BISD

BIRDVILLE INDEPENDENT SCHOOL DISTRICT

2016-2017 Secondary Student Handbook

Birdville Independent School District
6125 E. Belknap Haltom City, Texas 76117 | 817-547-5700 | FAX 817-838-7261
www.birdvilleschools.net

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Birdville Independent School District
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Board of Trustees

Dolores Webb, President
Joe Tolbert, Vice President
Richard Davis, Secretary
Taylor Anderson, Trustee
Ralph Kunkel, Trustee
Jack McCarty, Trustee
Sharon Mylius, Trustee

Cabinet Members

Darrell G. Brown, Ph.D., Superintendent
Elizabeth A. Clark, Ed.D., Associate Superintendent for Curriculum and Instruction
Cecil "Skip" Baskerville, Associate Superintendent for Human Resources, Governance and Support Services
Katie Bowman, Associate Superintendent for Finance
Randy Sumrall, Executive Director of Technology
Mark Thomas, Communications Officer

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Secondary Schools

Middle Schools
(Grades 6-8)

Haltom MS
5000 Hires Lane
Haltom City, TX 76117
817-547-4000
Dr. Jill Balzer, Principal

North Richland MS
4800 Rufe Snow Dr.
N.R.H. TX 76180
817-547-4200
Ernie Valamides, Principal

Richland MS
7400 Hovenkamp
Richland Hills, TX 76
817-547-4400
James Whitfield, Principal

North Oaks MS
4800 Jordan Park Dr.
Haltom City TX 76117
817-547-4600
Dr. Jennifer Klaerner, Principal

Watauga MS
6300 Maurie Dr.
Watauga TX 76148
817-547-4800
Shannon Houston, Principal

Smithfield MS
8400 Main St
N.R.H. TX 76180
817-547-5000
Kyle Pekurney, Principal

North Ridge MS
7332 Douglas Ln.
N.R.H. TX 76180
817-547-5200
Steve Ellis, Principal

High Schools
(Grades 9-12)

Haltom HS
5501 North Haltom Road
Haltom City TX 76137
817-547-6000
David Hamilton, Principal

Richland HS
5201 Holiday Lane E
N.R.H. TX 76180
817-547-7000
Carla Rix, Principal

Birdville HS
9100 Mid Cities Blvd
N.R.H. TX 76180
817-547-8000
Jason Wells, Principal

Shannon HS
6010 Walker St.
Haltom City TX 76117
817-547-5400
David Williams, Principal

Birdville Center of Technology and Advanced Learning
7020 Mid Cities Blvd.
N.R.H. TX 76180
817-547-3800
Dr. Linda Anderson, Director/Principal

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Strategic Objectives

1. All students will realize their full potential and apply themselves to academic excellence without self-imposed limitations.

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 ISD 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.

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Special Notice Requirements

Alcohol, Drugs, Tobacco, and Weapons

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned 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.]

Assurance of Nondiscrimination

Birdville I.S.D. 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 Debbie Knegg, Director of Federal, State and Local Programs to coordinate compliance with the legal requirements of Section 504 and Title II of the Americans with Disabilities Act.

Skip Baskerville and Debbie Knegg 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: a student's name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and most recent previous school attended. 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 Clearinghouse if the name on the identifying document or school record differs from the name under which the child is enrolled.

Academic Policies

Grading Policies

Averaging

Six 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:
Six weeks average:

- The daily grade average shall represent one-half (1/2) of the grade. The major test/project average shall represent one-half (1/2) of the grade. This may be accomplished as follows:

Daily grade average	88
Major grade average	75
Calculation of six weeks grade	163 divided by 2 = 82

- There shall be a minimum of eight (8) separate daily grades and three (3) separate major grades each six (6) weeks. At least one major grade and 3 daily grades should be entered by the end of the first three weeks of each six weeks.

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. Policy EI (LOCAL) has been updated to reflect that if a student has a 70 or higher in the second semester and the average grade for both semesters is 70 or higher, the student shall earn credit for both semesters even if the student failed the first semester.

Report Cards

Report cards will be sent home with students each six weeks. Students in grades 6-12 are required to return signed report cards to school. Parents of any student receiving failing grade(s) at the end of a six-weeks or semester grading period should schedule a conference with the teacher of the subject.

Skyward Family Access

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

User names and passwords are assigned through the office at your child's school.

Semester Examination Exemptions

- Students in grades nine through twelve are eligible for semester examination exemptions based on grades, attendance, and conduct as specified for each class.

- Students in grades nine through eleven are eligible to earn examination exemptions in odd-numbered class periods (1, 3, 5, and 7) at the end of the first semester, and even-numbered class periods (2, 4, and 6) at the end of the second semester. Seniors may earn exemptions from examinations in any class in which they meet eligibility requirements.

- Students must maintain at least an 80 semester grade average to be eligible for a semester examination exemption in a class, and have no more than the number of excused absences specified below:
    - Grade of 80 to 84 – no absences during the semester
    - Grade of 85 to 89 – not more than one (1) absence during the semester
    - Grade of 90 to 94 – not more than two (2) absences during the semester
    - Grade of 95 or above - not more than three (3) absences during the semester

- Students with one (1) or more unexcused absences, more than three (3) tardies in a class, or more than one (1) six weeks conduct grade of N, or any conduct grade of U, may not be exempt from a semester examination.

- **Students are required to attend classes in which they are exempt on examination days. An exemption is an exam exemption and not an attendance exemption. Students receiving exemptions are encouraged to take the examination, and have it scored. If the examination score will improve a student's grade average, it will be calculated as part of the semester average. Otherwise, the examination grade will not be counted.**

- For eligible students who choose not to take the examination, the semester grade will be based on the grades for the three (3) six-weeks grading periods only.

Each of the six weeks grades shall be two-sevenths (2/7) of the semester average. The semester test or cumulative test grade shall be one-seventh (1/7) of the average.

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.

Progress Reports

Progress reports are sent home with all students after the third week of each six weeks grading period. Parents may schedule a conference with the teacher if a progress report causes concern. All conferences must be scheduled through the office.

Grading of Work

Student grades will be posted in skyward parent portal within five (5) 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 (8) daily grades and three (3) major grades per six 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 which is to receive a major grade or which has been completed over an extended period of time for which a designated due date has earlier been announced.

The policy does not address daily homework (assignments given on one day which are due the next day). Neither does it address assignments that are to be completed in class and turned in at the end of the period. Evaluation of assignments that fall in either of those categories may be based on the proportion that is completed, at the discretion of the teacher.

Advanced Placement teachers are exempt from the test retake policy and the requirement to accept major projects with only a (10) ten point a day loss.

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 that 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 by the teacher may receive a grade of zero for the assignment.

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 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. Eighth graders must pass STAAR reading and math in accordance with the Student Success Initiative (SSI) in order to be promoted to the ninth grade. Students testing above their enrolled grade level are exempt from SSI requirements, such as an eighth grade student taking the Algebra I EOC.

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

Grade Level Determination

Grade levels 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	(10th) 6 credits
Junior	(11th) 12 credits
Senior	(12th) 19 credits

A student may not be promoted if he/she has accumulated more than the allowable number of absences for the year. Summer school may be an option for students who are not promoted at the end of the school year.

Remediation/Reassessment Procedures

Students' grades shall reflect mastery of Texas state standards and district learning expectations. Students who receive a failing grade 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. 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 completes and submits test or project, which is designated by the teacher as a major grade for the six weeks. (Six weeks tests and semester exams are not eligible for reassessment except with extenuating circumstances and only with the expressed authorization of the principal). An incidence of cheating eliminates an opportunity for reassessment.

2. Student receives a failing grade below 70.

3. A student desiring reassessment must immediately begin and complete reasonable interventions, prescribed by the teacher, 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).

4. 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:

    - Retake test or redo project,
    - take a suitable alternate test (or complete a different assignment), or
    - 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.

5. If student scores 70 or above on the reassessment, a grade of 70 will substitute for the previously recorded failing grade. The original failing grade and the substituted grade should be shown in the teacher's grade book.

6. If student scores below 70 on the reassessment, the higher of the two grades will be considered as the test / project grade in the teacher's grade book.

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 campus administrator, taking into consideration written materials, observation, or information from students.

Alcohol, Tobacco, and Drugs

It is against federal and state laws for any person to possess, sell, give away, use, or be under the influence of alcohol, tobacco products, electronic cigarettes or illegal drugs while on school premises, or while attending school related activities, on or off school premises. Anyone found to be in violation of

these laws shall be subject to disciplinary measures and may include applicable suspension, termination, and/or civil prosecution.

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 <u>prior to and during</u> 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** student below the 6th 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.

<u>Compulsory Attendance</u>

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 school: however, once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school during the time that they are enrolled.

A student who voluntarily attends or enrolls after his or her 19th birthday is 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 student-upon returning to school-must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. **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 for the absence when the student returns to school**.

- All documentation (parent notes, doctor's notes, appointment verifications, etc.) must be presented 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 absence from school or from any class without permission will be considered unexcused and the student will be subject to disciplinary action.

- A student who must leave school during the day must bring a note from his or her parent stating the reason for the absence. The note from the parents requesting the early dismissal should be brought 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 provide 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 were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for 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. Parents have the authority to go into the Skyward student system and make changes to the students address and phone numbers electronically. BISD encourages the updating of that information so we can contact the parent in the event of an emergency.

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. 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. 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. Generally a 24-hour notice is required for a student to withdraw from school**.**

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.

BISD Campus Clusters

Birdville High School	**Haltom High School**	**Richland High School**
Richland Middle Binion Elem. Richland Elem. Academy @ C.F. Thomas	**Haltom Middle** West Birdville Elem. Birdville Elem. Francisco Elem. Smith Elem.	**North Richland Middle** Holiday Heights Elem. Mullendore Elem. Snow Heights Elem. Cheney Elem.
Smithfield Middle Smithfield Elem. Porter Elem. Walker Creek Elem.	**North Oaks Middle** Spicer Elem. Stowe Elem. **Watauga Middle** Hardeman Elem. Watauga Elem.	**North Ridge Middle** Foster Village Elem. Green Valley Elem. North Ridge Elem.

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 11th 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 motor 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:

General Parking:	$60.00/$30.00 in January
Reserved Parking:	$85.00
Painted Parking:	$110.00

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 of 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. 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 817-817-547-5830.

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.

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.

Change of Address or Telephone Number

Students/Parents are required to inform the 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 the Skyward student system 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.

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

BISD provides special programs for students with disabilities from ages 3 to 21 years of age, and for children of birth to 21 years of age with visual or hearing impairments. A student or parent with questions about eligibility requirements or programs and services offered, should contact the Director of Special Education at 817-547-5700.

Child Nutrition

BISD participates in the Federal School Lunch and Breakfast Program and offers free and reduced-price meals based on a student's financial need. An application for free or reduced-price meals should be completed annually. Approval is not automatic. Active students in BISD that participated in the program at the end of the preceding year will have a temporary approval status for the first 30 operating days of the 2016-2017 school year. Once a current school year application is processed, the new status will be

effective immediately. Processing may require ten working days. Until the application is processed, the parent is to furnish the child with lunch money and/or a lunch from home. Applications for the program can be found at each school, printed from the BISD Child Nutrition's website or completed and submitted online. Letters notifying families of their approval status will be mailed to each household. BISD operates a closed campus lunch. Students at all grade levels are expected to eat lunch on campus. Every student in BISD has a student child nutrition account. Parents may view their child's balance, purchase history and put money directly into their child's account by logging onto MealPayplus.com. A student may eat breakfast and/or lunch at any line, including a la carte, until the account is expended. At that time additional money may be placed into the account.

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.

Every student in BISD has a student food service account. Parents are encouraged to place any amount of money in the student's account. A student may eat breakfast and/or lunch at any line, including a la carte, until the account is expended. At that time additional money may be placed into the account.

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.

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 817-547-5877. For disciplinary appeals see BISD Code of Conduct.

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 (817-547-5877) for guidance.

Counseling and Guidance Services

School guidance and student assistance 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. Secondary school counselors work as a team with school administration, campus student assistance counselors, and school staff to develop guidance and counseling programs unique to the needs of students on their campuses. Guidance and counseling services are generally provided in the areas of individual planning, as well as large and small group guidance. School guidance and student assistance 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. Guidance and 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 guidance and counseling services or guidance curriculum are encouraged to contact the school guidance and counseling office. Additional BISD guidance and counseling

information, including scholarships, parent education, financial aid, and Evening Counseling is available on the instruction link of the BISD website under guidance and 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 (817-547-5785) or the Advanced Academics website (http://schools.birdvilleschools.net/domain/2806.

Credit by Examination (with prior instruction)

Any student who has failed a course may take credit by examination to retrieve credit 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.

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 B.I.S.D.'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. See www.birdvilleschools.net/studentservices/forms.html for complete details.

Dress and Grooming

The District's dress code is established in grades 6-12 to provide an atmosphere that enhances learning, teaches hygiene, instills discipline, prevents disruption, and avoids safety hazards. Students shall come to school looking neat and clean, wearing appropriate clothing, and exhibiting grooming that will promote good health and provide a safe place for students and staff.

The District prohibits pictures, emblems, clothing, 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 prohibited under school district policy.

The District also prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interfere with normal school operations. See Code of Conduct for complete dress code.

Electronic Devices

Bring Your Own Technology (BYOT) Students may utilize their devices in the classroom when the teacher deems appropriate as an instructional tool for educational purposes. These devices include but are not to be limited to the following: laptops, iPads, tablets, cell phones, smart phones, iPhones, iPods and mp3 players.

K-5 students are required to keep their devices **turned off and stored away;** they may only be utilized in the classroom when the teacher deems appropriate as an instructional tool for educational purposes.

Sixth – Eighth grade students are required to keep their devices turned off and stored away; they may only be utilized in the classroom when the teacher deems appropriate as an instructional tool for educational purposes. The students may use cell phone devices during lunchtime within the timelines deemed appropriate by campus administration.

Ninth – Twelfth grade students may use their devices during passing periods and lunchtimes unless they have violated this policy and lost the privilege as a disciplinary measure.

Students will not be allowed to access the Internet via their personal data plan. All student personal devices must access the filtered wireless service that BISD has provided. No student personal devices can access the wired network. **If a student's personal device is damaged or stolen while on BISD property, the BISD is not liable for the replacement or repair of the device. Any data and/or SMS/MMS (texting) charges will not be reimbursed by the BISD.**

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 the parent or the student.

Students who violate this policy shall be subject to the disciplinary measures outlined in the Code of Conduct.

Student Agreement for Acceptable Use of District's Electronic Communications Systems

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.

Acceptable Use Policy

Birdville Independent School District provides a variety of electronic communications systems for educational purposes. The electronic communications system is defined as the District's network (including wireless access), servers, computer workstations, peripherals, applications, databases, online resources, Internet access, electronic mail, digitized information, telecommunication devices, and any other technology designated for use by students, including all new technologies as they become available. This also includes any access to the Birdville ISD electronics system while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of district technology resources via off-campus remote access. Please note that the Internet is a network of many types of communication and information networks, including Web 2.0 resources (Blogs, Wikis, Podcasts, etc.), and is part of the district's electronic communications systems. Web 2.0 applications offer a variety of 21st century communication, collaboration, and educational creativity opportunities. With these educational opportunities comes responsibility. It is important that students and parents read the Birdville ISD Administrative Regulation for Acceptable Use and then ask any questions if help is needed understanding the policy. Inappropriate system use of the district's electronic communications system (see definition above) could result in the consequences listed below and/or loss of the privilege to use this educational tool. Birdville Independent School District reserves the right to monitor all electronic activity.

In accordance with the District mission, goals and our vision for technology, staff and students will require accounts in third party systems (e.g. ***GoogleApps for Education, Google Classroom***) managed by the BISD. These BISD accounts will be used at school for school related projects but may also be accessed outside of school and are essential to achieving teaching, learning and leading goals and objectives. The use of these accounts will also help our students to master effective and proper online communications as required in the PreK-12 Technology Applications Standards.
A parent signature on the acknowledgement form in the Student Handbook serves as record that you grant

consent for your child to use these services under school district supervision. Other services --pending BISD Technology Department verification of adherence to the *Children's Online Privacy Protection Act (COPPA)*--may be used provided sufficient notice is provided to parents and the campus administrator. 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 Web 2.0 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.

Guidelines for Appropriate Use

- Students must only open, view, modify, and delete their own computer, Web2.0 Google Apps for Education, or other personal files.
- Internet use at school must be directly related to school assignments and projects.
- Students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- Students must immediately report threatening messages or discomforting internet files/sites to a teacher.
- Students must at all times use the district's electronic communications system, including email, wireless network access, and Web 2.0 tools/resources to communicate only in ways that are kind and respectful.
- Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.

Examples of Inappropriate Use

- 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 with 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.
- Wasting or abusing school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcast, participating in chat rooms, etc.).
- Gaining unauthorized access to restricted information or network resources.

Special Note: Inappropriate Use: Cyberbullying

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This is includes, but may not be limited to:

- Sending abusive text messages or pictures to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments or pictures on someone's blog or social networking site (e.g., Snapchat, Twitter, Instagram, Facebook, etc.)
- Creating a Web page or site that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Taking photos — often using a cell phone camera — and posting them online, sometimes manipulating them to embarrass the target.

Consequences for Inappropriate Use

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the district's electronic communications system;
- Revocation of the district's electronic communications system account(s); and/or
- Termination of System User Account: the district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.
- Possible criminal action

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, B-News, 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 Officers, 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.

- Students are permitted up to ten (10) school-sponsored absences from class in any course during the school year in order to participate in school-related or school- sanctioned activities on or off campus.

- 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.

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 $110.00 for reserved painted parking spot, $85 for a reserved spot and for general parking $60.00/$30.00 in January (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.

Fund Raisers

Student clubs, classes, organizations, and parent groups will occasionally be permitted to conduct fund raising 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, fund raising 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 student s 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.

Health Education

Physical Activity

Students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each 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 – High School

A current student identification card is required for each student attending class on the 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 the NCLB Act, any district that receives Title I funds must notify the parents of each student attending a school that receives Title I 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 5 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 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 as relationships 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.

Report Cards

Report cards will be given to students once during a six weeks grading period. Progress reports will be distributed at the end of the third week of each grading period.

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.

Search 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)

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. Anyone leaving before the official end of the event will not be re-admitted.

Special Education Records

Parents of a student with a disability who has been provided special education services by the district will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

Special Programs

Content Mastery

This program may be available to students who are experiencing academic difficulty in the traditional classroom setting. Contact campus counselor(s) for specific participation criteria.

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. 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/ESOL

Content-Based ESL Program

English language learners are served through content-based English as a Second Language (ESL) program. The ESL instruction is provided by the classroom teacher who is ESL certified and/or sheltered instruction trained. The instruction is sheltered which allows the English learner to acquire language and learn the content simultaneously. All of our secondary campuses have content-based ESL programs.

Newcomer Program

English language learners in grades 6 - 12 who are new to the United States and are non-English speakers are served through a newcomer program. The goal of this program is to offer an English language immersion program with emphasis on helping students adjust to an American school system, maintain academic progress, and learn as much English as possible to experience success in the general education setting. This program respects and values the students' cultures and languages while providing a safe orientation to the United States. The newcomer program for middle and high school students is offered at students' home campus.

Gifted/Talented/Advanced Academics Program

BISD offers programs for gifted/talented students in grades K-12. 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. Secondary gifted and talented students in Birdville are primarily served in Pre-AP/AP courses, advanced CTE courses, and/or dual credit courses. When possible, gifted and talented students will be clustered in groups of five (5) or more in these advanced classes. Gifted and talented students who choose not to take Pre-AP/AP or dual credit courses will participate in group activities such as seminars, project-based learning, or advanced studies so that they will have opportunity to interact with their peers. Information concerning participation in the gifted/talented program may be obtained by calling the Advanced Academics Coordinator at 817-547-5785.

Pre-Advanced/Advanced Placement Program

The Pre-AP/AP Program is open to all students wishing to pursue advanced academic courses. The Pre-Advanced Placement/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 is 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.

Dyslexia Program

The Dyslexia Program provides instruction for students identified as having dyslexia or other related disorders. The campus reading interventionist evaluates referred students. The identification of dyslexia is made by a Section 504 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 Committee then makes program placement to ensure that the student will receive individualized, intensive, and multisensory instruction that contains reading, writing and spelling components as appropriate. Students are served through the dyslexia program in grades Kindergarten-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 supports 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.

State Assessment Graduation Requirements

STAAR

For students who first entered grade 9 in 2011-2012 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 EOCs in order to meet graduation requirements. Students in grades 11 or 12 in the 2016-17 school year who failed to achieve EOC performance requirements for one or two courses may be eligible for Individual Graduation Committee (IGC) review. The IGC may determine if a student is qualified to graduate if the student successfully completes additional requirements established by the committee, as well as other requirements.

Electronic Devices and State Testing

Use of electronic devices during the administration of any state test (STAAR or TELPAS) is prohibited. Students are strongly encouraged not to bring electronic devices to the testing room. Prior to testing, students will be required to surrender such devices to the test administrator for safe keeping 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, 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. The state of Texas requires high school students to sign the following honor statement immediately prior to taking a state assessment.

> 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.

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.

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.

Grade 3:	Reading	Math		
Grade 4:	Reading	Math	Writing	
Grade 5:	Reading	Math	Science	
Grade 6:	Reading	Math		
Grade 7:	Reading	Math	Writing	
Grade 8:	Reading	Math	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 math, 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.

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.

TAKS

The TAKS program is required for high school students who first entered grade 9 in 2010-2011 or earlier. These students must meet TAKS requirements for graduation by passing the exit-level examination in four subjects: English language arts, mathematics, science and social studies. TAKS testing is available in October, April and July and is administered online only at Shannon High School.

TELPAS

English Language Learners (ELLs) are assessed yearly through the Texas English Language Proficiency Assessment System (TELPAS), including those students not receiving ESL or bilingual services. The

English language proficiency of students in grades K-12 are assessed in the areas of listening, speaking, reading, and writing. Students in grades 2-12 are assessed in reading with the online TELPAS Reading Test. All students are assessed in listening, speaking and writing using the TELPAS holistic rating system, an observational tool used by teachers to rate student proficiency in these areas. Reading proficiency of students in grades K-1 is also rated holistically.

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 in the 2016-17 school year, Confidential Student Reports (CSRs) for state assessments are available to families through the Skyward Parent Access/Parent Portal.

Grade Advancement Requirements

The Student Success Initiative (SSI) grade advancement requirements apply to students in grades 5 and 8. A student may advance to the next grade level by meeting grade level requirements in conjunction with passing STAAR reading and mathematics tests or unanimous decision of the grade placement committee (GPC) that the student is likely to perform at grade level after receiving accelerated instruction.

Students are provided three opportunities to pass these tests, in March, May and June. The school district provides accelerated instruction for those students who do not pass the test on the first attempt. Accelerated instruction will continue into the summer months for those students who are unsuccessful on their second attempt.

A Grade Placement Committee (GPC) is established for each student who does not demonstrate proficiency on the second administration of the test required for grade advancement. The committee consists of the principal (or designee), a parent or guardian of the student, and the student's teacher. The GPC is responsible for prescribing the accelerated instruction the student is to receive prior to the third administration of the test.

If the student does not pass on the third attempt, the parent or guardian will be notified of the opportunity to appeal the automatic retention of the student. If the parent chooses to appeal, the GPC reconvenes to review the facts and circumstances to determine whether the student is likely to perform on grade level during the next school year if promoted. A student may then be promoted only if the student has completed all accelerated instruction and the GPC's decision is unanimous.

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 817-547-5700. 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, etc., 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 student 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. (25 TAC 97.7(b)–(c))

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

Keep Your Child at Home When:	Your Child May Return When:

- Child has a temperature of 100 degrees Fahrenheit or 37.7 degrees Celsius or higher	- Fever free for 24 hours without the use of Tylenol or other fever reducer
- Child has diarrhea or vomiting	-Child is free of diarrhea and vomiting for 24 hours
-Child has a rash of unknown origin	- You have consulted a health care professional*
-Child has red, runny eyes or wakes up with eyes "glued" shut	- You have consulted a health care professional* for the appropriate antibiotic therapy
-Child complains of ear pain with or without fever	- You have consulted a health care professional* for the appropriate care.

* Upon returning to school the child must bring a signed release from the health care professional to the school nurse's office, or report to the nurse free of symptoms.

You know your children best, if they don't seem well, they probably aren't. Keep them home and consult a health care professional if necessary.

Please keep emergency phone numbers current in the clinic - 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 "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 student 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

The parent will provide a written request for the administration of prescription and nonprescription medication to be administered, by authorized school personnel, during school and school activities, as

appropriate. This request is good for a period of up to ten days or for up to ten doses, whichever is greater. If the medication is required to be administered for a longer period of time, a written request by a physician or other health-care professional with authority to write prescriptions shall be required. The medication must be in an original container and properly labeled.
Herbal substances or dietary supplements provided by the parent will be administered if required by the individualized education program or Section 504 plan.
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). (Education Code 38.201, epinephrine auto-injectors)

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.

A student with asthma, anaphylaxis or diabetes may possess and self-administer prescription asthma, anaphylaxis or diabetes medicine while on school property or at a school-related event or activity if there is a written request by the parent, the container is properly labeled, the physician writes a statement indicating the student has asthma, anaphylaxis or diabetes and is capable of self-administering the medicine, the name of the medicine and the prescribed dosage. An individualized health plan will be developed in collaboration with the student's parent, the physician and one or more of the student's teachers. (BISD Board Policy FFAC Local and Legal and FFAF Legal)

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

What is 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 is 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
- Texas Department of State Health Services - http://www.dshs.state.tx.us/idcu/disease/meningitis/
- (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 form a health professional. (Health and Safety Code 95.002)
Students in grades 6 and 9 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 or Diabetes screening, an affidavit in lieu of the record of screening stating that the vision or hearing 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)

Summer School

Summer School programs are offered for students in grades five through twelve for state assessment remediation (5, 8, EOC), course recovery (6–8), credit recovery (9-12), and/or course acceleration (9-12). Parents and/or students should contact the home campus for information about summer school.

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 CD’s 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) FDB(LOCAL) DEB(LOCAL)	This process is the primary way that students move from one campus to another. This is an application process and must be completed April or August. Additional information can be found on the Student Services web-site.
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 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.

AYP		
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.
Persistently Dangerous Schools	FDD(LOCAL) FDD(LEGAL)	If a student attends a persistently dangerous school as defined by TEA, they may request a transfer to another campus through the Executive Director of Student Services.
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 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 principal's 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

The volunteer 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 Volunteer Partnership program. Prospective volunteers must attend a volunteer orientation, which is held on each BISD campus. Prospective school volunteers are required to sign a statement of consent allowing the District to obtain their criminal history record.

Withdrawal Procedures

When a student withdraws from school, the parent must notify the office. Please specify the reasons for withdrawal and the final day the student will be in attendance. When possible, at least two day notice should be given to allow time for the teachers to compute grades and clear all records.