's campus.

## **Students with Medical Restriction**

A written explanation signed by the attending physician must be provided for any student under a physician's care for physical conditions that restrict participation in specific activities required for mastery/completion of a course/subject. The explanation should identify the student's condition, physical restrictions, and projected length of time before returning to normal activities.

## **Identification Cards – Middle School & High School**

A current student identification card is required for each student attending class on the middle and high school level. A new identification card is purchased (fee \$10.00) at enrollment each school year.

The identification card shall be worn by students while at school and carried while attending any school-sponsored activity. The card must be presented to any school official upon request. Students not wearing or carrying proper identification are subject to disciplinary action. Lost cards can be replaced for \$5.00.

## **Insurance**

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with injury. The District does not carry insurance on students. Before participating in school-sponsored athletics, students and parents may purchase the student accident insurance, show proof of insurance, or sign a form rejecting the insurance offer and acknowledge immunity of the District for any injury which may result from preparation for or participation in the activity.

## **Library Services**

Each campus has a library in which students may check out library materials and access research and reference materials.

Students are encouraged to make use of the print and non-print materials available in each campus library. However, students are responsible for the proper care and the prompt return of the materials they borrow and use.

Consequently, students are responsible for the replacement cost of any item borrowed if that item is lost or damaged beyond repair. Additionally, students in grades nine through twelve will be assessed a late charge of ten cents per day (to a maximum of \$5.00) if the item borrowed is returned after the due date. Each student in grades nine through twelve will receive a “grace period” of two (2) days in which the item may be returned with no fine assessed.

## **Lockers**

The lockers are the property of the school, and the school maintains control of the lockers and other school property at all times. Lockers and other school property may be subject to inspection and/or search at any time whether or not the student assigned to the locker is present.

Students may not change from their assigned locker without permission from a teacher and/or assistant principal. Locks are recommended for all secondary students. Students who use a lock must file a duplicate key or the combination with the assistant principal. The school is not responsible for lost or damaged items.

## **Metal Detector Searches**

In an effort to ensure a safe learning environment for all students, BISD reserves the right to conduct Metal Detector searches on a random basis at each campus.

## **Messages**

In our effort not to interrupt teaching-learning time, only emergency messages will be delivered to students. Lunch money, required homework assignments, transportation plans, etc. should be finalized before leaving home in the morning. Messages to teachers will be delivered to the teacher’s mailboxes throughout the day.

## **Parent Involvement, Responsibilities, and Rights**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her student to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her student and sign and return the acknowledgment form(s). A parent with questions is encouraged to contact the appropriate school administrator.
- Become familiar with all of the student’s activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignments, or early graduation, and the options available to the student. Monitor the student’s academic progress and contact teachers as needed.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her student.
- Under Every Student Succeeds Act, any district that receives funds must notify the parents of each student attending a school that is receiving funds that they may request information about their child’s teacher’s state qualifications, license status, degree major, and certification of undergraduate and graduate degrees. Qualifications of paraprofessionals must also be provided upon request.

## **Parking Regulations**

Speed limit on school property is five miles per hour. All students must park in the designated student parking lot. Students who drive to school must register their vehicles with the school office. Proof of car insurance and a current driver's license is required before a parking permit will be issued for student use. Students who park illegally will be warned and asked to move their vehicle to a legal parking area, the first time. Vehicles without a parking permit and vehicles parked in the wrong parking area may be issued a ticket or the vehicle booted. Prior to a ticket being issued by the police department or a fee assessed to remove the boot a parent conference will be requested. If a student continues to violate the parking regulations a vehicle can be ticketed, booted or towed even if a parent conference has not taken place. The ticket and towing will be based on the cost in each city. The student will be required to pay \$50.00 to have a boot removed each time it is booted. Vehicles parked illegally may be towed away at the owner's expense if warnings, boots and tickets are ignored. Visitors may park in the designated areas at each campus.

## **Personal Property**

Students are reminded that the School District is not responsible for any personal property that is lost or stolen. This includes electronic communication devices, contents in student and athletic lockers, school buildings, school buses, and items taken on school-sponsored trips. Protect your property, keep your locker combination to yourself, and keep your locker locked at all times.

## **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.

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## **Posters**

The principal must first approve all signs and posters to be displayed. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

## **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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **Protection of Student Rights**

No student will 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.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such a relationship with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in special programs or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her student's classroom and to review each test that has been administered to his or her student.

### **Public Address System**

The P.A. system is to communicate general information to the classrooms. It is not for any personal use. All announcements must be approved by campus administration.

### **Registration**

Students are required to attend the school in the attendance zone determined by the primary residence of the parent, legal guardian, or person having lawful control of a student eligible for admission to BISD. Specific information relating to school attendance zones may be obtained at each campus or the Office of Student Services.

All students, upon enrolling in BISD, should be accompanied by a parent(s) and will be required to furnish the following:

1. Proof of residence.
2. Immunization records.
3. Official birth certificate (Pre-kindergarten through First Grade and all first time BISD enrollees).

To complete admission, the student's social security number, official withdrawal and/or report card, and the address of the previous school attended may also be requested.

### **Release of Students from School**

A student will not be released from school at times other than regular dismissal times, except with the principal's permission or in accordance with campus sign-out procedures. A student who will need to leave school during the day must bring a note from his or her parent that morning.

### **Retention and Promotion**

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

### **Schedule Changes**

Schedule changes will only be made on an individual basis and must be approved by the principal. Schedule change requests should be made before the fifth day of class. Students may not start a new class, school/semester, until schedule changes have been approved.

### **Searches and Seizures**

The District shall use specially trained dogs to sniff out and alert officials of the current presence of concealed prohibited items. Trained dogs may sniff lockers, vehicles, classrooms and other common areas at any time. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct Booklet. (FNF-Local)

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. *U.S. Const., Amend. 4.; New Jersey v T.L.O., 469 U.S. 325, 105 S. Ct. 733 (1985); Jones v. Latexo Indep. Sch. Dist., 499 F. Supp. 223 (1980)*

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception; i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Smoking**

Smoking or use of any tobacco products including electronic cigarettes on school property or at any school-related or school-sanctioned activities (on or off school property) is illegal and students are subject to disciplinary consequences.

### **Social Events**

The rules of good conduct and grooming shall be observed for school social events. Guests (if permitted) will be expected to observe the same rules as students attending the event. The person inviting the guest will share responsibility for the conduct of the guest. Students attending a school-sponsored event may be asked to sign out when leaving before the end of event. No one leaving before the official end of the event will be re-admitted.

### **Special Programs**

#### **Dual Enrollment College Courses**

The District has established a dual enrollment program that allows students to be awarded credit toward high school graduation for completing selected college courses in the college core, CTE, or fine arts. High school students can enroll in college courses regardless of the grade level and are not limited in the number of courses they can enroll in each semester. Information about the program is available in the high school counseling office or in the Educational Planning for Life: Catalog of High School Courses.

#### **ESL – (English as a Second Language) Pull-Out Program**

Emergent bilingual students (EBs) at the secondary level are served through an ESL Pull-Out program. Instruction is provided by the classroom teacher who is ESL certified and/or trained in sheltered instruction. The instruction is sheltered, which allows the emergent bilingual student to acquire language and learn academic content simultaneously. All of our secondary campuses have an ESL Pull-Out program.

#### **Newcomer Program**

Emergent bilingual students (EBs) in grades 6 – 12 who are new to the United States and are non-English speakers may be served through a newcomer program. The goal of this program is focused on helping students adjust to an American school system, maintain academic progress, and develop linguistic and literacy proficiency in English.

## **TELPAS**

Emergent bilingual students (EBs) are assessed yearly through the Texas English Language Proficiency Assessment System (TELPAS). This includes emergent bilingual students not receiving ESL or bilingual services. The English language proficiency of students in grades 2–12 are assessed in reading, writing, listening and speaking using the online TELPAS test. Emergent bilingual students in grades K-1 are assessed holistically in reading, writing, listening and speaking based on ongoing classroom observations and student interactions.

## **TELPAS Alternate**

English Learners in grades 2–12 who have significant cognitive disabilities, are receiving Special Education services, and who qualify for the STAAR Alternate 2 assessment will be assessed in English Language Proficiency using the TELPAS Alternate assessment. Eligibility for the TELPAS Alternate assessment is determined by the ARD committee and LPAC based on TEA's participation requirements. Students who take the TELPAS Alternate assessment are assessed in the areas of listening, speaking, reading, and writing using an alternative holistic rating system based on classroom observation.

## **Gifted/Talented Services**

BISD offers services for gifted/talented students in grades K-12th. An academically gifted and talented student is capable of excelling in relation to students of similar age, experiences, or environment as reflected by one or more of the following areas: general intellectual ability, specific subject matter aptitude, and creative and productive thinking ability. Level I services include teacher supported differentiation for appropriate growth in the general education classroom. Level II services for identified GT students involve more complex instruction and faster pacing for appropriate growth. Identified elementary GT students participate in weekly pull-out classes on the home campus for grades 1st-2nd and at a centralized site for grades 3rd-5th. Identified secondary GT students receive services through enrollment in advanced coursework, such as Honors/Honors+, AP, and Dual Credit courses. In order for secondary GT students to retain their gifted indicator, they must be enrolled in AT LEAST one advanced course each school year. Information concerning participation in gifted/talented services may be obtained by calling the Office of Instruction and Advanced Academics at 817-547-8911.

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

The Honors/AP Program is open to all students wishing to pursue advanced academic courses. The Honors/Advanced Placement Program provides enriched courses in all core content areas as well as some elective content areas. The program is intended for students with a strong interest in the content area as well as high academic ability. Students will take the AP exam for every AP course in which they are enrolled. Students may receive college credit if their college of choice grants AP credit based on their score; however, students who score a 3 or higher and attend a Texas public college or university will have this score accepted as an introductory course.

## **Course Expectations**

An explanation of program expectations for each of the content areas shall be distributed to interested students during the pre-scheduling process at the middle school level. At the high school level, course expectations are printed in Educational Planning for Life: Catalog of High School Courses. Content area explanations are available in the counseling office.

## **Dismissal Procedures**

Consideration of exiting gifted and talented services may be initiated by the District, the parent, or the student. The District has established guidelines for the purpose of a probationary or furlough period to provide secondary students an opportunity to improve performance or strengthen his/her emotional well-being. The District may place on a probation or furlough any student whose educational needs are not being met within the structure of the classroom and/or the gifted and talented program. Students who are no longer enrolled in any Honors/AP or other advanced coursework will be exited from gifted and talented services.

## **Dyslexia Program**

The Dyslexia Program provides instruction for students identified as having dyslexia or other related disorders. District personnel evaluates referred students. The identification of dyslexia is made by a Section 504 or ARD Committee after a thorough review of the identified student's accumulated data that specifically addresses all the indicators listed under the eligibility criteria. A Section 504 or ARD Committee then makes program placement to ensure that the student will receive evidenced-based, multisensory structured literacy instruction. Students are served through the dyslexia program in Kindergarten through grade 12.

## **Section 504**

Section 504 prohibits discrimination against students with disabilities by school districts receiving federal financial assistance. A Section 504 referral can be initiated by a parent, student, or school personnel. The referral must be made by someone who is knowledgeable about the student and has reason to believe that the student has a disability that is substantially limiting one or more major life activities. A Section 504 plan outlines the accommodations and support necessary to provide the student with a disability a free and appropriate public education. It may address academic, behavior or health issues.

## **Homebound Program**

Students who are chronically ill, or who have other medical conditions which result in the student being confined to their home or hospital bed for at least four consecutive or cumulative weeks during the school year may be eligible to receive instruction at home. This placement requires documentation from a physician indicating the type and severity of the condition as well as the anticipated length of confinement to the home. Students in both special education and the general student population may be eligible for homebound services.

## **Online Learning**

Birdville uses student-centered online programs aligned with the Texas TEKS, customized to follow the district scope and sequence that encourages interactive learning. The Birdville online learning team ensures that students and teachers have instant access to quality resources that meet students' diverse learning needs and propel them towards success.

Birdville ISD believes that the self-directed student can successfully drive their own learning when confident, motivated and organized. Online learning allows these driven students a chance to learn at their own pace, at their own time on their own personalized learning path.

## **State Testing Program**

The goal of the Texas assessment program is to provide all students an appropriate statewide assessment that measures and supports their achievement of the essential knowledge and skills of the state-mandated curriculum. Every student receiving instruction in the essential knowledge and skills shall take the appropriate criterion-referenced tests, as required by the Texas Education Code. All STAAR, STAAR/EOC and TELPAS assessments will be administered through a state online platform. Students utilizing district issued technology are required to bring the charged device and charger to school on state testing days. Campuses may choose to require students to turn in district-provided devices prior to state testing.

## **Accelerated Learning Committees**

Texas law requires all students who do not achieve approaches or higher on STAAR grades 3 through 8 or End Of Course assessments be provided accelerated instruction. These requirements, modified by House Bill 4545 of the 87<sup>th</sup> legislature and recently updated with the passage of House Bill 1416 in the 88<sup>th</sup> legislature, provide that qualifying students must be assigned a TIA-designated teacher for the subsequent school year in the applicable subject area; or, provided supplemental instruction in the TEKS for the applicable grade levels and subject area in the following manner for no less than 15 or 30 hours depending on student performance and is provided in the summer or at least once per week in the school year for no more than two subjects per year, prioritizing math and RLA.

## **STAAR 3–8**

The State of Texas Assessments of Academic Readiness (STAAR) is administered to students in grades 3–8. STAAR results provide information about students' academic readiness for the next instructional level. The subjects and grade levels tested in grades 3–8 are indicated below.

<b><u>GRADE</u></b>	<b><u>SUBJECTS</u></b>
3	Reading Language Arts (RLA), Mathematics
4	RLA, Mathematics
5	RLA, Mathematics, Science
6	RLA, Mathematics
7	RLA, Mathematics
8	RLA, Mathematics, Science, Social Studies

Students enrolled in grades 3–8 who are receiving instruction above their enrolled grade level will be administered a STAAR test at the level of instruction. For example, if a fifth-grade student is receiving instruction in sixth grade mathematics, the student will take the grade 6 mathematics test. Students in grade 2 and below are not assessed with STAAR even if they are receiving instruction in a STAAR-tested grade level. Middle school students taking high school courses not assessed with STAAR-EOC are required to take the grade level test in the same subject area. For example, grade 8 students enrolled in high school geometry are required to take the grade 8 STAAR mathematics test.

## **STAAR EOC**

At the high school level, students are assessed with the STAAR end-of-course (EOC) exams. Student performance on these assessments will be used to determine eligibility for graduation. The courses to be tested are English I, English II, Algebra I, Biology, and U.S. History. EOCs are administered three times each year, in spring, summer and fall. Students must take EOC exams if they entered grade 9 in 2011-2012 or later. Middle school students enrolled in tested high school courses are also required to take the appropriate exam. For example, a student enrolled in grade 8 who is taking Algebra I (a high school course) will take the Algebra I EOC.

## **STAAR Alternate 2**

Students who have significant cognitive disabilities and are receiving Special Education services may qualify to take the STAAR Alternate 2 assessment. Eligibility for STAAR Alternate 2 is determined by the ARD committee based on TEA's participation requirements. STAAR Alternate 2 is administered in all grade levels and for all subjects in which STAAR 3–8 and STAAR/EOC are administered, using an alternative timeline and test format. Students who take STAAR Alternate 2 fulfill all participation requirements for STAAR 3–8 and STAAR EOC.

## **TAKS**

The Texas Assessments of Knowledge and Skills (TAKS) tests are no longer being administered. Former TAKS examinees (including former Texas Assessment of Knowledge and Skills [TAAS] and Texas Educational Assessment of Minimal Skills [TEAMS] examinees) can take the appropriate STAAR test. The TEA has established STAAR scores that students must achieve in order to meet TAKS, TAAS or TEAMS requirements in the following areas:



**English language arts (ELA):** Former TAKS, TAAS, or TEAMS examinees who have not met the graduation requirement for the ELA reading and/or writing tests may take the appropriate sections of the STAAR English II test.

- Examinees who have not met the graduation requirement for both reading and writing will take both Reading and Writing sections. Both sections must be completed the same day.
- Examinees who have not met the graduation requirement for the reading test only will take the Reading section only.
- Examinees who have not met the graduation requirement for the writing test only will take the Writing section only.

**Mathematics:** Former TAKS, TAAS, or TEAMS examinees who have not met the graduation requirement for the mathematics test may take the STAAR Algebra I test.

**Science:** Former TAKS examinees who have not met the graduation requirement for the science test may take the STAAR biology test.

**Social Studies:** Former TAKS examinees who have not met the graduation requirement for the social studies test may take the STAAR U.S. history test. Additional information regarding graduation testing requirements for former TAKS examinees at <https://tea.texas.gov/student.assessment/taks/>

### **Test Results**

Students and parents must be informed of student performance on state assessments within 10 days of receipt of results from the state testing vendor. Beginning as of the 2016–17 school year, STAAR Report Cards (SRCs) for state assessments are available to families through Focus. Parents and guardians may also access historical test results through the secure TEA Student Portal available at [www.texasassessment.gov](http://www.texasassessment.gov). There are two ways to access the results. If you have the access code from a previous STAAR/EOC assessment, you may enter the code and your child’s date of birth. If you do not have an access code, click on “find my access code” and enter the information requested (student’s first name, SSN or S-Number (state I.D.) and your child’s date of birth)).

### **State Assessment Graduation Requirements**

For students who first entered grade 9 in 2011–12 or later, the graduation testing requirements are based on performance on the STAAR end-of-course (EOC) examinations in English I, English II, Algebra I, Biology and U.S. History. Students must achieve a satisfactory score on all required STAAR/EOCs in order to meet graduation requirements. Successful completion of these assessments is in addition to local and state graduation requirements.

### **Individual Graduation Committee (IGC)**

*[Texas Education Code §28.0258](#) revises the state’s assessment graduation requirements for students enrolled in the 11th or 12th grade during the 2014–15, 2015–16, 2016–17, 2017–18, 2018–19, 2019–20, 2020–21 or 2021–22 school years. A student who has failed the EOC assessment graduation requirements for no more than two courses may receive a Texas high school diploma if the student has qualified to graduate by means of an individual graduation committee (IGC) determination.*

Please note that if a student received an English 1 Provision, this counts as one of the two failed EOC assessments. The IGC may determine if a student is qualified to graduate if the student successfully completes additional requirements as established by the committee. Students in this situation should contact their school counselor.

### **STAAR/EOC Additional Information**

TEC §39.0232(b)(1) prohibits the use of STAAR EOC assessment performance for any purpose related to a student’s class ranking.

TAC §101.3021(c) prohibits the use of a STAAR EOC assessment for the purpose of credit by exam.

## **STAAR/EOC Refusal to Test**

For STAAR, students are required to participate and districts are required to provide a “testing opportunity” for all eligible students. Parents and students have been notified of the “testing opportunity” in Birdville ISD. What that “testing opportunity” looks like varies at the local level.

As indicated in the Texas Education Code (TEC), [§26.010](#), “A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test.” Students are required to be tested by both state and federal laws. If a student (or their parent) refuses to test, the district should keep local documentation on this. As all eligible students must be accounted for, the district should mark the test as indicated in the *District and Campus Coordinator Resources* [Frequently Asked Questions](#) section, question #6, copied below.

### **What score code should a district use for a student who is not tested?**

Both federal and state laws require that students enrolled in public school districts and open-enrollment charter schools take the STAAR assessment as a measure of student understanding of the Texas Essential Knowledge and Skills (TEKS). Students are required to participate, and districts are required to provide a testing opportunity for students. What that testing opportunity looks like varies at the local level.

If a student does not participate, the district should keep local documentation. As all eligible students must be accounted for, the district should mark the test as noted below:

- If a student is absent, use “A” for Absent.
- If a student is present but is not tested, use either “S” or “O” depending on the specific scenario:
  - For students taking a STAAR grade 3–8 assessment, use “S” for Score.
  - For students taking a STAAR EOC assessment for the first time, use “S” for Score.
  - For students taking a STAAR EOC retest in April, May, or December, use “O” for Other.

For students who refuse to test, a score code of “S” will be assigned. This results in the lowest score possible, and a student’s performance on STAAR EOC assessments is required [by TEC, [§39.023\(c-5\)](#)] to be included on the student’s academic achievement record.

Testing opportunity in Birdville ISD - Students will be required to report to their assigned location for every “testing opportunity”. Students who refuse to test are required to remain in their assigned location for the entire testing session and will be required to submit their assessment(s) online. Students who do not submit their assessment online will have their assessment submitted with a score code of “S” by the district at the end of the testing opportunity.

In addition, Accelerated Instruction is required for this student because HB 1416 did not amend Texas Education Code (TEC), Sec. 28.0211, to eliminate the existing requirement that a student who does not receive a STAAR or EOC score (due to absence, mistake, refusal, etc.) must receive accelerated instruction.

Finally, the low score hurts the district’s federal accountability rating.

For further questions regarding Refusals to Test, please contact the Texas Education Agency at (512) 463-9734

## **Electronic Devices and State Testing**

The administration of state tests (STAAR, STAAR/EOC and TELPAS) will be given using an online format. Students are strongly encouraged not to bring additional devices, such as cellphones, tablets, iPads, etc., into the testing room. Prior to testing, students will be required to surrender such devices to the test administrator for safekeeping during testing. The device will be returned to the student after all students have completed testing. If a student is found to possess an electronic device during testing or is attempting to circumvent the testing program to access the internet, student test results may be invalidated and the student may face disciplinary action.

## **Test Security**

Any student who receives unauthorized assistance during a test may have test results invalidated, and will also be subject to disciplinary action at the discretion of campus administration.

Districts are required to have procedures in place to prevent cheating through the use of cell phones and personal electronic devices during test administrations. If a student photographs, duplicates, posts, or transmits secure test content or disseminates this information using an electronic device, the district is required to notify the Student Assessment Division of TEA immediately.

Student cheating on state assessments, either by providing or receiving assistance, requires action by the campus or the district coordinator. After investigating the incident, if the district determines that a student has been involved in cheating on a state assessment, the district is required to

- invalidate the student's test (as required by TAC, §101.3031(a)(4)) by marking the score code "O" for "Other" on the student's answer document or in the online form for the corresponding test and
- complete the Locally Determined Disciplinary Action (LDAA) form to report any disciplinary action taken against students who participated in the cheating incident.
- Students with a score code "O" will be required to complete Accelerated Instruction as outlined through HB1416
- for STAAR EOC, students will be required to participate in the next administration of the assessment.

The state of Texas requires high school students to sign the following honor statement immediately prior to beginning state assessments (STAAR EOC).

By signing my name, I agree that I will not give or receive unauthorized assistance during the test.  
I understand that giving or receiving unauthorized assistance during the test is cheating and may result in the invalidation of my test results.

## **Distractions during Testing**

Any personal devices that may distract other students are prohibited from use during testing, unless such use was previously approved by an appropriate decision-making committee, such as ARD or 504.

## **Student Activities/Notice Regarding Steroids**

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law provides that bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person.

## **Student Code of Conduct**

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. (See Student Code of Conduct)

## **Student/Parent Complaints**

In accordance with Board policy, students or parents who have a complaint should first bring the matter up with the teacher. Usually a complaint or concern can be addressed by a phone call or conference. For complaints or concerns that cannot be handled in this manner, the district has adopted a standard complaint policy. If the outcome of that discussion is not satisfactory, then a conference with the principal can be requested. If not satisfied at that level, the student or parent/guardian can request a conference with the Superintendent's designee. For information about the Complaint Process, please call the Office of Student Services at 817-547-5790. For disciplinary appeals see BISD Code of Conduct.

Students and/or parents who have a complaint regarding possible discrimination or harassment on the basis of sex, race, tec., should contact the Associate Superintendent for Human Resources, Governance and Support Services. Complaints or concerns regarding students with disabilities identified to receive special education services should be addressed to the Director of Special Education. Complaints or concerns regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the students should be addressed to the Associate Superintendent for Human Resources, Governance and Support Services.

### **Student Records – Notification of Rights**

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 school to school within the district.

By law, both parents, whether married, separated or divorced, have access to the records of a minor student, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Applicable procedures regarding the release of records for students with disabilities will be followed.

The principal is custodian of all records of currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Parents of a minor and students over 18 years of age have the right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

Parents of a minor, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials include any employees, agents or Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

- Working with the students.
- Considering disciplinary or academic actions, the student's case, or a disabled student's IEP.
- Compiling statistical data.
- Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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

Students over 18 and parents of minor students may inspect the student's records and 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 requester has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grades in a course through this process. Parents or students may complain to the Superintendent or his designee if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a minimal cost, payable in advance. Parents may be denied copies of a student's records for the following reasons:

- The student reaches age 18.
- The parent fails to follow proper procedures and pay the copying charge.
- The District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price lunches and the 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.

Universities or other entities that request official copies of the Academic Achievement Record (AAR) directly from districts are responsible for obtaining authority from students for release of such records. Students may also request direct mailings of official copies to colleges or to prospective employers. An official AAR provided by the District may be differentiated from the copy given to the student or family. The words "Official Copy" imply that the AAR is transmitted directly from the school to the authorized requesting institution without the possibility of alteration. The District stands behind the validity of the data on the official copy of the AAR at the time it is mailed. A transcript copy should be marked or stamped "Official Copy" only at the time of its authorized release to another institution or student- approved recipient, excluding parents. Official copies of the AAR may be sent directly to colleges or prospective employers. Unofficial copies are available to students or parents and guardians according to the guidelines above.

### **Student Transcripts**

Students will receive two free copies of their transcripts. There is a charge for any additional copies. Students receive a free copy of their class schedule and may obtain additional copies for a fee.

## **Student Wellness and Health Services**

### **Communicable Diseases**

A principal shall exclude from attendance any child having or suspected of having a communicable disease designated by the commissioner of health as cause for exclusion. Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:

- Submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner. (25TAC97.7(b)-(c))

Examples of communicable diseases are: mumps, measles, scarlet fever, impetigo, ringworm, pinkeye, whooping cough, and chickenpox.

### **Keep Your Child Home When:**

Child has a temperature of 100 degrees Fahrenheit or 37.7 degrees Celsius or higher, has diarrhea or vomiting, has a rash of unknown origin, has red, runny eyes or wakes up with eyes "glued" shut, or if child complains of ear pain with or without fever.

### **Your Child May Return When:**

Fever free for 24 hours without the use of Tylenol or other fever reducer, is free of diarrhea and vomiting for 24 hours, rash is no longer visible, eyes are no longer red, ear is no longer hurting or the child has been cleared by a health care professional to return to public school and is in compliance with the Texas Department of State Health Services admission for school guidelines.

***Note: Please keep emergency phone numbers current in FOCUS – Your Child May Need You!***

### **Food Allergy Information**

Contact your school nurse if your child has a severe food allergy. On enrollment, the District requests the parent to disclose whether the child has a severe food allergy that, in the judgment of the parent or other person with legal control, should be disclosed to the District to enable the District to take any necessary precautions regarding the child's safety. A BISD "Special Dietary Request Form" should be completed by a physician for a student who has a dietary condition which restricts diet. A "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion or skin contact that requires immediate medical attention. (Education Code 25.0022(a); BISD Board Policy FD Legal) Discuss your child's diagnosed severe food allergy with your school nurse so that an individualized health plan, emergency action plan, food allergy action plan and Section 504 referral can be developed, as appropriate. Training, as necessary, for employees, will be implemented for students at risk for anaphylaxis. (BISD Board Policy FFAF Local)

### **Head Lice**

When the school nurse confirms the presence of live lice, the District shall exclude the student from school until the student has received one treatment with an FDA approved medicated shampoo or rinse, as verified by the student's parent. The nurse shall provide the student's parent with information regarding appropriate treatment and prevention of head lice transmission. (BISD Board Policy FFAA Local)

### **Immunizations**

Each child shall be fully immunized according to the Texas Department of State Health Services (TDSHS) immunization schedule. The vaccine requirements apply to all students entering, attending, enrolling in, and/or transferring to the District. (25 TAC 97.61, 97.63)

Exceptions may include medical reasons documented by a physician or reasons of conscience, including a religious belief, documented on an affidavit from the TDSHS. (TAC 97.62)

The TDSHS immunization requirements and procedures for claiming an exemption from immunization requirements are posted on our District's website. (Education Code 38.019)

### **Medication**

All medication should be given outside of school hours, if possible. Only medication which is required to enable a student to stay in school may be given at school. Three times a day medication can be given before school, after school and at bedtime. The initial dose of medication must be administered at home, doctor's office, or hospital. If necessary, medication can be given at school under the following conditions:

1. Prescription medication must be accompanied by a signed physician's order. The physician must be licensed to practice in the United States of America.
2. All medication (prescription and over-the-counter) must be:
  - a. provided by the parent,
  - b. transported by an adult,
  - c. in its original, properly labeled container,

- d. accompanied by a specific written request signed by the parent/guardian,
  - e. placed in a locked cabinet in the nurse's office,
    - i. Emergency medications will be placed in the nurse's office and accessible to staff at all times during the school day.
    - ii. Students whose doctor considers them sufficiently responsible must have a signed request for them to carry an inhaler, insulin or anaphylaxis medication on their person.
      1. The student must demonstrate to the nurse competent use of the device/medication.
      2. A second inhaler, insulin or anaphylaxis medication should also be kept locked in the nurse's office.
      3. If a student allows another person to use the medication, the privilege will be revoked.
  - f. administered by a school nurse or by a non-health professional designate of the principal or school nurse.
3. Sample prescription and alternative medicine must be labeled with the child's name and accompanied by a signed Texas Board Certified physician's order. When ordered, alternative medication must be accompanied by a patient information sheet listing its ingredients, actions, and side effects. Herbal substances or dietary supplements provided by the parent will be administered only if required by the individualized education program or Section 504 plan of a student with disabilities.
  4. Emergency medication will be provided, as part of the Emergency Protocol, by the District. Medications on the Emergency Protocol may include the name brand or equivalent of the following: Albuterol 0.083% Solution, Benadryl and Epinephrine (Epi-Pen), Naloxone. Written notification from a parent or guardian of the student that the student has been diagnosed as having asthma and stating that the school nurse may administer prescription asthma medicine to the student at a school campus must be on file prior to the use of Albuterol 0.083% solution. (Education Code 38.201, epinephrine auto-injectors and asthma medicine).
  5. Topical medication will be provided, as a part of the First Aid protocol, by the District. Medications on the First Aid protocol may include the name brand or an equivalent of the following: Anbesol, Blistex, Calamine Lotion/Gel, Chloraseptic Throat Spray, 1% Cortisone Cream, Saline Eye Wash, Triple Antibiotic Ointment or Visine. Contact your child's school nurse if you object to the use of the topical medications.
  6. Sunscreen may be carried by students while on school property or at a school-related event to avoid overexposure to the sun if the product is approved by the FDA for over-the-counter use. (Education Code 38.021)

### **Meningitis**

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria are the main causes of meningitis. Most people with viral meningitis recover fully and there is usually no need for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious. If diagnosed early and treated promptly, the majority of people make a complete recovery. In a few cases it can be fatal or a person may be left with a permanent disability.

#### **How does Bacterial Meningitis spread?**

Germs are spread when people exchange saliva (such as kissing, sharing drinking containers, utensils, or cigarettes). The people most at risk are college freshmen who live in dormitories. Vaccines are recommended for young children, college freshmen and adults over age 64.

#### **What are the symptoms of Meningitis?**

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- Neck stiffness, joint pains
- High temperature
- Sensitivity to bright lights
- Vomiting
- Drowsiness or confusion

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. In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin.

### **How to prevent Meningitis?**

Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 55 years of age and younger. Two doses of MCV4 are recommended. As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given. If these problems occur, they usually last for 1 or 2 days.

For More Information:

- Centers for Disease Control and Prevention - [www.cdc.gov](http://www.cdc.gov)
- Texas Department of State Health Services - [Meningitis Information](#)
- (Education Code 38.0025)

### **Screenings**

All students enrolled in the District shall be screened for vision and hearing problems in prekindergarten; kindergarten; and first, third, fifth and seventh grades before May 31 of each year. (25 TAC 37.23 (d), (f), (h)).

The Texas Risk Assessment for Type 2 Diabetes in Children is a state-mandated program that helps assess children who may be at high risk to develop type 2 diabetes. Children enrolled in first, third and fifth grades are assessed by checking the back of the neck for a skin marker (discoloration) associated with high insulin levels. Children who are identified with the marker are also assessed for body mass index (BMI) and blood pressure. Risk assessments are issued to the parents of these children, alerting parents of the child's risk factors and encouraging further evaluation from a health professional. (Health and Safety Code 95.002)

Girls age 12 and boys age 13 or 14 shall be screened for abnormal spinal curvature before the end of the school year.

A student may be exempt from screening if the parent submits to the District, on or before the date of vision, hearing, scoliosis or diabetes screening, an affidavit in lieu of the record of screening stating that the vision, hearing or scoliosis screening conflicts with the tenets or practices of a church or religious denomination. (Health and Safety Code 95.003(b), BISD Board Policy FFAA Legal)

Birdville ISD will be presenting Puberty Education in alignment with the Health TEKS to 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students. The video, Always Changing, is produced by Proctor & Gamble and is based on national research. The Birdville ISD SHAC (School Health Advisory Council), a parent-led council, has reviewed and recommended this program for our students.

Important lessons included in this program are:

- Talking to parents and trusted adults about feelings and questions during puberty to help them better understand and get the support they need
- Understanding the physical and emotional changes that happen during puberty and that these changes are a normal part of growth and development
- Body changes happen to both girls and boys
- Personal hygiene is each individual's responsibility
- Understanding how girls manage their periods
- Making good decisions and making a positive impact
- How to stay healthy and confident from the changes that occur to their brains, eating well and staying safe



The videos may be found at the following links: <https://www.pgsschoolprograms.com/Parents> We encourage you to preview the video to determine appropriateness for your child.

A permission form will be sent home at least 14 days prior to the presentation asking parents to give permission for their child to attend the presentation. Your child will not be able to participate without written permission.

### **Summer School**

Summer school programming includes courses developed for academic intervention, accelerated instruction, credit recovery, educational enrichment activities, and high school level course acceleration. Some programs have specific qualification criteria and require an invitation to participate. For questions about which summer school opportunities may be appropriate for your student, please contact your child's counselor.

Extended School Year (ESY) services is an individualized instructional program for eligible students with a disability that is provided beyond the regular school year. The need for ESY services must be determined on an individual basis by the Admission, Review and Dismissal (ARD) committee.

### **Telephone**

Students will be permitted to use office phones on an "emergency-only" basis, with the permission of an office staff member. In an effort not to interrupt teaching-learning time, only emergency messages will be delivered to students. Lunch money, required homework assignments, transportation plans, etc. should be finalized before leaving home in the morning.

### **Textbooks**

According to state law, each student and his/her parent shall be responsible to the teacher for all books, materials, or electronic communication devices not returned by the student. Any student failing to return all books, materials, or electronics CDs shall forfeit his right to free material until the materials previously issued but not returned are paid for by the parent. Lost materials shall be paid for by parents on the basis of the net contract price to replace the materials.

Students are responsible for the proper care of all books, materials and electronic communication devices. Replacement/repair costs will be levied against damaged materials.

## Transfers

According to state law and BISD Board Policy students can transfer from one campus to another based on the chart below. The primary way that students are transferred in BISD is Open Enrollment Student Transfers. All transfers in BISD must be approved by the Executive Director of Student Services, please refer any questions to the Office at Student Services at 817-547-5790

Type of Transfer	Board Policy	Explanation
Open Enrollment	FDB(LEGAL)	This process is the primary way that students move from one campus to another. This is an application process and must be completed in April or August. Additional information can be found on the Student Services website.
Administrative Transfer	FDB(LEGAL) FDB(LOCAL)	This transfer is done when a student has a severe medical or psychological need and is requested by a medical professional such as; psychologist, psychiatrist, or licensed professional counselor who has seen the student for more than 30 days. This request must be made in writing from the medical professional to the Executive Director of Student Services.
Low-Performing Schools, PEG, Schools that do not meet AYP	FDB(LEGAL) FEAA(LEGAL) EHBD(LEGAL)	If a school is a low-performing, PEG, or does not meet AYP, the parents will be provided an opportunity to transfer as required in the Texas Education Code. Parents will be notified in writing if their children qualify for one of these transfers with information about how to request a transfer.
Victims of Bullying  Or  Those who have engaged in bullying	FDB(LEGAL)	A parent or guardian may request that a student be transferred from a classroom or school when the campus administration has documented that a case of bullying has occurred. The request for a change of classroom must be made to the campus principal, and the change of campus should be made to the Executive Director of Student Services. If the student has engaged in bullying the campus administration will work with the parents to make a decision that is in the best interest of the victim, the person doing the bullying and the campus. The Executive Director of Student Services will serve as the Superintendents' designee and assist with this decision if needed.
Homeless Students	FD(LEGAL) FDC(LOCAL) FDC(LEGAL)	A student who meets the homeless qualifications of the McKinney-Vento Act may attend the campus where they reside or the campus they were enrolled in when becoming homeless. The law provides that homeless students may enroll in any school district. The District will determine the campus the student will attend. A student will not be provided transportation unless it is their school of origin when they became homeless.
Grandparent Enrollment	FD(LOCAL)	A student may transfer into BISD if they live outside of the District boundaries and the grandparent resides inside BISD and provides significant childcare after school.
Sexual Assault Transfer	FDD(LOCAL) FDD(LEGAL)	A student who has been the victim of a sexual assault and attends the same campus as the assailant may request a transfer to another school.
Transfer of Assailant	FDD(LEGAL)	The parent or guardian of a student who has been the victim of violence or sexual assault may request the transfer of the assailant to a different campus.
Transfer Special Education Household Member	FDB(LOCAL)	If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that another 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.
Transfer of Multiple Birth Siblings	HB 314 FDB(LOCAL)	A parent of multiple birth siblings may request that they be placed in the same classroom or in separate classrooms. The request must be granted, unless it would require the District to add an additional class to the grade level of the siblings. At the end of the first grading period following enrollment, the principal may determine appropriate placement if, after consultation with the teachers in each of the siblings' classrooms, the principal determines that the assignment is disruptive to the school. If the parent does not agree with the principal's decision, the parent may appeal the decision, in accordance with FNG (LOCAL); however, during the appeal, the students would remain in the classroom(s) requested by the parent.

## **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 administration. (See policies at CO and FFA)

## **Verification of Enrollment and Attendance**

A student must meet one of the following requirements to be eligible to receive an instruction permit and/or Texas driver's license: 1) must have been enrolled for at least 45 days, and currently enrolled in a program to prepare persons to pass the high school equivalency exam (GED); or 2) must be enrolled in a public or private school and attended school for at least 80 days in the fall or spring semester preceding the date of application; or 3) the person has obtained a high school diploma or its equivalent. All absences, excused and unexcused, count toward determining the percent of time the student has attended school. Students must be in attendance 90% of the time the class is offered. The 90% attendance rule is determined for each class period.

The student **MUST** meet the requirements listed above before an administrator/principal can sign the Verification of Enrollment and Attendance Form. A student's driver's license is renewed annually until the student turns 18 years of age.

Parents, please keep track of the number of days your son or daughter has been absent from school in order not to fall below the 90 percent requirement.

***Special Note: If your student will need to renew his or her license during the summer, this must be taken care of before school is out.***

## **Videotaping**

### **Videotaping of Students**

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas of each campus. Students will not be told when the equipment is being used. **{Parents cannot be shown the video tapes if any students other than their own child are on the video tape, due to restrictions mandated in FERPA.}**

The campus administration will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

### **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.

### **Videotaping of Students, Teachers and other School Employees**

The recording of a person's voice or image without consent is strictly prohibited. A student shall not record the voice or image of any person by any electronic method, while on school property or in attendance at a school-sponsored or school-related event, without the express consent of the person. For purposes of this provision, an "electronic method" of recording the voice or image of a person includes, but is not limited to, the use of a video recording device, audio recording device, or camera. Unauthorized recording of a person shall be addressed under the Student Code of Conduct, and may result in disciplinary consequences including possible restrictions on the student's use of District technology resources.

## **Visitors**

Parents and others 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 main office and must comply with all applicable District policies and procedures.

Parents and Guardians may request a classroom visit with a 24-hour notice and require principal and teacher approval. The visit should be limited to no more than 45 minutes in order to cause the least amount of disruption to the individual classroom. Any classroom disruption will lead to an immediate removal from the classroom.

Non-Parents or Guardians having business or visiting a school campus during a regular school day must register with the administrator of that campus and state their business or whom they would like to see. The administrator shall have the right to deny visits that might infringe on the operation of the school. Students' friends from other schools will not be allowed on campus during the school day.

State Law requires the District to verify whether the visitor is a registered sex offender, using the Department of Public Safety database. The campus procedures require that visitors show a government-issued form of identification containing the person's photograph. The District is also permitted to store information on visitors for the purpose of district security.

## **Volunteer Program**

BISD's Partners in Education (PIE) program is an important source for gaining parental/community involvement in the educational process. Volunteers provide a variety of direct services at the local campus or in District programs, and those serving as direct service volunteers are immune from civil liability to the same extent as a District employee under Education Code §21.912. Interested parents and community members are encouraged to contact the principal to receive information about participating in the PIE program. Prospective volunteers must attend a volunteer orientation, which is held on each BISD campus. Prospective school volunteers are required to complete a Volunteer Application allowing the District to obtain their criminal history record.