

**BRUCEVILLE-EDDY
INDEPENDENT SCHOOL DISTRICT**



**JUNIOR HIGH SCHOOL
STUDENT HANDBOOK
2021-2022**

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BRUCEVILLE-EDDY JUNIOR HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2021-2022

This handbook has been prepared for the purpose of acquainting students, parents, and teachers with the regulations and practices of B.E.I.S.D. New students will find within these pages the answers to many of their questions and problems. Those already attending will also benefit from a study of the information in this handbook. Parents are invited to familiarize themselves with the book in order that they may better understand the structure of our school.

A NOTE FROM THE SUPERINTENDENT

Dear Parent and Students,

I would like to take this opportunity to welcome you to the 2021-2022 school year. I believe that this will be one of the school district's best years ever and look forward to serving you as Superintendent.

As a new or returning member of the Bruceville-Eddy family, your contribution to the school and its programs becomes a meaningful part of our partnership in education. I invite you to join the teachers, administrators, support staff and office personnel in forging a collaboration of common goals, values and priorities. The school and parents have equal responsibility for the student's progress. Research clearly indicates that when parents take an active role in the education of students then student attendance and achievement increase significantly. Regular and punctual attendance is a must for student success.

In order to have this meaningful partnership, it is incumbent on each of us to maintain effective lines of communication. I urge you to direct any problems or questions to the appropriate school personnel. When all members of the school community commit to an open, honest and on-going dialogue then the students understand that they are the focus of our endeavors.

Sincerely,

Richard Kilgore, Superintendent

A NOTE FROM THE PRINCIPAL

We are proud to welcome you to Bruceville-Eddy Junior High School. I am very excited about the upcoming school year. We have had a lot of success at BEJHS due to the fact that we work as a team. Setting goals and working hard to achieve those goals as a team really pays off. We are looking forward to you joining our team.

This handbook contains required and useful information for the orderly operation of B-E JHS. Students and parents are expected to read the handbook and keep it for future reference. If you need anything please call me at 859-5525.

Sincerely,

Philip Notley, Principal

BEISD MISSION STATEMENT

“If better is possible, then good is not enough”.

Texas is moving amid a period of dramatic change in the economic conditions of both the state and the nation. The educational system of the state is responsible for preparing our children to live and work in this changing future.

All students need to develop essential academic skills and to acquire a knowledge base on which to build a lifelong love of learning. All students will be taught a core curriculum of English, language arts, mathematics, science, social studies, fine arts, health, physical education, and technological literacy. All students will acquire knowledge of citizenship and economic responsibilities and an appreciation of our common American heritage including its multicultural richness. To the full extent of their individual abilities, students will be provided the opportunity to develop the ability to think logically, independently, and creatively and to communicate effectively. Educating our children to be productive in a changing future necessitates an excellent educational system. A system that can accomplish this mission must be characterized by quality, equity, and accountability.

BEISD VISION STATEMENT

The vision of the Bruceville-Eddy School District is to create a learning environment that will unlock the full potential of the human mind enabling each student to enrich their lives and serve mankind with greatness.

Bruceville-Eddy Schools seek to become an invigorated community of learning where both students and staff demonstrate continuous intellectual growth. Students and staff are lifelong learners exhibiting high quality and meaningful performance.

Bruceville-Eddy Schools seek to develop a whole human being with real world skills by establishing explicit links between academic achievement and post secondary goals. Students acquire the ability to handle diverse information, interact in cooperative work groups to solve problems, and function effectively in a rapidly changing world. The school community provides a support network for students to meet economic, social, and personal barriers that may limit quality learning and performance.

PREFACE

To Parents and Students:

Welcome to the 2021-2022 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Bruceville-Eddy Jr. High Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. This handbook is not intended to be all inclusive; however, each student is expected to be knowledgeable of its contents.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review online at <http://www.tasb.org/policy/pol/private/161919/pol.cfm?idx=A>

In an effort to make it easier to use, the handbook is divided into two sections:

- **Section I—PARENTAL INFORMATION AND REQUIRED NOTICES**
- **Section II—STUDENT AND PARENT INFORMATION**

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

Both students and parents should become familiar with the Bruceville-Eddy ISD ***Student Code of Conduct***. This document has been adopted by the board with the intent to promote school safety and an atmosphere of learning. The ***Student Code of Conduct*** may be found on the Bruceville-Eddy ISD website [www.beisd.net] and in the principal’s office. The student handbook is designed to be in harmony with board policy and the ***Student Code of Conduct***. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the ***Student Code of Conduct*** and any provisions of the student handbook, the provisions of board policy or the ***Student Code of Conduct*** that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. Questions about any of the material in this handbook can be addressed by a Campus Administrator.

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SECTION I: PARENTAL INFORMATION AND REQUIRED NOTICES

This section of the Handbook includes information and several notices that the district is required to provide to parents.

STATEMENT OF NONDISCRIMINATION

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Richard Kilgore.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Rhonda Webb.
- All other concerns regarding discrimination: Superintendent, Richard Kilgore.

PARENTAL INVOLVEMENT

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress, contacting teachers via email or phone, attending scheduled conferences and requesting additional conferences as needed. To schedule a conference with a teacher, counselor, or principal, please call the school office at 859-5525 for an appointment. The teacher will usually return your call/email and schedule to meet with you during his/her conference period or before or after school.

- Participating in campus parent organizations such as PTO or B-E Booster Club.
- Signing up for the Parent Portal to access your child's grades. Contact building secretary to sign up.
- Serving as a parent representative on the district- or campus-level planning committees to assist in the development of educational goals and plans to improve student achievement. For further information contact the Superintendent's office. *[See policies at BQA and BQB.]*
- Serving on the School Health Advisory Council to assist the district in ensuring local community values are reflected in health education instruction.
- Attending board meetings to learn more about district operations. For further information contact the Superintendent's office. *[See policies at BE and BED.]*

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

Opting Out of Surveys and Activities

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

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

Limiting the Display of a Student's Artwork and Projects

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

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has:

- Met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher has an emergency permit or other provisional status for which state requirements have been waived;
- Undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree.

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

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

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;
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

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

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

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

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless:

- 1) you provide a written statement requesting that your child be excused,
- 2) the district determines that your child has a conscientious objection to the recitation, or
- 3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. *[See policy EHBK (LEGAL).]*

Requesting Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right to request the transfer of your child to:

- another classroom or campus if your child has been determined by the Board of Trustees to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is **not** provided for a transfer to another campus. See the Superintendent for information. *[See policy FDB.]*
- attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. *[See policy FDD (LOCAL).]*
- a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. *[See policies FDD (LEGAL) and (LOCAL).]*

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** in Section II of this handbook.

Services for Title I Participants

Parent Involvement Coordinator: Marie Brockett

(254) 859-5525

Parents with students who are participating in Title I programs can address questions to the district Parent Involvement Coordinator.

Bruceville-Eddy I.S.D
1 Eagle Drive
Eddy, Texas 76524
Superintendent: Richard Kilgore

*Section 504 Child Find Notice
Form 3, page 1 of 1*

§504 Child Find Notice

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator, Rhonda Webb, at (254) 859-5525 ext.323 or by mail:

1 Eagle Drive, Eddy TX, 76524.

Aviso Sobre La Identificación de Estudiantes Incapacitados bajo la Sección 504

Bajo la Sección 504 del Decreto de Rehabilitación de 1973, el Distrito Escolar esta obligado a identificar, referir, evaluar, y proporcionar servicios educativos apropiados y gratuitos a estudiantes incapacitados que califican para recibir servicios bajo esta ley. Si usted desea mas información sobre los derechos de padres de niños incapacitados, o si tiene preguntas sobre la identificación, evaluación, y colocación de niños en el programa de Sección 504, favor de ponerse in contacto con el Coordinador de 504 del Distrito al numero (254) 859-5525 ext.323, or correo a la siguiente dirección:

1 Eagle Drive, Eddy TX, 76524.

Operational Guidelines for Section 504

1. Child Find. As part of the on-going identification and referral process, the District will make reasonable efforts to identify and locate every qualified disabled Student residing within the District who is not receiving a public education. The District shall inform the Parents or Guardians of these potentially eligible Students (who may be attending private or homeschools) of the District's duties under §504. As part of the Child Find effort the District shall annually publish the Child Find Notice in local newspapers, student handbooks, and/or place the Notice in locations likely to be seen by Parents of eligible Students (such as supermarkets, pediatrician's offices, etc.). Additionally, every teacher within the District should have information regarding the District's overall early intervention process, understand how to initiate §504 Referral and know how to identify Students who should be referred.

2. Referral. The District shall refer for an evaluation of any Student who, "because of handicap, needs or is believed to need special education or related services before taking any action with respect to the initial placement of the person in regular or special education and any subsequent significant change in placement." 34 CFR §104.35(a). Students with physical or mental impairments who needs are addressed through early intervention, RtI, or health plans will not be excluded from consideration for possible Section 504 referral, even when current interventions, services or health plans successfully address their impairment-related needs. The Parent may also initiate a Section 504 referral.

When a §504 referral has been initiated, the Section 504 Referral Form [hereinafter, "Referral Form"] should be quickly forwarded to the Campus or District §504 Coordinator [hereinafter "Coordinator"]. The Referral Form is designed to be filled in by the person initiating the referral, but may be supplemented as necessary by the Coordinator, utilizing information from the Student's cumulative folder or other sources. From that basic information, the Coordinator will determine whether a §504 Evaluation is necessary. If no §504 Evaluation is required, the Coordinator shall forward the Parent Rights form (Form 6) to the Parents, with a note explaining why the Referral did not lead to a §504 Evaluation at this time.

3. Consent for Evaluation. If a §504 Evaluation is necessary, the Coordinator should send to the Parent Notice of Parents Rights under §504 [hereinafter, "Parent Rights"], together with a Notice and Consent for Initial Evaluation under §504 Form [hereinafter, "Notice and Consent"], and a Parent Input for Section 504 Evaluation Form [hereinafter, "Parent Input"]. If no parental consent is received for §504 Evaluation, the Coordinator should remind the Parent every semester (or at other intervals as determined by the District) of the District's continued desire to conduct an Evaluation under §504.

4. Evaluation. When the consent is received from the parent, the Coordinator should:

- a. Gather evaluation data and coordinate/direct the completion of the various Input Documents. The evaluation data consists of information from a variety of sources, including efforts and results of early intervention activities, aptitude and achievement testing, teacher recommendations, student's historical and current physical and mental condition (including data on conditions in remission and episodic conditions), social or cultural background, adaptive behavior, and mitigating measures; the Teacher Input form to be completed by one or more teachers, and the Parent Input form with information about the Student's activities/behaviors at home, and any other data the parent would like the Committee. Should current special education data exist (an evaluation upon which a Student was either dismissed from special education or upon which a finding of no IDEA eligibility was made), that data should also be considered.
- b. Ensure that should formalized testing be considered by the §504 Committee as evaluation data, the tests:
 - 1) Have been validated for the specific purpose for which they are used and are administered by trained personnel in accordance with the instructions provided by the tests' creators;
 - 2) Include those tailored to assess specific areas of educational need and are not merely designed to provide a single intelligence quotient;

Student Records

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The record’s custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is #1 Eagle Dr., Eddy, TX 76524.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process. *[See policy FNG (LOCAL).] See **Report Cards/Progress Reports and Conferences and Complaints and Concerns** for an overview of the process in Section II.*

Copies of student records are available at a cost of 10¢ per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Directory Information

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within 10 school days of your child's first day of instruction for the school year. *See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet.*

Directory Information for School-Sponsored Purposes

The district often needs to use student information for school-sponsored purposes such as Newspaper Recognition Stories including Honor Roll, Athletic Achievements, and UIL Awards. If you object to the use of your student's information for school-sponsored purposes, please contact the Campus Administrator.

Note: Personal student directory information will not be released to the public without the consent of the parent.

Bacterial Meningitis

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site

lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

FOR MORE INFORMATION

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

www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

SECTION II: STUDENT AND PARENT INFORMATION

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. It is conveniently organized in alphabetical order to serve as a quick-reference. Should you be unable to find the information on a particular topic, please contact the Campus Administrator.

ABSENCES/ATTENDANCE

Parents whose student will be absent from school, must notify the office by 10 a.m. Regular school attendance is essential for a student to make the most of his/her education in order to:

- benefit from teacher-led and school activities,
- build each day's learning on the previous day's,
- and grow as an individual.

Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are explained in the following two sections.

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property, thereafter, would be unauthorized and may be considered trespassing.

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

School employees must investigate and report violations of the state compulsory attendance law. A student will be considered in violation of the compulsory attendance law and subject to disciplinary action if the student is absent without permission from:

- school,
- any class,
- required special programs, or
- required tutorials.

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

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the 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 documented health-care appointments will be considered days of attendance for this purpose. *[See policies at FEB.]*
- 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 skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

Parent's Note After An Absence

After an absence from school, a student 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.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [*See FEC (LOCAL).*]

ACADEMIC PROGRAMS

The school counselor provides to students and parents information regarding academic programs. Eighth grade students will be provided with information on high school graduation requirements. [*See policies at EIF.*]

AWARDS AND HONORS

Academic honor shall be recognized according to the following schedule:

1. The honor roll will be compiled at the end of each six weeks. The "A Honor Roll" will include all students whose average is 90 or above in all classes. The "A-B" academic recognition will include all students whose average is 80 or above in all classes. A list will be posted at the end of each six weeks.
2. At the end of the school year, the students who have maintained the all "A" honor roll for the entire year will receive a certificate of outstanding achievement. Students who have maintained the "A-B" academic recognition will receive a certificate of merit.
3. Merit awards will be furnished by the school for the purpose of recognizing merit achievement.

Bruceville-Eddy Junior High School Bell Schedule(s) 2021-2022

Regular Schedule	Pep Rally Schedule	Early Release Schedule
1 st 8:00 – 8:45	1 st 8:00 – 8:41	1 st 8:00 – 8:26
2 nd 8:50 – 9:35	2 nd 8:46 – 9:27	2 nd 8:31 – 8:57
3 rd 9:40 – 10:30	3 rd 9:32 – 10:13	3 rd 9:02 – 9:28
4 th 10:35 – 11:20	4 th 10:18 – 10:59	4 th 9:33 – 9:59
A-Lunch 11:20 – 11:50	A-Lunch 10:59 – 11:30	5 th 10:04 – 10:30
Challenge 11:25 – 11:50	Challenge 11:04 – 11:30	6 th 10:35 – 11:00
B-Lunch 11:50 – 12:20	B-Lunch 11:30 – 12:01	A-Lunch 11:00 – 11:30
Challenge 11:55 – 12:20	Challenge 11:35 – 12:01	Challenge 11:05 – 11:30
5 th 12:25 – 1:10	5 th 12:06 – 12:47	B-Lunch 11:30 – 12:00
6 th 1:15 – 2:00	6 th 12:52 – 1:33	Challenge 11:35 – 12:00
7 th 2:05 – 2:50	7 th 1:38 – 2:19	7 th 12:05 – 12:30

BULLYING

Bullying Prevention Information

Bullying is.....

Repeated exposure, over time, to negative actions from one or more students intended to inflict injury or discomfort. Bullying is characterized by aggressive behavior or intentional “harm doing” repeatedly carried out over time, intended to create a power imbalance.

Bullying at school can occur in all areas including the gym, playground, hallways, bathrooms, and on school buses. Bullying rarely occurs in the classroom or where adults are present. Often bullies try to gain the loyalty of bystanders who want to avoid becoming the next victim.

Students who are bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evident changes in work patterns, or lack of concentration.

Students should be encouraged to speak up and tell a trusted adult when they experience or witness bullying at school.

Types of Bullying

Physical: Includes repeated incidents of hitting, kicking, spitting, pushing, taking belongings, using a weapon etc.

Verbal: Includes repeated incidents of name calling, teasing, insulting, racist remarks, anonymous phone calls, etc.

Relational or Emotional: Includes repeated incidents of spreading rumors, exclusion from groups, intimidating or using peer pressure and manipulation to isolate or hurt a person’s feelings.

Cyber: Includes repeated incidents of bullying through e-mail, instant messaging, facebook, twitter, instagram, chat rooms, website posts, or texts or pictures sent to a cell phone or computer.

Strategies for Students

- Tell your parents, teacher, counselor, principal or other trusted adults.
- Don’t Fight Back, show anger or fear.
- Calmly tell the bullying student to stop or say nothing and walk away.
- Use humor in the situation if it is easy for you to do.

- Practice role playing how to verbally stand up for yourself with a parent or trusted adult.
- Avoid situations in which bullying is likely to happen such as areas of the school where there are not many students or adults around.
- Try to stay with a friend or group of friends in places like the lunchroom, restroom, or locker room.

Strategies for Parents

If you suspect your child is being bullied, what can you do?

- Talk to your child, listen, and be supportive.
- Be sure your child understands that bullying is not a one-time incident, but rather a pattern or repeated behavior.
- Discuss appropriate strategies with your child such as staying with other people, walking away, or role playing how to verbally stand up for him or herself.
- Encourage your child to talk to his or her teacher or a trusted adult on campus.
- Remember, if your child is showing possible warning signs of bullying, make sure you talk with your child and/or your campus counselor as these signs could also be indicators of another issue or concern.
- Contact your child's principal or counselor for assistance.

Bruceville-Eddy ISD Bullying Policy

BEISD regards bullying as unacceptable. Students are encouraged to assume a major responsibility along with faculty and staff for its prevention.

Behavior is considered bullying if the conduct is deliberately hurtful behavior, repeated over a period of time, exploits an imbalance of power between the students, included through written, or verbal expression, or physical conduct, and interferes with a student's education and/or substantially disrupts the operation of school. The aim of the policy is to ensure that pupils learn in a supportive, caring and safe environment. Bullying is anti-social behavior and affects everyone. Only when issues of bullying are addressed will students be able to fully benefit from the opportunities available at schools.

Students must be encouraged to report bullying in school. The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the faculty or staff member who has been approached.
- Administration will interview all concerned and use appropriate punitive measures such as official warnings to cease offending behavior, education on bullying through videos or reading material, detention, exclusion from certain

areas on school premises, Saturday School, BEC and in extreme cases Alternative school, Expulsion and many include removal from the class in question.

- Parents will be contacted by administration when necessary.
- Administrators will advise teachers when necessary.

Students who have been bullied will be supported by:

- An immediate opportunity to discuss the experience with a teacher, counselor or staff member.
- Reassuring the student.
- Supervision/monitoring of the reported bullying locations.
- Offering continuous support.

The policy will be promoted and implemented throughout the school. Within the curriculum the school will raise the awareness of bullying through classes, assemblies, and faculty in-service. The school will review this policy every year and assess its implementation and effectiveness.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy. *[See policy FNG (LOCAL).]* A copy of this policy may be obtained in the principal's or superintendent's office. In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees. Level I, II, and III Complaint Forms are located in the Campus Offices.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and only for approved purposes. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail, using district computers, is not private and will be monitored by district staff. *[See policy CQ.]*

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a ***Student Code of Conduct*** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the ***Student Code of Conduct***. Students and parents should be familiar with the standards set out in the ***Student Code of Conduct***, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the ***Student Code of Conduct*** and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

For a more detailed explanation of laws concerning student conduct, please refer to the District Student Code of Conduct found in the principal's office or online at www.beisd.net.

School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with, or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas; and
9. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081.

The district has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the district.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

The district has the right to revoke the transfer of a nonresident student for violating the district's *Student Code of Conduct*.

Standards for Student Conduct

Each student is expected to:

- Adhere to the requirements of the Student Code of Conduct.
- Attend all classes, regularly and on time.
- Behave in a responsible manner, always exercising self-discipline.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Demonstrate courtesy, even when others do not.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Prepare for each class; take appropriate materials and assignments to class.
- Respect the property of others, including district property and facilities.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.

Discipline Management Techniques

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

DISCIPLINE MANAGEMENT PLAN

MISBEHAVIORS:

LEVEL 1

Being disrespectful	In possession of electronics in class	Scuffling/Horseplay
Cheating on school work	Lacking Materials	Skipping detention
Classroom Disruption	Lunchroom Misbehavior	Skipping tutorials
Conflict or arguments	Minor Safety Hazards	Taunting

Disobeying classroom rules	Name Calling	Throwing objects
Dress Code Violation	Not checking out of school correctly	
Inappropriate Language	Public Display of Affection	

****Any other misbehavior, not listed, deemed a Level 1 by the principal**

LEVEL 2

Aggressive or disruptive language/action which substantially disrupts education	Misdemeanor theft
Coercion/Blackmail	Not following a directive of a school district employee
Conduct which results in damage of property	Possession of inappropriate/pornographic material
Defacing school property	Possession or use of tobacco
Forgery of school documents	Possession, selling or discharging fireworks
Instigator of student misconduct	Repeated Level One offense (>3)
Leaving campus w/out permission	Truancy
Making ethnic/racial/sexual slurs	Violation of Acceptable Use Policy

****Any other misbehavior, not listed, deemed a Level 2 by the principal**

LEVEL 3

Conflict that becomes physical	Making a false report concerning a student or teacher
Criminal mischief not punishable as a felony	Refusal to serve assigned school discipline
Horseplay that causes injury or substantial damage	Repeated Level 1 and 2 offenses (>5)
Inappropriate exposure of body parts	Writing notes, messages, or e-mail that appear threatening

****Any other misbehavior, not listed, deemed a Level 3 by the principal**

LEVEL 4

- Aggressive/ threatening behavior against an employee
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Commits an assault under Texas Penal Code 22.01
- Engages in conduct punishable as a felony
- Engages in conduct punishable as a felony listed under Title 5 of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution,
 - A court or jury finds that the student has engaged in delinquent conduct, or
 - The superintendent or designee has a reasonable belief that the student engaged in the conduct.
- Engaging a Fire or Emergency Alarm
- Makes a terrorist or bomb threat
- Repeated violation of lower level offenses
- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense.
- Sells, gives, possesses, uses or is under the influence of a controlled substance, illegal or dangerous drug
- Serious or persistent misbehavior in BEC

POSSIBLE CONSEQUENCES

Consequences will be determined by the Administrator.

LEVEL 1

- Cheating and lack of materials or homework may result in a reduction of the student's grade.
- Classroom Management Techniques
- Conference
- Detention
- Saturday School
- Warning
- Wearing an orange jumpsuit for dress code violations

LEVEL 2

- BEC (In School Suspension)
- Saturday School (1/2 Day or More)
**Length to be determined by Administrator

LEVEL 3

- DAEP (Alternative Education Placement)
- BEC
- Suspension
**Length to be determined by Administrator

LEVEL 4

- DAEP
- Expulsion
**Length to be determined by Administrator

DAEP (Alternative School Placement)

If a student is sent to alternative school, the student must stay until he/she has completed at least 30 successful days. However, the placement could be up to one year depending on the reason.

When a student comes back from DAEP, he/she will be placed on probation for six weeks. If the student continues to break the *Student Code of Conduct*, he/she will be sent back to DAEP.

Cell Phones and Electronic Devices

Students are not permitted to possess such items as iPods, MP3 players, video recorders, cameras, Ipads, electronic tablets/devices or games at school. Teachers will collect the items and turn them into the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day. The use of cell phones in locker rooms or restroom areas at any time during the school day is strictly prohibited. Students needing to contact their parents may do so in the office. Any student who contacts their parents without office permission may receive disciplinary consequences. Teachers/Staff will collect any cell phone that rings or vibrates during the school day and

turn it into the principal's office. During state mandated testing, cell phones must be turned in to the test administrator before the test and will be returned when testing is completed.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices. [See policy FNCE.]

Confiscated Property

Students may not bring to school those items which are inappropriate or specifically against school rules. If the items below are brought to school, that property may be confiscated.

The following rules apply to confiscated property:

1. Cigarettes, matches, disposable lighters, any tobacco products or weapons will not be returned to the student or parent.
2. Metal rakes, laser pointers and pocket knives will be returned only to a parent at the end of the school year. Any items not picked up within 2 weeks of the end of the year will be discarded.
3. Electronic devices, games, iPads/tablets, iPods, MP3 players and video recorders will be returned at the end of the day for the first offense, returned at the end of one week for the second offense, and at the end of the semester or year for the third offense.
4. Bruceville-Eddy ISD will not be responsible for the loss of any confiscated property.
5. Cell phones
 - 1st offense – Warning, picked up by student at the end of the day;
 - 2nd offense - \$15 fine & picked up by parent;
 - 3rd offense - \$15 fine, ½ day Saturday school and picked up by parent.
 - Additional offenses - \$15 fine, and disciplinary action determined by administrator.

All money received in fines will be put in the Junior High Activity fund.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy *FO (LOCAL)* in the district's policy manual. Students, with parent permission, may choose to exchange two swats for BEC or Saturday School one time per YEAR. No student will be given swats twice in the same YEAR.

- Parents will have to sign a consent form agreeing to the corporal punishment.
- Corporal punishment shall be administered by an administrator and witnessed by an additional district employee.

- A record of the corporal punishment will be kept on file, as well as, sent to the parent.

Discipline of Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the *Student Code of Conduct*. To the extent any conflict exists, state and/or federal law will prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

BEC (In School Suspension)

Depending on the nature of the infraction, students may be assigned 1 or more days to BEC. Students must adhere to the BEC Behavioral Contract in order to be released on time. While students are assigned to BEC they are not permitted to attend any school-sponsored activities that are not instruction related.

Saturday School

A student may be assigned a ½ day or a full day of Saturday School. Students must be on time and bring their work. Students may reschedule one time per semester for an assigned Saturday School unless the student has a doctor's note or a note from a parent saying that there was a death in the family. Parents must contact the school or send a note the Monday following the Saturday School assignment. Students who skip Saturday School will be assigned to BEC.

Tardies

Per each six week grading period:

1st , 2nd, & 3rd: Warning

4th & 5th: Lunch or after school detention

6th & 7th : Saturday School

8th+ : BEC or Principal's Discretion

Disruptions

As identified by law, disruptions include the following:

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

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students. A student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

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

These diseases include:

Amebiasis

Campylobacteriosis

Chickenpox

Common cold with fever

Fifth Disease

Gastroenteritis, Viral

Giardiasis

Head Lice (Pediculosis)

Hepatitis, Viral (A,B or C)

Impetigo

Infectious Mononucleosis

Influenza

Measles (Rubeola)

Meningitis, Bacterial

Mumps

Pinkeye (Conjunctivitis)

Ringworm of the scalp

Rubella (German Measles)

Salmonellosis

Scabies (Erythema Infectiosum)

Shigellosis

Streptococcal disease, invasive

Tuberculosis, Pulmonary

Typhoid fever

Whooping Cough (Pertussis)

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

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings. Each spring, students in grades 8 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in high school courses.

Personal Counseling

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

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[See FFE (LEGAL) and FFG (EXHIBIT).]

DISTANCE LEARNING

See your campus administrator or counselor for more information.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

Non-school Materials...from students

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

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

Non-school Materials...from others

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

Prior review will not be required for distribution:

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

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

DRESS AND GROOMING

Students violating dress code will be given a minimum of one day in school suspension (BEC). Students will not be given warnings. Campus administrators will determine what is considered appropriate.

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. The campus administrators and the superintendent will determine if a new fad or trend is appropriate or not for school wear. It should be observed on all school sponsored trips/activities as well as during the school hours on campus.

Students and parents may determine a student's personal dress and grooming standards, providing they comply with the following:

1. **GENERAL DRESS and GROOMING: (applies to all students)**

- All students observe modesty and appropriateness of dress.
- All clothing must fit appropriately. Excessively large or excessively tight or small clothing will not be acceptable.
- Shorts may be worn throughout the year. Shorts must be no shorter than credit card length from the center of the knee cap.
- No tights, boxer shorts, cut-offs, or gym shorts are permitted.
- No school issued workout clothing will be worn except during athletic workouts.
- No jersey sweatpants may be worn.
- No jeans/pants with holes, No excessive fraying or excessive patching (over 3 sections not permitted) will be allowed. Any fraying must have permanently attached patch backing.
- No tights, leggings, or shorts of any type worn under fraying or holes in jeans.
- Blankets used or worn during the school day will not be permitted.
- Pants must stay on the natural waist and must not "sag." Students caught "sagging" will be considered out of dress code. "Sagging" will be determined by the campus administrator.
- Trench coats are not allowed in the building.
- Clothing, accessories, or supplies with suggestive words or pictures, alcohol, or tobacco advertisements are not permitted. It will be left up

to the campus administration to determine if words or pictures are considered inappropriate.

- Clothing, accessories or supplies with any type of chains, or spiked objects are not allowed.
- Caps/Hats are prohibited on **any** BE ISD premises/buildings during the school day.
- Sunglasses are not permitted to be worn in the building.
- Appropriate shoes are to be worn at all times. House shoes, gladiator sandals, shoes with wheels, shower shoes, or rubber flip flops (this includes rubber flip flops that have been decorated) are not permitted.
- Extreme hairstyles are not safe or acceptable. Hair must be styled to ensure a clear line of vision and must be maintained throughout the school day. Teacher discretion to address hairstyles, which pose safety hazards in classes, may require that the hair be secured in such a manner as to create the least potential problem to maintain a safe working/learning environment.
- Nose piercings, including rings, small stud jewelry, septum or barbells, or other facial jewelry such as the bridge of the nose, eye brow, lip, connecting chains, etc., may not be worn.
- Tongue piercings are not permitted.
- Gauges/Spacers in ears will not be permitted and **CAN NOT BE COVERED WITH A BAND AID.**
- Tattoos must be covered at all times by wearing long sleeve shirts and long pants. Tattoos cannot be covered with a wrap or band aids. BEHS will not provide you with a band aid.
- Black lipstick is not permitted.
- Excessive and extreme make-up of any kind is not permitted.
- No tank tops, see-through, or bare shoulder shirts are permitted.
- Shirts with straps must be at least 2 inches wide on the straps.
- Dresses and skirts must be an appropriate length. If the campus administrator deems the dress or skirt an inappropriate length, then the

student will be in violation of the dress code.

- Skirts or dresses must be worn in a way that would allow the student to move, sit, raise her arms, etc. and not show an inappropriate amount of skin.
- Dresses may not be shorter than credit card length above the center of the knee.
- No halter or tank tops (less than two inches wide on the shoulder strap), tube tops, low-cut dresses/tops which reveal cleavage or midriff, short shorts or excessively tight clothing.
- Tops/sweaters/blouses that are styled similar to sun dresses or tank tops are not appropriate.
- Hemlines on all garments must not be shorter than three and a quarter inches above the kneecap (length of a credit card) regardless of tights or leggings.
- All shirts must be long enough to cover stomachs and backs whether sitting, standing, or reaching. Shirts need to be no lower than what is considered acceptable for a student. Shirts that reveal cleavage or appear sheer enough that undergarments are clearly visible will not be allowed.
- Students' hair must be clean, groomed and not cover the eyes
 - o No designs or symbols may be cut in the hair, other than a single, thin, straight line. (Hard line or hard part)
 - o Hair color must be a natural color. Only natural colored highlights are allowed.
 - o Mohawks or other similar styles are not permitted.
- Facial hair is not permitted.
- May wear one or one set of earrings. Only one in each ear lobe.
- Shirts that are made to be tucked in must be tucked in. If a shirt is made

to be worn out, then it must not be lower than fingertip length.

Button-down shirts may not be unbuttoned and untucked over a t-shirt.

Campus administrators will determine what is considered appropriate. Dress code violations will result in a minimum of one day in school suspension (BEC).

Campus administrators and/or the superintendent will determine if any clothing!! trend or fad that has not been listed above is considered inappropriate.

Dress Code Exceptions:

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

- A student who receives a grade below 70 in any academic class at the end of a grading period may **not** participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student **may** practice or rehearse.

- A student is allowed in a school year up to 10 absences not related to post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band and athletic teams may establish standards of behavior and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. [See policies at FM and FO.]

B-E ISD conducts random drug testing for any student in grades 7 – 12 who participate in ANY extracurricular activity. Any 2 positive tests will result in a 1 year suspension from extracurricular activities. See handout in forms packet that must be signed and returned before any student may participate in extracurricular activities.

Offices and Elections

Student Council elections are held in the fall. The 8th grade will elect class officers and the 7th grade will elect class representatives. Other clubs or organizations may also elect officer positions.

FEES

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

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

- Student identification cards.
- Fees for lost, damaged, or overdue library books.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Campus Administrator. *[See policies at FP.]*

FORMS

Please complete and return to the JHS office the following required forms provided in the Forms Packet accompanying this Handbook.

- Parental Acknowledgment Form
- Student Directory Information Form
- Consent/Opt-Out Forms
- Additional Required Forms

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. *[See policies at FJ and GE.]*

GRADING GUIDELINES

District Grading Policy

Class work/Homework	33% of Overall Average
Unit Tests/ Quizzes	33% of Overall Average
Special Projects	17% of Overall Average
Six Weeks Tests	17% of Overall Average

Grading Scale

90-100	A
80-89	B
75-79	C
70-74	D
0-69	F

HARASSMENT

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, or disability. *[See policy FFH.]* Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Reporting Procedures

Any student who believes that he/she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

Investigation of Reported Harassment

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district.

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the

allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by policy.

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

Retaliation against a person who makes a good faith report of prohibited harassment is forbidden. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal. *[See policy FNG (LOCAL).]*

HEALTH-RELATED MATTERS

Physical Activity for Students

The district offers athletics and P.E. to students in junior high school to meet district physical education requirements for these grades. For additional information on the district’s requirements and programs regarding junior high school student physical activity requirements, please see the principal.

[See policies EHAB, EHAC, and FFA.]

School Health Advisory Council

Additional information regarding the district’s School Health Advisory Council is available from the superintendent. *[See policies at BDF and EHAA.]*

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 superintendent. *[See policies CO and FFA.]*

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. **If a student is caught with tobacco on campus, he/she will be assigned 10 days BEC automatically.** *[See the Student Code of Conduct and policies FNCD and GKA.]*

Asbestos Management Plan

The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent’s office.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the superintendent.

HOMELESS STUDENTS

District Liaison for McKinney/Vento: Stephanie Burkett (254)859-5525

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths.

HOMEWORK

Junior High students should expect homework 3-4 days a week. Homework may be assigned on weekends if necessary for the teacher to cover required material. Projects can be assigned to be completed outside of class. Class work or homework that is turned in late will not receive a grade higher than 70%.

Students who do not turn in class assignments or homework will be assigned to lunch detention to make-up the missing work. If work is not completed, the student will receive a zero for that assignment.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district.

The immunizations required (<http://www.dshs.state.tx.us/immunize/school/#schools>)

2021 - 2022 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level												Notes	
	Grades K - 6th						Grade 7th	Grades 8th - 12th						
	K	1	2	3	4	5	6	7	8	9	10	11		12
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap)	5 doses or 4 doses						3 dose primary series and 1 booster dose of Tdap / Td <i>within the last 5 years</i>	3 dose primary series and 1 booster dose of Tdap / Td <i>within the last 10 years</i>						For K – 6th grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4 th birthday. ¹ For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 th birthday. ¹ For 7th grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine.* For 8th – 12th grade: 1 dose of Tdap is

			<p>required when 10 years have passed since the last dose of tetanus-containing vaccine.*</p> <p>*Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.</p>
Polio	4 doses or 3 doses		<p>For K – 12th grade: 4 doses of polio; 1 dose must be received on or after the 4th birthday.¹ However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.¹</p>
Measles, Mumps, and Rubella ² (MMR)	2 doses		<p>For K – 12th grade: 2 doses are required, with the 1st dose received on or after the 1st birthday.¹ Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this</p>

		requirement.
Hepatitis B ²	3 doses	For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax®) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax®) must be clearly documented. If Recombivax® was not the vaccine received, a 3-dose series is required.
Varicella ^{2, 3}	2 doses	For K – 12th grade: 2 doses are required, with the 1st dose received on or after the 1 st birthday. ¹
Meningococcal (MCV4)	1 dose	For 7th – 12th grade, 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11 th birthday. NOTE: If a

			student received the vaccine at 10 years of age, this will satisfy the requirement.
Hepatitis A ²		2 doses	For K – 12th grade: 2 doses are required, with the 1st dose received on or after the 1 st birthday. ¹

NOTE: Shaded area indicates that the vaccine is not required for the respective grade.

↓ Notes on the back page, please turn over.↓

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¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

² Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine. ³ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.dshs.texas.gov/immunize/school/exemptions.aspx. The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Provisional Enrollment

All immunizations must be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Student must not be overdue for the next dose in a series to be considered provisional. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



Texas Department of State Health Services • Immunization Unit • MC-1946 • P. O. Box
149347 • Austin, TX 78714-9347 • (800) 252-9152 Stock No. 6-14 Rev. 01/2021

Requisitos mínimos de vacunas en el estado de Texas de 2021 - 2022 para estudiantes de kínder a 12.o grado

Esta gráfica resume los requisitos de vacunación incorporados al Código Administrativo de Texas (TAC), título 25, Servicios de salud, secciones 97.61 a 97.72. Este documento no

tiene como propósito sustituir al TAC, el cual contempla otras disposiciones y detalles. El Código de Educación de Texas, capítulo 38, confiere al Departamento Estatal de Servicios de Salud (DSHS) la autoridad para establecer los requisitos de inmunización.

REQUISITOS DE INMUNIZACIÓN

Los estudiantes deberán mostrar comprobantes de vacunación aceptables antes de inscribirse, asistir

o ser transferidos a una guardería o una escuela primaria o secundaria pública o privada de Texas.

Vacuna requerida (Vea las notas y notas de pie de página)	Número mínimo de dosis requeridas por nivel de grado												Notas	
	De kínder a 6.o grado						7.o grado	De 8.o a 12.o grado						
	K	1	2	3	4	5	6	7	8	9	10	11		12
Difteria, tétanos, tos ferina (DTaP, DTP, DT, Td, Tdap)	5 dosis o 4 dosis						Una serie primaria de 3 dosis y 1 refuerzo de la vacuna Tdap / Td dentro de los últimos 5 años	Una serie primaria de 3 dosis y 1 refuerzo de la vacuna Tdap / Td dentro de los últimos 10 años						<p>Para los grados kínder a 6.o: 5 dosis de la vacuna contra la difteria, el tétanos y la tosferina; debe haberse recibido 1 dosis en o después del 4.o cumpleaños. Sin embargo, con 4 dosis se cubre el requisito si la 4.a dosis se recibió en o después del 4.o cumpleaños.¹ Para los estudiantes de 7 años de edad o más, con 3 dosis cumplen con el requisito si recibieron 1 de las dosis en o después del 4.o cumpleaños.¹</p> <p>Para el 7.o grado: Se requiere 1 dosis de la vacuna Tdap si han pasado al menos 5 años desde la última dosis de una vacuna que contenga tétanos.*</p> <p>Para los grados 8.o a 12.o: Se requiere 1 dosis de la vacuna Tdap cuando hayan pasado 10 años desde la última dosis</p>

				<p>de una vacuna que contenga tétanos.*</p> <p>*La vacuna Td es aceptable en lugar de la vacuna Tdap si existe una contraindicación médica para la vacuna contra la tosferina.</p>
Polio	4 dosis o 3 dosis			<p>Para los grados kínder a 12.o: 4 dosis de la vacuna contra la polio; debe recibirse 1 dosis en o después del 4.o cumpleaños.¹ Sin embargo, con 3 dosis se cumple con el requisito si la 3.a dosis se recibió en o después del 4.o cumpleaños.¹</p>
Sarampión, paperas y rubeola ² (MMR)	2 dosis			<p>Para los grados kínder a 12.o: Se requieren 2 dosis de la vacuna, la 1.a de las cuales debe recibirse en o después del 1.er cumpleaños.¹ Los estudiantes que fueron vacunados antes de 2009 con 2 dosis contra el sarampión y una dosis contra la rubeola y una dosis contra las paperas cumplen con este requisito.</p>
Hepatitis B ²	3 dosis			<p>Para los estudiantes de 11 a 15 años de edad, con 2 dosis cumplen con el requisito si recibieron la vacuna contra la hepatitis B para adultos (Recombivax®). Tanto la dosis (10 mcg / 1.0 mL) como el tipo de vacuna (Recombivax®)</p>

		deben documentarse claramente. Si la vacuna recibida no fue Recombivax®, se requiere una serie de 3 dosis.
Varicela ^{2,3}	2 dosis	Para los grados kínder a 12.o: Se requieren 2 dosis, de las cuales la 1.a dosis debe recibirse en o después del 1.er cumpleaños. ¹
Vacuna antimeningocócica (MCV4)	1 dosis	Para los grados 7.o a 12.o, se requiere 1 dosis de la vacuna antimeningocócica tetravalente conjugada en o después del 11.o cumpleaños del estudiante.
Hepatitis A ²	2 dosis	Para los grados kínder a 12.o: Son necesarias 2 dosis, la 1.a de las cuales debe recibirse en o después del 1er cumpleaños. ¹

NOTA: Las casillas sombreadas indican que no se requiere la vacuna para el grupo de edad correspondiente.

↓ Notas al reverso, por favor dé la vuelta. ↓

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¹ Recibir la dosis hasta (e inclusive) 4 días antes del cumpleaños satisfará el requisito de inmunización para inscribirse en la escuela.

² Son aceptables en lugar de la vacuna una prueba serológica de infección o la confirmación serológica de inmunidad al sarampión, las paperas, la rubeola, la hepatitis B, la hepatitis A o la varicela. ³ Si se ha tenido la enfermedad previamente, puede documentarse con una declaración escrita de un médico, un enfermero escolar o uno de los padres o tutor del niño, la cual diga algo como: "Esto es para comprobar que (nombre del estudiante) tuvo la enfermedad de la varicela"

(*varicella o chickenpox*) el (fecha) o alrededor de esa fecha y no necesita la vacuna contra la varicela”. Dicha declaración escrita será aceptable en lugar de alguna o todas las dosis requeridas de la vacuna contra la varicela.

Podrá encontrar información sobre las exclusiones de requisitos de vacunas, la inscripción provisional y la documentación aceptada de las vacunas en las secciones 97.62, 97.66 y 97.68 del Código Administrativo de Texas, respectivamente, y en línea en <https://www.dshs.texas.gov/immunize/school/default.shtm> (en inglés).

Exenciones

La ley de Texas autoriza a que (a) los médicos redacten declaraciones de exención médica, las cuales deben indicar claramente que existe una razón médica que le impide a la persona recibir determinadas vacunas específicas, y (b) los padres o tutores opten por una exención de los requisitos de inmunización por razones de conciencia, incluidas las creencias religiosas. La ley no permite que los padres o tutores opten por una exención simplemente para evitarse inconvenientes (por ejemplo, cuando un registro se haya perdido o esté incompleto y sea mucha molestia ir con un médico o a una clínica para corregir el problema). Las escuelas deben mantener una lista actualizada de los estudiantes con exenciones, de forma que se les pueda excluir en casos de emergencias o epidemias declaradas por el comisionado de salud pública.

Encontrará las instrucciones para solicitar la declaración jurada de exención oficial, la cual debe ser firmada por los padres o tutores que elijan la exención por razones de conciencia, incluidas las creencias religiosas, en www.dshs.texas.gov/immunize/school/exemptions.aspx (en inglés). El original de la declaración jurada de exención debe llenarse y entregarse en la escuela.

En el caso de los niños para quienes se reclamen exenciones médicas, es necesario presentar a la escuela una declaración escrita del médico. A menos que en la declaración conste por escrito que existe una afección de por vida, la declaración de exención es válida solo por un año a partir de la fecha en que el médico la firmó.

Inscripción provisional

Todas las inmunizaciones deben haberse completado antes del primer día de asistencia. La ley exige que los estudiantes estén completamente vacunados contra las enfermedades específicas. Un estudiante puede inscribirse de manera provisional si cuenta con un registro de inmunización que indique que el estudiante ha recibido al menos una dosis de cada vacuna específica apropiada para su edad según lo exige esta regla. Para que el estudiante se considere como inscrito de manera provisional, no debe estar atrasado en su calendario para recibir la siguiente dosis que le corresponda en la serie de dosis de la vacuna. Para seguir inscrito, el estudiante debe completar las dosis posteriores requeridas de cada serie de vacunas a tiempo según el calendario y tan rápidamente como sea médicamente posible, y debe proporcionar a la escuela un comprobante aceptable de que ha sido vacunado. Un enfermero escolar o administrador escolar revisará cada 30 días el estado de inmunización de los estudiantes inscritos de manera provisional para garantizar el cumplimiento ininterrumpido de la aplicación de las dosis de vacunas requeridas. Si, al final del periodo de 30 días, un estudiante no ha recibido una dosis posterior de la vacuna, el estudiante no está cumpliendo con las normas, y la escuela excluirá al estudiante de su asistencia a la escuela hasta que se le administre la dosis requerida.

Las normas adicionales para la inscripción provisional de estudiantes transferidos de una escuela pública o privada de Texas a otra, estudiantes que dependen de militares en servicio activo, estudiantes que viven en hogar de acogida y estudiantes en

situación sin hogar, se encuentran en el TAC, título 25, Servicios de salud, secciones 97.66 y 97.69.

Documentación

Dado que se usan muchos tipos de registros de inmunización personales, cualquier documento es aceptable si un médico o el personal de salud pública lo ha validado. La validación debe incluir una firma del responsable, sus iniciales o el sello. Un registro de vacunas generado a partir de un registro de salud electrónico debe incluir la información de contacto de la clínica y la firma o sello del proveedor, junto con el nombre de la vacuna y la fecha de vacunación (mes, día y año). Se acepta un registro oficial elaborado por una autoridad sanitaria. Se acepta un registro oficial recibido de parte de los funcionarios de la escuela, incluido un registro procedente de otro estado.



Texas Department of State Health Services • Immunization Unit • MC-1946 •
P. O. Box 149347 • Austin, TX 78714-9347 • (800) 252-9152

Stock No. 6-14 Rev. 01/2021

The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

Department of State Health Services Web site:
<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[See policy GRA (LEGAL).]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work. This work will be based on the instructional objectives for the course, the needs of the individual student in mastering the Texas essential knowledge and skills (TEKS), or meets course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. *[See policy EIAB (LOCAL).]* A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

A parent may request makeup work after a student as missed 3 consecutive days.

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's course requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. *[See policy FOCA (LEGAL).]*

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. *[See policy FEA (LEGAL).]*

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

MEDICINE AT SCHOOL

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

Only authorized employees may administer *[See policy FFAC.]*:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

Psychotropic Drugs

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. *[See policies at FFAC.]*

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Students participating in U.I.L. sports are required to have a physical. The school usually tries to provide a day when students can get a physical at a reduced cost, but that is not guaranteed. However, it is the parent's responsibility to see that their student has a completed physical. **Students who do not have an updated physical will not be allowed to participate in any U.I.L. sport.**

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.

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

- **PLEDGE OF ALLEGIANCE**

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation, under God indivisible, with liberty and justice for all."

- **SALUTE TO THE TEXAS FLAG**

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God and indivisible."

PRAYER

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

PROMOTION AND RETENTION

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

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the STAAR is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. *[See policies EIE.]*

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

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

RELEASE OF STUDENTS FROM SCHOOL

Class time is important. If possible, doctor's appointments should be scheduled when the student will not miss instructional time. A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. A student will not regularly be released before the end of the instructional day, unless the principal has granted approval because of extenuating circumstances

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

Leaving School Early

Students may leave school early for the following reasons:

1. Dental or doctor's appointment.
2. A reason excused by any of the administrators.

When leaving school, students must adhere to the following procedures:

1. The student must present his/her note to the office.
2. Notes must contain the name of the doctor or dentist and a phone number, which may be used for verification. A reason for leaving school, other than medical, must be approved by the administrator.
3. An adult must be present in the office to sign a student out. Upon their arrival, the student will be called out of class.
4. Failure to sign out will result in disciplinary action.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the Superintendent and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [*See policy EIA (LOCAL).*] Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal. [*See FNG (LOCAL).*]

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 5 days.

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents **must** complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

If there is a possibility that school may be closed because of weather or other conditions, parents and students should stay tuned to local TV stations (channels 6, 10, or 25).

Schedule Changes

Drop/add requests by students/parents will only be considered during the two weeks prior to school starting and the first two days of each semester by the principal. Schedule changes will only be considered for legitimate reasons and must have final approval from the principal. Courses dropped after the fourth week will result in a grade earned being posted by UIL rules for eligibility purposes. Withdrawing with below 70 is an F and will not be allowed after the fourth week.

School Bus/Transportation

Director of Transportation: Mike Hawkins

(254)859-5525

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students; its cost is reimbursed by the state of Texas.

To maintain their school bus riding privileges, students must obey the following regulations:

1. Students must obey the bus driver's directives.
2. Students must enter the bus quickly and orderly.
3. Students must be seated as soon as possible and always sit facing the front. *The bus cannot move until students are seated.*
4. Students must be orderly at the bus stops and stay off the streets and highways.
5. Students must not engage in horseplay.
6. Students must be courteous to other students and to the bus drivers.
7. Students are not allowed to eat and drink on the buses. *Exceptions: Extracurricular trips--NO GLASS containers.*
8. Students must avoid littering the buses.
9. Students must keep heads, hands, and feet inside the bus.
10. Students are not allowed to use tobacco in any form on the buses.
11. Students must not use profane or abusive language on the buses.
12. Students are not to play MP3, iPods, or CD players on the buses.
13. Students are to avoid making noises that might distract the bus driver.
14. Students must be prompt. *The school buses cannot wait for students who are late.*
15. Any type of vandalism to a bus is prohibited. Offending students will be removed from the bus.
16. Students may be assigned to special seats by the bus driver, and will be required to sit in such seats for the duration of the assignments.
17. Students must realize that bus riding is an extension of the regular classrooms, and the school's jurisdiction extends to bus travel.

Students and parents should understand that bus riding is a privilege under law and not a right. Noncompliance with any of the above regulations can result in temporary or permanent suspension of these bus riding privileges.

Bus conduct reports are sent from the transportation department to the principal's office. The principal/assistant principal is responsible for taking appropriate action. These reports are mailed home to parents.

Bus Conduct Report Consequences

- 1st - Warning and student placed on probation (unless not minor)
- 2nd - Loss of bus privileges short term (3 days)
- 3rd - Loss of bus privileges long term (5 days)
- 4th - Loss of bus privileges long term (up to 6 weeks)
- 5th - Removed from bus for the semester

***A major offense can result in loss of bus privileges.**

Our bus drivers are trained and certified by the State of Texas, and each bus driver, on his own, is completely responsible for the safe transportation of his or her assigned students. These drivers will consider the convenience and comfort of all assigned students and will pick up and deliver such students within ½ of a mile of their homes when conditions permit, as directed by state law. Students must be ready to board during a specific window of time and be at the bus stop to be picked up.

Complaints about any bus driver must be documented as to who, when, where the incident occurred and submitted in writing to the Director of Transportation, or to the Superintendent of Schools.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Beginning at 7:45 a.m. students are expected to be in the cafeteria. Weather permitting students may also remain in the outside play area. Before school a student will not be permitted to go to another area of the building or campus unless the teacher or sponsor overseeing an activity gives permission.

Students must leave campus immediately upon dismissal of school unless involved in a school-related activity under the supervision of a teacher.

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

Director of Food Services: Teresa Novian

(254)859-5525

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. *[See policy CO(LEGAL).]*

Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. To apply for this program contact the Director of Food Services.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open during normal school hours.

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the policy requirements. *[See policy FNAB(LOCAL).]* A list of these groups is available in the principal's office.

SCHOOL SPIRIT AND SCHOOL SONG

SCHOOL SPIRIT

SCHOOL SPIRIT! What is it? It is impossible to define since it is a feeling or an atmosphere made of the feelings and behavior of students. However, there are many characteristics of good school spirit which are plainly visible to the visitor of the school. It is the feeling of loyalty and pride toward your school and all that it stands for. Cooperation and participation in activities gives one a feeling of belonging to the whole. If each one does not play his/her part, the spirit which could have been strong becomes weak and divided. School spirit is that feeling that makes you keep on trying when a cause seems lost; it is the feeling of joy when you win, or the feeling of pride in knowing that you have tried and done your best for your school. The excitement of competition, the hushed respect of the school song, the appreciation shown for the efforts of others are feelings that contribute to good school spirit.

The satisfaction of saying “THIS IS MY SCHOOL” is the true Bruceville-Eddy School Spirit.

SCHOOL SONG

We are here, Bruce - Eddy High-----
To march your glories to the sky,-----
Sons and daughters true,
And we'll stand by you,
We will wave your banner gay,
As we go marching on our way,
For with you Bruce - Eddy dear,
We'll never fail, never fail, hip-hip a hip hurray.

SEARCHES

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

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks or lockers may be conducted at any time, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Trained Dogs

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

Drug-Testing

B-E ISD conducts random drug testing for any student in grades 7 – 12 who participate in ANY extracurricular activity. Any 2 positive tests will result in a 1 year suspension from extracurricular activities. See handout in forms packet that must be signed and returned before any student may participate in extracurricular activities. *[See policy FNF (LOCAL).]*

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as, programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the superintendent's office.

SPECIAL EDUCATION OR SECTION 504 SERVICES

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

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

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

Special Education Referrals:

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. District and charter schools must still comply with all federal prior written notice and procedural safeguards requirements and

the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

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

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

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Kevin Harrington

Phone Number: 254-840-2888

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system

of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services:

Contact Person: Rhonda Webb

Phone Number: 254-859-5525

STEROIDS

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

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

SUMMER SCHOOL

Contact you Campus Administrator for information.

TEXTBOOKS

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

TRANSPORTATION: School-Sponsored Trips

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

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings, as well as, disciplinary consequences in accordance with the *Student Code of Conduct*.

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

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 school office and sign-in.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.