



**GILMER**  
**INDEPENDENT**  
**SCHOOL DISTRICT**

**2019-2020**

**Bruce Jr. High School**  
**Student Handbook**

**Bruce Jr. High School**

**Administration**

Superintendent- Rick Albritton  
Principal- Bill Bradshaw  
Assistant Principal- Troy Tatum  
Athletic Director- Matt Turner  
Band Director- Sarah Thompson  
Diagnostician- Laryssa Briley  
Special Ed. Director- Peggy Oden

**Counselor**

April Echols

**Support Services**

Nurse- Liz Richardson  
Cafeteria Manager- Nell Tennison  
PEIMS Clerk- Kristi Bunn  
Receptionist- Staci Stuart

**Gilmer ISD Phone Numbers**

Administration Bldg.	903.841.7400
Bus Garage	903.841.7469
Gilmer High School	903.841.7500
Bruce Jr. High	903.841.7600
Gilmer Intermediate	903.841.7800
Gilmer Elementary	903.841.7700
Athletic Director	903.841.7598
Special Ed. Director	903. 843. 5575



**GILMER**  
**INDEPENDENT**  
**SCHOOL DISTRICT**

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## **BJHS STUDENT HANDBOOK**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. Let this handbook be a quick reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a topic, please contact **Troy Tatum**, Assistant Principal or **Bill Bradshaw**, Principal at 903-841-7600.

## **DISTRICT MISSION STATEMENT**

Producing self-reliant citizens who contribute to the success and strength of the community is the mission of the Gilmer Independent School District.

This goal is accomplished by recognizing and educating each child as a unique individual through nurturing academic, social, and cultural differences.

## **CAMPUS MISSION STATEMENT**

To educate and embrace all students in such a way that individuality is recognized and nurtured by parents, teachers, and the community in order that student success will reflect knowledge and self-esteem which will enable students to become self-sufficient and productive members of the community.

## **FOREWARD**

This BJHS handbook has been prepared to help you while at Bruce Junior High School. Read it carefully so you as a student or parent will know what is expected of you. The basic procedures, rules and practices are included in this book. Throughout the school year, local policy at GISD may change. **The local policy adopted by GISD will supersede any of the policies in this handbook.** Feel free at any time to communicate with the Principal or Assistant Principal through personal contact. Access to the entire GISD Student Code of Conduct may be found at [www.gilmerisd.org](http://www.gilmerisd.org).

Remember, this is your school, have pride in it, take care of it, and make yourself a positive contributor here at BJHS.

## **BUCKEYE PROMISE**

**Be Yourself.**

**Think for Yourself.**

**Encourage Yourself.**

**Challenge Yourself.**

**Prepare Yourself.**

## **3 R's of BRUCE JUNIOR HIGH SCHOOL**

### **1. Respect**

- Yourself, peers and teachers.

- Behave in a way that promotes teaching and learning.

## **2. Responsible**

- Be prepared.
- Be involved with your learning.
- Follow teacher instructions and all school policies.

## **3. Reach for Success**

Success is simple. Do what's right, the right way, at the right time.

Arnold H. Glasow

## **STATEMENT OF NONDISCRIMINATION**

In its efforts to promote nondiscrimination, GISD does not discriminate based on 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.

## **PARENTAL INVOLVEMENT**

### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. Having access to your child's grades through the Skyward Parent Portal.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (903) 841-7600 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school

- Becoming a school volunteer (contact Jeff Hamilton at Central Office).
- Participating in campus parent organizations. Please contact the school counselor.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, please contact the school principal.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. Please contact the central district office.
- Attending board meetings to learn more about district operations, contact the superintendent's office for dates and times.

### **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.

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

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

## **Reviewing Instructional Materials**

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

## **Inspecting Surveys**

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

## **Accessing Student Records**

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, 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;  
or
- When it relates to media coverage of the school.

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

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate 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 noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) 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 principal 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 campus principal for information. [See policy FDB.][See **Bullying** in handbook and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus [or a neighboring district] if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

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

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same

classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]

## **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, contact the campus principal.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

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

### ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities.***

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Dr. Peggy Oden at 903-843-5575. If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

### **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Dawn Harris and may be contacted at (903) 841-7400.

## Student Records

Both federal and state laws safeguard 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 or the right to access a student’s education records. 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, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- 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 principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. 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 records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 500 South Trinity, Gilmer, TX. The address of the principal’s office is: 111 Bruce Street

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. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL).

Copies of student records are available at a cost of ten cents 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.

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office [or on the district's Web site [www.gilmerisd.org](http://www.gilmerisd.org)].

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

**Please note:**

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

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

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

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

**Bacterial Meningitis**

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

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common

and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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 cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable

diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## **ANNOUNCEMENTS**

Announcements are read daily. Pay careful attention to these messages. Organizations and individuals submit their announcements signed and dated to the office before the period designated as announcement time (CORE TIME).

## **ASSEMBLIES**

Assemblies are held for the educational entertainment and instruction of students. Good conduct is expected and illustrates a courteous respect for the presenter. Assemblies are a privilege and that privilege may be removed if appropriate behavior is not exhibited.

## **ABSENCES / ATTENDANCE**

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

### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction 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 18<sup>th</sup> birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. (See policy FEA)

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

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

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

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

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

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

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

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

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and the student could be charged with a criminal offense. (See policy FEA (Legal).)

**Two or more violations of the compulsory attendance laws within a school year may result in a Disciplinary Alternative Education Placement in the Upshur County DAEP.**

### **Parent’s Note Following an Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence in order to be an excused absence. Notes must be turned into the office **within three days** of the absence in order to be changed in the computer. Notes after that time period, will not be changed, but will be filed in the student’s records.

### **Doctor’s Note Following 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).]

### **AWARDS/INCENTIVES**

Special awards and incentives will be given throughout the year by different grade levels, organizations and teachers and/or administrative personnel (i.e. awards assemblies, end of the year celebrations).

## **BELL SCHEDULE:**

A class schedule will be attached as a supplement at the beginning of school along with the board approved school calendar. The students will have three minutes between classes before the tardy bell will ring. Teachers are instructed to be at their door and usher the last few students into class and then close the door and keep it locked. We lock the doors for safety reasons.

## **BULLYING**

STUDENT CODE OF CONDUCT. (a) The board of trustees of an independent school district shall, with the advice of its district-level committee established under Subchapter F, Chapter 11, adopt a student code of conduct for the district. The student code of conduct must be posted and prominently displayed at each school campus or made available for review at the office of the campus principal. In addition to establishing standards for student conduct, the student code of conduct must:

(1) specify the circumstances, in accordance with this subchapter, under which a student may be removed from a classroom, campus, or disciplinary alternative education program;

(2) specify conditions that authorize or require a principal or other appropriate administrator to transfer a student to a disciplinary alternative education program;

(3) outline conditions under which a student may be suspended as provided by Section 37.005 or expelled as provided by Section 37.007;

(4) specify whether consideration is given, as a factor in a decision to order suspension, removal to a disciplinary alternative education program, or expulsion, to:

(A) self-defense;

(B) intent or lack of intent at the time the student engaged in the conduct;

(C) a student's disciplinary history; or

(D) a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;

(5) provide guidelines for setting the length of a term of:

(A) a removal under Section 37.006; and

(B) an expulsion under Section 37.007;

(6) address the notification of a student's parent or guardian of a violation of the student code of conduct committed by the student that results in suspension, removal to a disciplinary alternative education program, or expulsion;

(7) ***prohibit bullying[0], harassment, and making hit lists*** and ensure that district employees enforce those

prohibitions; and

(8) provide, as appropriate for students at each grade level, methods, including options, for:

(A) managing students in the classroom and on school grounds;

(B) disciplining students; and

(C) preventing and intervening in student discipline problems, **including bullying[0]**, harassment, and making hit lists.

(b) In this section:

(1) **"Harassment"** means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

(2) "Hit list" means a list of people targeted to be harmed, using:

(A) a firearm, as defined by Section 46.01(3), Penal Code;

(B) a knife, as defined by Section 46.01(7), Penal Code; or

(C) any other object to be used with intent to cause bodily harm.

**"Bullying"** means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

- A. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear or harm to the student's person or of damage to the student's property; or
- B. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for the student.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office [or on the district's Web site at [www.gilmerisd.org](http://www.gilmerisd.org)]. In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **CONDUCT**

### **Applicability of School Rules**

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

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.

### **CONTAGIOUS DISEASES / CONDITIONS**

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

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

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

### **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (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.

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

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and

respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

### **Discrimination**

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

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

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

### **Sexual Harassment**

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.

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

### **Retaliation**

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

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

### **Reporting Procedures**

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

### **Investigation of Report**

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

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

## DRESS AND GROOMING

Clothing is to be neat and worn in such a manner that school officials will consider it in good taste. Student dress must not be considered offensive, create a health hazard or disrupt or impede the educational process.

**School Administrators Make The Final Decision On Whether Dress Is Appropriate For School.** Students dressed inappropriately will not be tolerated. The student's parents will be notified, and they will be asked to bring a change of clothes immediately or wear school approved sweatpants or sweatshirts, the student will wait for the clothes in In School Suspension or be sent home to correct the infraction.

### DRESS CODE

1. Hair styles disruptive to the learning environment will not be permitted.
2. No student will wear exposed rings, studs, or other jewelry associated with body piercing. Students may, however, wear earrings or ear studs. Nose, lip, or eyebrow rings will not be permitted.
3. Students will keep shirts or tops buttoned. Straps on overalls must be fastened. If a belt is worn, it must remain on your body. No chains on pants or shirts are allowed.
4. Hats, caps, stocking caps, visors, bandanas, or headbands are **NOT** allowed on campus.
5. Sunglasses will not be permitted unless a physician's prescription is provided.
6. Students must wear shoes at all times. No beach flipflops, house shoes or slippers are to be worn.
7. No student will wear boxers exposed, shirts or tops that are strapless, backless, off-shoulder, halters, tube tops, tank tops, or crop tops. Straps on blouses and dresses must be wide enough to cover bra straps. No skin is to show at the waist or below the arm pit area at any time.
8. Slacks, pants, designer jogging pants, jeans and trousers are appropriate; however, they must be worn at the waist in a fitting fashion. **Sagging will NOT be allowed.** Other styles of apparel, i.e., shorts, skirts, dresses etc. must be mid-thigh length in the front and the back. Cutoffs, bicycle shorts, and boxers are not allowed.
9. Shirts, slacks, pants, jeans, or trousers that have been altered by cutting, tearing, or shredding will not be worn. Un-patched holes in clothing are not allowed. No skin should be seen through holes in jeans above the mid-thigh area. Short skirts or shorts are not appropriate even if tights are worn underneath. If a skirt or shorts are not in dress code without the tights, then it is not in dress code with tights.
10. No student will expose a tattoo that displays emblems or writings that are disruptive, obscene, or vulgar, depict sex, death, the occult, violence, blood or gore, tobacco, controlled substances or alcohol.
11. No student will wear clothing or jewelry that displays emblems or writings that are disruptive, suggests the use of prohibited substances of any type, obscene, vulgar, depict sex, death, the occult, violence, blood or gore.
12. Chains on clothing, dog collars, studded collars, or spiked collars will not be allowed. No jewelry or gloves with spikes will be allowed.

*The administration may alter this policy for special observances. Neatly groomed and dressed shall be defined as the dress and proper grooming that is standard and conforms to local community and school district standards. Administrators will make the final decision as whether dress is appropriate or not.*

## **CONSEQUENCES FOR VIOLATING THE DRESS CODE**

**FIRST OFFENSE:** Student will receive a warning and will correct the violation before being allowed to go to class. If the violation cannot be corrected, the student will spend the day in In School Suspension (ISS).

**SECOND OFFENSE:** Student will receive an office referral and correct the violation before going to class. If the violation cannot be corrected, the student will spend the day in In School Suspension (ISS).

**THIRD OFFENSE:** Student will receive an afternoon detention and correct the violation before being allowed to go to class.

**FOURTH OFFENSE:** Student will receive a Saturday detention or In School Suspension assignment.

**FIFTH OFFENSE:** Student will receive an In-School Suspension assignment for the infraction. After five infractions, the student may receive multiple ISS days, OSS, and possibly an AEP placement depending on the circumstances.

## **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 vehicles owned or operated by the district.

## **TELECOMMUNICATIONS/ELECTRONIC DEVICES**

### **TEC Chapter 37 Section 37.082**

#### **DEFINITION**

A “paging device” is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The term does not include an amateur radio under the control of an operator who holds an amateur radio station license issued by the Federal Communications Commission.

Students shall not display, turn on or use a telecommunication device, including a cellular phone or electronic device including a laptop computer owned by a student during the school day unless it involves an instructional activity designed by the teacher and approved by the campus administration. There may also be occasions in which students may earn time or be rewarded with time with their phones, I pads, I pods, during lunch and/or other designated times during the school day as defined by school administration.

Students may have their devices out prior to the beginning of the instructional day (7:55 a.m.) and after the instructional day ends (3:50 p.m.) Students may also use their devices at lunch time.

#### **PENALTIES**

The policy may establish disciplinary measures to be imposed for violation of the prohibition and may provide for confiscation of the paging device.

#### **CELL PHONE/ELECTRONIC DEVICE POLICY**

Cell phones, Ipods, I pads, video games, cameras, etc. are prohibited during the school day unless determined instructionally appropriate by the teacher and school administration. The device will be confiscated (taken away) immediately by staff members if cell phones are seen or heard during a time when the devices are not allowed. The phone will only be returned to a parent/guardian. **The school will not be responsible for lost, damaged or stolen devices. The students will be given a cell phone contract at the beginning of the year or when they register on this campus.**

**First Offense:** Written warning to student with parent and administrator’s signature. Documentation will remain in the students file until the end of the school year.

#### **Second Offense:**

\$15 fee for the cell phone to be returned to a parent/guardian along with proper documentation for student’s file.

**Third Offense and beyond:** \$15 fee for the cell phone to be returned to a parent/guardian along with proper documentation for student’s file. **Administrators reserve the right to ban the students from bringing the phone to school.**

***\*We ask our parents not to text message or call their student(s) on their cell phones during school hours. If you need to leave a message, please call the front office, 903-841-7600, and our staff will ensure that he/she receives the message.***

## **VISITORS**

Gilmer Junior High welcomes visitors. **All visitors must first report to the school office to obtain permission to be on campus.** Parents may observe classrooms any time with prior permission; however, such visits shall not be permitted if the duration or frequency interferes with instruction or disrupts the normal school environment. Conferences to discuss student progress may be arranged through the office or with the student's teachers.

## **CAFETERIA USAGE**

The District participates in the National School Meals Program and offers students nutritionally balanced meals daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact the school to apply.

At the Bruce Junior High Cafeteria, two lunch lines are offered for the students. One line is for hot lunches that offer a full meal consisting of a meat item, a choice of 2 or 3 vegetables, salad, bread and milk.

1. All students must go to the cafeteria for lunch.
2. Students should walk, not run, to the cafeteria.
3. Students should form a line against the wall. Do not cut in the lines.
4. Students should be orderly, polite, and speak in low tones.
5. Keep the tables, chairs, and floor clean where you eat.,
6. **No food or drinks may be taken out of the cafeteria at any time.**
7. All students must remain in the cafeteria until released by a duty teacher/principal.
8. Students may use the lobby restroom adjacent to the front entrance of the building, with permission from a duty person.
9. Students should remain seated during lunch and not wander around the café.
10. Students may be assigned a seat or eat lunch in another location if the above guidelines are not followed.

Students are to remain in the areas of the campus designated for lunch. No one is allowed to wander around the building during lunch or at any other time. Bruce Junior High School is a "closed campus", therefore, no student will be allowed to go to local stores or restaurants for lunch. Students leaving campus without permission are truant and subject to penalty.

**Parents may come eat lunch with their child, but must check in with the office. Parents are allowed to bring their child lunch, but cannot bring lunch for other children.**

**Student may have water in a bottle in the hall or classrooms, but other liquids are not allowed.**

## **CHILD NUTRITION PROGRAM**

The Child Nutrition Program provides appealing, nutritious meals to the students and staff of Gilmer ISD. As well as, assisting in the education of students on nutrition and developing healthful eating habits. Research has proven that students who are well nourished perform better at school. Today's school breakfast and lunch are designed to meet stringent national nutrition standards. These nutritional guidelines require that school meals provide specific amounts of calories, protein, vitamins A and C, iron, and calcium. In addition, meals are now lower in sodium and cholesterol and higher in fiber than in the past. Total fat calories are to average 30% or less over a period of a week. Menus at the elementary and secondary level are developed monthly to meet the nutritional requirements of students at each age level.

### **Meal Prices**

**Elementary / Intermediate Breakfast: No charge for all students.**

**Jr. & Sr. High** \$1.25 for full paying students, \$0.30 for reduced students, \$1.50 for district staff and \$2.00 for visitors

**Elementary /Intermediate lunch** \$2.25 for full paying students, \$.40 for reduced status students, \$3.00 for district staff and \$4.00 for visitors.

**Jr. & Sr. High lunch** \$2.50 for full paying students, \$.40 for reduced status students, \$3.00 for district staff and \$4.00 for visitors.

USDA regulations require that adult servings be no more than those portions served to secondary students. Adult meals prices are higher because there is no food commodity or federal reimbursement given for adult meals.

### **Free/Reduced Meal Program**

At the beginning of the school year each student is provided an application to participate in the Free and Reduced breakfast and lunch meal program.

- New applications **must** be completed each year.
- Parents may complete **one** application for **all** children in the household.
- Applications are available in English, Spanish, and other languages as needed.
- Eligibility decisions will be based on federally established income and household size.
- Parents are encouraged to complete a Free/Reduced meal application if economic hardships exist.
- Student's eligibility status is **confidential**.
- Students approved at the end of a school year may carry benefits for the **first 30 days** into the new school year. If a student does not complete a new application, students will be full pay **after the 30 operating days**.
- Applications are available at anytime during the school year and may be picked up at the office of each school.

### **Payment Procedures**

The computerized debit system used in the cafeterias allows cashiers to debit meal and snack purchases from each individual account. The student's computer pin number is their 4 or 5-digit school district ID. All students must learn their number as soon as possible to help the lines move quickly and smoothly.

Pre-payment into the student's account insures a nutritious cafeteria breakfast and lunch. Cash or checks may be deposited into the students account. It is suggested for younger students to send a check to cover their meal; **please include their name or ID number**. There is no limit to the amount of money that can be deposited into the account. Positive balances will be transferred yearly and stay with the student until they graduate. Any negative balances must be paid by the last day of the school year. Parents may also deposit money into their child's account via the district website ([www.gilmerisd.org](http://www.gilmerisd.org)), click on "<https://www.myschoolbucks.com/>."

Parents may request a printout detailing food purchases made by the student.

Parents may also request their child's account be flagged if they want their child to be limited as to how much they can spend on ala-carte or extra food.

### **Student Charges**

Students may charge up to 5 lunch meals. High School has a no charge policy. A note will be sent home when a child is over the limit in charges. The charged amount must be paid back to the cafeteria before further meal service is provided. Once a student reaches their charge limit the parent must send them with a lunch until charges are paid in full. An alternate meal will be provided for the student if he or she does not have food to eat.

### **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 at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—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, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the **Student Code of Conduct** or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

## **Food Allergies**

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

The district has developed and annually reviews a food allergy plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student safely in accessing the school environment. The district’s food allergy management plan can be accessed at [www.gilmerisd.org](http://www.gilmerisd.org).

## **LOCKERS**

Every student will be assigned a locker for the storage of books and other personal property. **For security purposes, it is recommended that students purchase a combination lock.** Students and parents will have to pay for any books or school items if they are stolen or lost. Students are fully responsible for lockers. Searches and inspections of the lockers may be conducted at any time, if there is reasonable cause, with or without the presence of students.

## **BACKPACKS (Book bags of any kind) ARE NOT ALLOWED IN THE CLASSROOM!**

Backpacks may be used to transport materials to and from school, but should be kept in your locker during the school day. Some teachers may allow the backpacks in class but that is a teacher by teacher decision.

## **PROHIBITED SUBSTANCES**

Students are **not** allowed to possess or use prohibited substances, including but not limited to cigarettes, chewing tobacco, snuff, cigars, pipes, alcohol, prescription or illegal

drugs on school property or at school-related functions. Charges may be filed with the police department on students violating this policy.

### **RESTROOMS**

You may use the restrooms before school, after school and between classes. You are expected to keep them clean. Vandalism, smoking, or loitering will not be tolerated and will be punished. Bathrooms may be locked if vandalism has occurred.

### **HALL PASSES**

Hall passes will be issued by teachers for emergencies only. Do not leave a classroom without the classroom hall pass.

### **STUDENT RESPONSIBILITY**

Students will be held responsible for their actions and shall conduct themselves according to the Gilmer ISD Student Code of Conduct, showing regard for established authority and the rights and welfare of others. Any unlawful act taking place on the school grounds not only makes the student subject to any penalties the courts might prescribe, but also may result in expulsion from school.

### **DISCIPLINE PLAN (Every teacher is encouraged to have a classroom management plan)**

- STEP 1 Teacher warnings and consultation with student
- STEP 2 Teacher options: Isolate within classroom, remove to the hallway,
- STEP 3 Notification to parent (Student/Teacher Conference)
- STEP 4 lunch detention / after school detention / Saturday detention
- STEP 5 Parent / Academic Team Conference, Saturday detention / ISS
- STEP 6 Office Referral

**\*In case of severe disruption, steps 1-5 will be omitted.**

### **2<sup>nd</sup> Semester Behavior Contract**

- STEP 1 Teacher consultation with student
- STEP 2 After school detention / morning detention
- STEP 3 T.A.P. (Teacher Advisory Panel) with notification to parent
- STEP 4 Parent / Team Conference
- STEP 5 Office referral

**\*In case of severe disruption, steps 1-4 will be omitted.**

A behavior contract may be developed and used for students who have abused the discipline plan by going through steps 1-4 consistently each six weeks or has had repeated discipline referrals and/or detentions (morning or after school) and no change in behavior has occurred. The parent may be notified of the behavior contract and the guidelines for their child. The behavior contract will begin immediately once the team and/or administration conferences with the student and parent. The student will remain on the behavior contract until the team and/or administration has seen a change in the student's behavior.

### **T.A.P. – Teacher Advisory Panel**

If a student or parent requests a teacher conference, or is requested to attend a teacher conference, all of that student's core teachers may be involved in the meeting as well as an administrator, if requested by the parent or team of teachers. The advantage of conferencing with all the teachers is to collaborate on finding a solution to help the student by discussing what is observed in all of his/her classes. A parent may request an individual conference with a teacher on his/her conference time.

### **EMERGENCY REMOVALS**

Students may be removed from regular classes or District premises for non-disciplinary health, safety and welfare reasons when the Board or its designee determines that an emergency exists. Reasons that may be considered an emergency include, but are not limited to:

1. Being under the influence of alcohol or drugs.
2. Being highly agitated.
3. Suffering from any other condition that temporarily threatens the student's welfare, another individual's welfare, or the efficient operation of the school.

Any student removed from school for a reason shown above who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to law enforcement officers and medical personnel.

The District shall make reasonable efforts to notify the parent prior to removing a student from school premises for emergency reasons. If the parent cannot be notified prior to removal, the parent shall be notified as soon as possible after the removal and the reasons for it.

### **FEES**

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

1. The materials for a class project the student will keep.
  2. Personal physical education and athletic equipment and apparel.
  3. Voluntary purchases of pictures, publications, etc.
  4. Student accident insurance.
  5. Instrument rental and uniform maintenance.
  6. Fees for damaged library books and school-owned equipment.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
  - Security deposits.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- 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 principal. [For further information, see policies at FP.]

### **FIELD TRIPS**

Some courses of grade levels may include field trips as part of their instruction. Expectations for student conduct and dress code on field trips remain the same as if they were on campus. Some students may be denied the privilege of accompanying their classmates because of their previous poor discipline/attendance record. A field trip permission form must be signed by the parent/guardian in order for the student to attend the activity.

### **GRADING**

For grades 7-8 numerical scores shall be used for all courses. BJHS does not calculate Grade Point Averages (GPA).

Numerical scores shall be used on all academic achievement records (transcripts) and maintained in the permanent records. Any grade that is 69 or below is failing.

## Grade Scale

90-100	A	50-69	Failing
80-89	B	I	Incomplete
75-79	C	WD	Withdrew
70-74	D		

## HEALTH-RELATED MATTERS 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 (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, 2 varicella (chicken pox), *and one meningitis immunization*. 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. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - 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 and physician authorization.

- 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 and 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. [For further information, see policies at FFAC.]

### **RELEASE OF STUDENTS FROM SCHOOL**

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

**A student who will need to leave school during the day must have his or her parent sign them out before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the**

**principal has granted approval because of extenuating circumstances. A student will not regularly be released before the end of the instructional day.**

**If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. Students should not call a parent on his or her own cell phone to be picked up before seeing the nurse.**

## **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

### **LOCAL SCHOOL WELLNESS POLICIES:**

#### **Overview**

- The Child Nutrition and WIC Reauthorization Act of 2004 required all districts to establish local school wellness policies by School Year 2006□2007.
- The Healthy, Hunger□Free Kids Act of 2010 expands the scope of wellness policies; brings in additional stakeholders in its development, implementation and review; and requires public updates on the content and implementation of the wellness policies (Section 204).
  - o The intent is to strengthen local school wellness policies so they become useful tools in evaluating, establishing and maintaining healthy school environments, and to provide transparency to the public on key areas that affect the nutrition environment in each school.

#### **Summary of Action Steps for Local Educational Agencies and Districts/Schools:**

1. Review the memorandum on wellness policies  
<http://www.fns.usda.gov/cnd/Governance/>
2. Begin reviewing the local school wellness policies during School Year 2011□2012 and start implementing the new requirements.
3. Consult the resources linked below.
4. By end of SY11□12, districts and schools should also be working toward developing a reasonable method to inform and update the public about the content, implementation, and assessment of wellness policies.

#### **Interagency Work Group**

- **Agencies involved:** U.S. Department of Agriculture's Food and Nutrition Service (USDA FNS), working with the U.S. Department of Education (ED), and the U.S. Department of Health and Human Services, acting through the Centers for Disease Control and Prevention (CDC).
- **Interagency group:**
  - \* Has published a technical assistance plan outlining activities to support local educational agencies (LEAs) at <http://www.fns.usda.gov/tn/Healthy/lwp5yrplan.pdf>.

- \* Will provide training and technical assistance to local educational agencies, school food authorities, and State educational agencies to meet these new requirements and establish healthy school environments that are intended to promote student health and wellness (ongoing).
- \* Will identify and develop resources and training on designing, implementing, promoting, disseminating, and evaluating local school wellness policies and overcoming barriers to the adoption of local school wellness policies (ongoing).
- **FNS will publish a Proposed Rule Fall 2012.** The public will have an opportunity to comment on this rule.

**Local School Wellness Policy Resource Links**

- **FNS:** <http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html>.
  - \* On an ongoing basis, FNS will be updating these materials to reflect the new requirements; these materials are a useful starting point for LEAs working to strengthen their local school wellness policies to meet the requirements of the new law.
- **CDC:** <http://www.cdc.gov/healthyyouth/npao/wellness.htm>
  - \* The CDC website includes resources to assist districts in designing, implementing and promoting elements of local school wellness policies.
  - \* *School Health Guidelines to Promote Healthy Eating and Physical Activity* is a resource that presents guidelines for developing, implementing, and evaluating school-based healthy eating and physical activity policies and practices for K-12<sup>th</sup> grade students. There is also a series of strategies to facilitate implementation of the guidelines <http://www.cdc.gov/healthyyouth/npao/strategies.html>

**Comparison Chart of the 2004 and 2010 requirements for local school wellness policies (LWP)**

	<b>Old Requirements</b> <b>Child Nutrition WIC Reauthorization</b>	<b>New Requirements</b>
<b>Overview</b>	<b>Directs local educational agencies (LEAs)</b>	<b>Strengthens LWPs and adds rules for public input,</b>
<b>Elements of the Local School Wellness Policy</b>	LWP to include, at a minimum, goals for nutrition education, physical activity, and other school-based activities to	In addition to the 2004

<b>Stakeholder Involvement</b>	LEAs are required to involve parents,	In addition to the 2004 requirements, LEAs are now
<b>Stakeholder Participation</b>	The stakeholders named above are	In addition to the 2004 requirements, LEAs are now
<b>Local Discretion</b>	LEAs can determine the specific policies appropriate for the schools under their jurisdiction, provided that those policies	Same as 2004 requirement.
<b>Public Notification</b>	None.	LEAs are required to inform and update the public
<b>Measuring Implementation</b>	LEAs are required to establish a plan for	LEAs are required to measure periodically and
<b>Local Designation</b>	LEAs are required to establish a plan for measuring implementation of the LWP, including designation of one or more persons within the LEA or at each school, as appropriate.	LEAs are required to <u>designate one or more LEA</u>

### **Lost and Found**

Students should not bring valuable items to school. Lost items are turned in to the Lost and Found container in the office. Items not claimed by the end of every six weeks are donated to charity.

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

In accordance with policies at EHAB, EHAC, the district will ensure that students in middle or junior high school shall engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters or moderate vigorous physical activity within each two week period for at least four semesters. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

## **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

## **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) for more information.]

## **PRAYER**

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

## **MAKE-UP WORK**

It is the student’s responsibility to get assignments from individual teachers and arrange for make up tests when absent. Students must use tutorial time to make up tests or arrange time before or after school with his/her teacher(s). Students with excused absences can make up work for full credit. Make-up work should be completed in a reasonable time frame.

## **UNEXCUSED ABSENCES**

Unexcused absences result from truancy, class cuts, or at administrator’s discretion. If any grades are recorded on the day of an unexcused absence the student will be allowed to make up the work for a maximum grade of 70.

## **INCOMPLETE GRADES**

An Incomplete grade may be recorded only after all attempts to determine a final grade have failed. Incomplete grades must be resolved, recorded and reported no later than seven days after the grading period ends.

## **Six-Week Average**

Teachers shall provide ample opportunities for students to demonstrate the degree of mastery of the subject or course during a six-week period. Progress reports will be sent home with the student at the mid-point of each six weeks grading period. Such evaluation opportunities may include, but are not limited to, the following:

1. Daily class work
2. Teacher structured observations of student

3. Daily quizzes
4. Projects
5. Unit tests
6. Six week exams

### **Semester Averages**

Teachers may give the semester final examinations. The semester exam grade shall be averaged as one-seventh of the semester grade with each six-week grade being counted twice in computing the semester grade.

The yearly grade for a 2-semester course shall be computed by using the two semester averages. See Gilmer ISD Retention policy for guidelines outlining the requirements for passing onto the next grade.

### **HONOR ROLL**

Six weeks and yearly Honor Rolls will be maintained in an effort to recognize students who excel academically. A six weeks Honor Roll will be posted at the conclusion of the first, second, third, fourth and fifth six weeks. Students can be recognized to the All A Honor Roll or the A/B Honor Roll. The All A Honor Roll will consist of students who make A's in all their courses. The AB Honor Roll will include those students who make all A's and B's.

### **NATIONAL JUNIOR HONOR SOCIETY**

Seventh grade students will be eligible for induction into the Bruce Junior High National Junior Honor Society. The induction ceremony will be held in the spring each year. See National devised guidelines for selection of members.

### **MORAL CONDUCT**

The school recognizes that it cannot legislate morals, but good moral conduct is expected of all its students during school and school sponsored activities. In this connection it is specifically pointed out that sexual misconduct such as petting, exposure, fondling, or perversion will be considered grounds for disciplinary action. **NO PUBLIC DISPLAY OF AFFECTION IS ALLOWED!**

### **RIGHTS AND RESPONSIBILITIES OF PARENTS:**

"Parents" include single parents, legal guardian, or person having lawful control of the student. Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey the rules.
3. Be sure their child attends school regularly and promptly report and explain absences and tardies to school officials.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.

6. Attend parent training workshops for home reinforcement of study skills and specific curriculum objectives to be offered by the district.
7. Keep informed of school policies and academic requirements of school programs.
8. Be sure their child is appropriately dressed at school and school-related activities.
9. Discuss progress reports and school assignments with their child.
10. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
11. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
12. Cooperate with school administrators and teachers.
13. Be sure their child attends school tutorials as the need arises or when recommended by teachers.
14. Should it be necessary, assist their child to participate in appropriate alternative educational programs.
15. Submit a signed statement that they understand and consent to the responsibilities outlined in this handbook.
16. Control their child. Under Texas law, a student's parent is legally liable for property damage caused by A) the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or B) the willful or malicious conduct of a student who is at least 12 but under 18 years of age.

Parents will be given multiple opportunities to sign up for electronic communication about their student's grades, work habits and behaviors. Please contact the school administration for more information.

#### **PARENTS RIGHT TO KNOW:**

As a parent at BJHS, parents have a right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether TEA/SBEC has licensed or qualified the teacher for the grades and subjects he/she teaches.
2. Whether TEA/SBEC has decided that the teacher can teach in the classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any teacher's aides or similar paraprofessionals provide service to your child and, if they do, their qualifications.

#### **COUNSELING**

##### **Academic Counseling**

Students are encouraged to talk with a school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. All students in grades 7-12 and their parents

will be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, or other training school or pursuing some other advanced education should work closely with their counselor so they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Personal counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns.

### **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.

### **REPORT CARDS**

Written reports of student's grades and absences shall be issued to parents once every six weeks. At the end of the first three weeks of a grading period, parents will be notified of the student's grade in each subject area. If a student receives a six-week grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher or your child's team

### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the band, choir, NJHS, athletic, drill and academic teams may establish codes of conduct--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 school will apply in addition to any consequences specified by the organization.

### **SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS**

Liason for Homeless Children and Youth : Sigrid Yates (903) 841-7400  
Parent Involvement Coordinator: Joni Elms 9903) 841-7400

### **SEARCHES BY TRAINED DOGS**

In order to respond to the drug and alcohol abuse problem in our society which is reflected in the school and to maintain a safe school environment conducive to education, the district shall use specially trained dogs to check for concealed contraband drugs.

Visits to school shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property.

If the dog alerts to a particular locker, a car, or an item in classrooms or other common areas, it may be searched.

The lockers remain under the jurisdiction of the district even though assigned to students and are subject to a sniff search at any time. Students are responsible for anything found in their assigned lockers.

Classrooms and other common areas are subject to a sniff search at any time when students are not present. If any prohibited substances are found, the student may be subject to appropriate disciplinary measures.

### **SOCIAL EVENTS**

The rules of good conduct and grooming shall be observed for school social events. Students attending a social event are required to remain inside the site of the event; anyone leaving before the official end of the event will not be readmitted.

### **SPECIAL PROGRAMS**

The district provides special programs for handicapped, gifted and talented, at risk and bilingual students. Students or parents with questions about these programs should contact the school counselor. The coordinator of each program can answer questions about eligibility and programs and services offered in the district or by other organizations.

#### **Dyslexia Program**

Students with extreme difficulties in reading, writing and/or spelling may be referred to the campus General Referral Committee. Specific classroom modifications, appropriate to the child's needs and developmental language level, will be designed. If difficulties persist, beginning just prior to the third grade and for subsequent grades, students may be referred for dyslexia assessment. This assessment consists of an Intelligence Test, achievement test, parent interview, Dyslexia Screening Instrument (teacher checklist) and a phonological awareness test. Other assessments that document particular reading, writing, and/or spelling difficulties may be administered as appropriate. Intensive instruction conducted by specially trained personnel using the Scottish Rite Alpha Phonics Program begins in the 3<sup>rd</sup> grade.

#### **ESL (English as a Second Language)**

Students who are identified on the Home Language Survey as having a primary language other than English will be screened using IDEA Reading, Written, and Oral language proficiency Test within two weeks of enrollment. A Language Proficiency Assessment Committee (LPAC) consisting of the parents, administrator, teacher, ESL teacher, counselor, interpreter if needed, will meet to determine the child's eligibility and placement in the ESL program.

## **Gifted and Talented**

Students may be referred for screening for the GT Program by the school staff, parents, and/or students. The assessment consists of an intelligence test, achievement test, creativity test, teacher checklist, and/or portfolio. Students who meet the criteria for the GT program as determined by the campus and district GT committee will attend specialized instruction sessions to meet unique needs. These sessions will emphasize thematic instruction, higher order thinking, creativity, application, creating products and cooperative learning.

## **STUDENT RECORDS**

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or a handicapped student's IEP;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to

release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Under authority of Texas Education Code § 37.084 and Texas Family Code § 58.0051, the Gilmer Independent School District and the Upshur County Juvenile Probation Department have entered into an agreement to disclose to each other educational and criminal history records of students who are at risk of involvement or have become involved with the juvenile justice system. Persons wishing to review the terms of the agreement may request a copy from the office of the Superintendent of Schools.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

## **TARDIES**

Students are expected to be in the classroom when the bell rings or the teacher begins class. Students need to be in the classroom or near the classroom when the bell rings

to begin class. Teachers will then close and lock their doors to maintain a high level of safety. Once the student is in the classroom, he/she may not leave without teacher permission. BJHS tardy policy is as follows:

**Per Six Weeks:**

- 1<sup>st</sup> Tardy – Documentation
- 2<sup>nd</sup> Tardy – Documentation
- 3<sup>rd</sup> Tardy – Verbal warning
- 4<sup>th</sup>- 6<sup>th</sup> Tardy – Lunch Detention
- 7<sup>th</sup> and 8<sup>th</sup> Tardy- After School Detention
- 9<sup>th</sup> or more- Saturday Detention/Loss of privileges

**TELEPHONE**

**The school telephone is for official school business purposes, and students are permitted to use it only for emergencies.** The office staff cannot call students to the phone during the school day.

Phone messages to students will be delivered at the end of the day. Please phone in your messages **by 3:00 p.m. if there is a change in their transportation needs. This gives our office staff ample time to get the message to your child.**

**TEXTBOOKS**

All basic textbooks are loaned to the students for their use during the school year. Textbooks are to be kept clean and to be treated with care. Please be sure your name is written in your books in case they are lost or stolen. You Will Be Required To Pay For Lost Or Severely Damaged Textbooks. Many of the textbooks are now online, your son or daughter’s teacher can get the students access to online resources.

**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 school principal.

**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**. With FERPA laws in place, parents will not be allowed to view video recordings.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

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.

### **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.

## **STUDENT CODE OF CONDUCT**

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

## **STANDARDS FOR STUDENT CONDUCT BEHAVIORS**

### **Each student is expected to:**

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Be well-groomed and dress appropriately.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

## **CONSEQUENCES**

A student whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment, will be subject to disciplinary action.

School rules and the authority of the District to administer discipline apply whenever the interest of the school 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. While the student is participating in any activity during the school day on school grounds;
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 is involved, either on or off school property;
6. When the student commits a felony, as provided by Texas Education Code 37.006;
7. When criminal mischief is committed on or off school property or at a school-related event.

In general, discipline will be designed to correct the misconduct and to encourage adherence by all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action 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.

A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques. For these violations, the teacher is not required to make a Student Code of Conduct violation report, and the principal is not required to notify parents.

The following discipline management techniques are examples of strategies that may be used alone or in combination with Student Code of Conduct and non-student Code of conduct violations:

- Oral correction
- Cooling-off time or "time-out"
- Seating changes in the classroom
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the educational process
- Grade reductions as permitted by policy (cheating, suspension)
- Rewards or demerits
- Behavioral contracts
- Sending the student to the office or other assigned areas, or to in-school suspension (New Direction)
- Detention (Lunch, After School, Morning or Saturday)
- Assigned school duties other than class tasks

- Withdrawal of privileges, such as participation in extracurricular activities and eligibility of seeking and holding honorary offices
- Techniques or penalties identified in individual student organization codes of conduct
- Withdrawing or restricting bus privileges
- School-assessed and school-administered probation
- Corporal punishment
- Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District
- Other strategies and consequences as specified by the Student Code of Conduct.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus assistant principal.

### **GENERAL MISCONDUCT**

Students are prohibited from:

- Cheating or copying the work of another
- Throwing objects that can cause bodily injury or property damage
- Leaving school grounds or school-sponsored events without permission
- Directing profanity, vulgar language, or obscene gestures toward other students or District employees
- Scuffling or fighting
- Stealing from students, staff, or the school
- Damaging or vandalizing property owned by others
- Disobeying school rules about conduct on school buses
- Hazing other students
- Failing to comply with directives given by school personnel
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force
- Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony, robbery or theft offenses are addressed late in the Student Code of Conduct)
- Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence
- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors
- Possessing or using matches or a lighter
- Possessing, smoking, or using tobacco products
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband
- Behaving in any way that disrupts the school environment or educational process
- Violating safety rules

- Repeatedly violating other communicated campus or classroom standards of behavior.

When a student has been formally removed from class, the principal may not return the student to the teacher's class without the teacher's consent unless the placement review committee determines that the teacher's class is the best or only alternative available

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus principal.

Also refer to GISD Student Code of Conduct which can be found at [www.gilmerisd.org](http://www.gilmerisd.org)

## **REMOVAL FROM THE REGULAR EDUCATIONAL SETTING**

### **A. SUSPENSION AND/OR PLACEMENT IN AN ALTERNATIVE PROGRAM**

#### **BEHAVIORS**

Students may be suspended for any reason that also requires placement in a Disciplinary Alternative Education Program.

The Board or an educator will recommend placing students in a Disciplinary Alternative Education Program who are found to be:

- 1) Involved in a gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang
- 2) Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

A student **must** be placed in a disciplinary Alternative Education Program if the student commits any of the following offenses on school property or while attending a school-sponsored or school-related activity on or off of school property unless otherwise stated. The student may be suspended pending a hearing for:

- 1) Committing an assault
- 2) Making a terroristic threat
- 3) Selling, giving, delivering, possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug if such conduct is not punishable as a felony offense. (School-related felony drug offenses are addressed in the expulsion section in this Student Code of Conduct.)
- 4) Possessing, using, or being under the influence of an alcoholic beverage, if punishment is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the expulsion section in the Student Code of Conduct.)
- 5) Behaving in a manner that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals

- 6) Behaving in a manner that contains the elements of public lewdness
- 7) Behaving in a manner that contains the elements of the offense of indecent exposure.

A student **must** be placed in a disciplinary Alternative Education Program and may be suspended pending a hearing if the student:

- 1) Engages in conduct punishable as a felony regardless of where or when the conduct occurs. (Certain felony offenses committed on school property or at school-related activities are expellable offenses and are addressed in the expulsion section of the Student Code of Conduct.)
- 2) Engages in conduct that contains the elements of the offense of retaliation against any school employee, regardless of where or when the conduct occurs. (Committing retaliation in combination with another expellable offense is addressed in the expulsion section of the Student Code of Conduct.)

In an emergency, the principal or the principal's designee may order the immediate placement of a student for the following reasons:

Emergency placement when a student is so unruly, disruptive, or abusive that the student's presence seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

All felony charges will result in Alternative Education Program placement. Students charged with a felony offense involving drugs, weapons, physical or sexual assault will be assigned to the Alternative Education Program for the remainder of the school year or until the charges have been officially resolved.

## **CONSEQUENCES**

### **Suspension**

State law allows a student to be suspended for up to three school days per offense, with no limit on the number of times a student may be suspended in a semester or school year.

A student who is to be suspended will be given an informal hearing by the principal or appropriate administrator advising the student of the conduct with which he or she is charged and giving the student the opportunity to explain his or her version of the incident.

The duration of a student's suspension, which cannot exceed three school days, will be determined by the principal or other appropriate administrator.

Any restrictions on participation in school-sponsored or school-related extracurricular and non-curricular activities will be determined by the principal or other appropriate administrator.

## **REMOVAL TO AN ALTERNATIVE EDUCATION PROGRAM**

The Board delegates to the principal the authority to remove a student to a disciplinary Alternative Education Program. The duration of a student's placement in a disciplinary Alternative Education Program shall be determined by the campus principal.

A teacher may remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary Alternative Education Program.

Within three school days of receiving the Student Code of Conduct violation report, the principal will schedule a hearing with the student's parent, teacher, and the student.

An administrator may remove a student and recommend placement in the disciplinary Alternative Education Program. The principal will schedule a hearing with the student's parent and the student.

Until a hearing can be held as a result of a formal teacher removal or administrator removal, the principal may place a student in:

### **Another appropriate classroom.**

In-School Suspension – New Direction is a Disciplinary Alternative Education Program in which the student must be separate from the other students for the entire school program day. A character education curriculum will be the instruction that the child receives during his/her time in the program. Once the student completes the curriculum, he/she can then work on missing classroom assignments. The student will be responsible for obtaining work missed and turning it in by a deadline set by the teacher.

At the hearing, the principal will explain the allegations against the student and give the student an opportunity to explain his or her version of the incident.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus principal, as appropriate and in accordance with policy FNG (LOCAL).

State law does not permit students who are in a disciplinary Alternative Education Program as a result of committing a violation, according to state law, requiring placement in an Alternative Education Program to participate in any school-sponsored or school-related extracurricular and non-curricular activities.

The District may/may not provide transportation to students in a disciplinary Alternative Education Program.

If placement in a disciplinary Alternative Education Program extends beyond the end of the next grading period, the student and/ or the student's parent or guardian will be given notice and the opportunity to participate in a proceeding before the campus principal. Any decision made on a student's appeal by the Board or the Board's designee cannot be appealed.

A student placed in a disciplinary Alternative Education Program will be provided a review of the student's status by the principal at intervals not to exceed 120 days. At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher who removed the student without that teacher's consent.

For placement in a disciplinary Alternative Education Program to extend beyond the end of the school, the principal must determine that:

The student's presence in the regular classroom or campus presents a danger of physical harm to students or others.

The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

## **B. EXPULSION**

### Behaviors

At the District's discretion, a student may be expelled for:

1. Assault of a teacher or another individual
2. Retaliation against a school employee
3. Murder, capital murder, or criminal attempt to commit murder
4. Indecency with a child
5. Kidnapping
6. Arson
7. Possession of a firearm
8. Possession of a prohibited knife
9. Possession of a club
10. Possession of a prohibited weapon
11. The use, gift, sale, delivery, possession, or being under the influence of alcohol, marijuana, other controlled substances, dangerous drugs, or abusable glue, or volatile chemicals
12. Engaging in conduct that constitutes criminal mischief
13. Vandalism
14. Robbery or theft

15. Extortion, coercion, or blackmail
16. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities
17. Hazing
18. Insubordination
19. Profanity, vulgar language, or obscene gestures directed toward teachers or other employees
20. Fighting, committing physical abuse, or threatening physical abuse
21. Sexual harassment of a student or District employee
22. Possession of or conspiring to possess any explosive or explosive device
23. Falsification of records, passes, or other school-related documents
24. Possession or distribution of pornographic materials
25. Leaving school grounds without permission
26. Making or assisting in making threats, including threats against individuals and bomb threats
27. Refusal to accept discipline management techniques proposed by the teacher or principal

## **CONSEQUENCES**

The board delegates to the Superintendent the authority to expel students.

The principal or other appropriate administrator will schedule a hearing within a reasonable time with the student's parents, the teacher, and the student. The student's parent or guardian will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school suspension (New Direction)
- Out-of-school suspension
- A disciplinary Alternative Education Program

A student facing expulsion will be given appropriate due process as required by the federal constitution. The student is entitled to:

- The right to an adult representative who is not a district employee or legal counsel who can provide guidance to the student
- An opportunity to testify and to present evidence and witnesses in the student's defense
- An opportunity to question the District's witnesses

Not later than the second business day after the hearing, the Board's designee will deliver to the juvenile court a copy of the order expelling the student and information required by section 52.04 of the family code.

The duration of a student's expulsion will be determined by the Superintendent on a case-by-case basis.

The duration of an expulsion shall not exceed one calendar year.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion (unless the student is enrolled in a Juvenile Justice Alternative Education Program).

## **BEHAVIORS**

A student **must** be expelled for any of the following offenses if committed on school property or while attending a school-sponsored or school-related activity on or off school property:

A firearm violation, as defined by federal law

Firearm under federal law includes:

- a) Any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of an explosive.
- b) The frame or receiver of any such weapon
- c) Any firearm muffler or firearm weapon
- d) Any destructive device, such as any explosive incendiary, or poison gas bomb or grenade.

Use, exhibition, or possession of the following, under the Texas Penal Code:

1. A firearm
2. An illegal knife, such as a knife with a blade over 5 1/2 inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear
3. A club
4. A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun

Behavior containing the elements of the following under the Texas Penal Code:

1. Aggravated assault, sexual assault, or aggravated sexual assault
2. Arson
3. Murder, capital murder, or criminal attempt to commit murder
4. Indecency with a child
5. Aggravated kidnapping

6. Behavior related to an alcohol or drug offense that could be punishable as a felony
7. Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

In an emergency, the principal or the principal's designee may order the immediate removal of a student for the following reasons:

Emergency expulsion when people or property are in imminent harm

Emergency removal; A student who exhibits certain conditions or behavior may be removed from the regular classroom campus, or disciplinary Alternative Education Program. Such conditions may include:

1. Being under the influence of alcohol or drugs
2. Being highly agitated
3. Suffering from any other condition that temporarily threatens the student's welfare for the efficient operation of the school

## **CONSEQUENCES**

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm as defined by federal law, to school. However, the Superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis. The District may provide educational services to the expelled student in a disciplinary Alternative Education Program.

When an emergency expulsion occurs, the student will be given oral notice of the reason for the action. Within a reasonable amount of time after the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law.

A student who is removed for emergency removal will be released to the student's parent, parent's representative, medical providers, or law enforcement authorities. The removal will be limited to no more than five days.

## **THREATS**

The Board of Trustees of Gilmer Independent School District has determined that a genuine concern exists within the district that students and school personnel could be subject to an armed attack such as those recently reported. Accordingly, in the interest of preventing any such occurrences in the Gilmer schools, the District has implemented the following measures.

- 1) Every student, parent, or employee who has any information concerning the following is required to immediately report that information to a teacher, a principal, or the superintendent;
  - (a) another person's possession of a gun, bomb, or other weapon on school property or at a school sponsored or school related event;
  - (b) another person's plan, intention, or threat to use a gun, bomb, or other weapon at a school or against students or school personnel. **All such statements will be reported to local law enforcement authorities and carefully reviewed to determine whether they constitute terroristic threats under 22.07, TEXAS PENAL CODE.**
- 2) All such statements or information, however obtained, must be reported. Even if you think a student who makes such a statement is just joking or bragging, the statements must be reported. Remember that students and teachers in other schools have been killed because people believed that the student assailants were only joking or bragging.
- 3) All such statements will be immediately investigated by the principal. The principal's investigation will include at least the following procedures:
  - a) Conference with the person making the report of another person's possession of or intent to use a weapon;
  - b) If the suspect is a student, immediate removal of the student from the student's regular assigned class or activity to the principal's office for a conference with the principal;
  - c) Immediate contact with a suspect student's parent or guardian for a conference in the principal's office;
  - d) If the principal finds that the student has made statements indicating a plan, intent, or threat to use a gun, bomb, or other weapon at a school or against students or school personnel, the following measures shall be taken immediately:
    - The student shall be immediately referred for a conference with the school counselor;
    - The principal, counselor, and the student's classroom teacher or a teacher familiar with the student shall confer regarding the student's conduct and counseling or other appropriate intervention, after which the principal shall determine the discipline to be imposed on the student.

The minimum consequence for such a statement will be in-school suspension. A student will not be excused from the consequences of such a statement on the grounds that the student did not mean what he said or was only joking. False reports by a student or students with the intent of getting another student or students in trouble will result in being assigned days of in-school suspension.

## **Z.A.P. (ZEROS AREN'T PERMITTED)**

What is Z.A.P.? An intervention during the day for students who do not turn in work for core classes that are recorded as zeros.

**When will it occur?** During designated times throughout the day under the direction of the teachers and administrators. During ZAP time the student will make up any missing work and will continue each day until work is made up.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR GILMER ISD:**

The Family Educational Rights and Privacy Act, provides parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day Gilmer ISD receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or student of the time and place the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or students may ask Gilmer ISD to amend a record that they believe is inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Gilmer ISD decides not to amend the record as requested by the parent or the student, Gilmer ISD will notify the parent or student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student when notified of the rights of a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by Gilmer ISD as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom Gilmer ISD has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Gilmer ISD discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the students of the records request unless it states in its annual notification that it intends to forward records in request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA.

**Family Policy Compliance Office**

**U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605**

**PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS:**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities provided.
2. Attend Board meetings to learn more about District operations, including the procedure for addressing the board when appropriate. Regular board meetings are scheduled for the third Monday of each month at the Central Office located on Trinity Street.
3. Review the information in the Student Handbook, including the attached Student Code of Conduct, with your child, and sign and return the acknowledgement form(s). Parents with questions are encouraged to contact the school office.
4. Become familiar with all of your child's school activities and with the academic programs offered in the district. Discuss with the principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Review your child's student records when needed. You may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment administered to your child.
7. If an instructional activity in which your child is scheduled to participate interferes with your religious or moral beliefs, you may temporarily remove your child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend an entire semester. If your child is removed, your child must satisfy grade-level and graduation requirements as determined by the school and by TEA.
8. Become a school volunteer. For further information, contact the campus.
9. Participate in campus parent organizations. The activities are varied, ranging from band boosters to improving educational opportunities for all students. For further information, contact the school office.
10. Any student who becomes a victim of a violent criminal offense while on the grounds of a campus, the parent is entitled to transfer their child to a safe campus under Legal/Local Policy FDD.

## **Gilmer ISD Parental Involvement Policy**

### **Statement of Purpose**

Gilmer ISD is committed to providing quality education for every child in our district. To this end, we desire to establish partnerships with parents and the community.

We believe that everyone gains if the school and home work together to promote high achievement by our children. Neither segment can do this task alone. Parents play an extremely important role as a child's first teacher. Their support for their children and the school is vital to their children's success.

We offer an integrated curriculum that is taught by an innovative staff and supported by involved parents and community members. All students are expected to work toward mastering the objectives established by the state curriculum (Texas Essential Knowledge and Skills). We recognize that some students will need extra assistance to achieve their full potential. A Title I School receives federal assistance to supplement and expand the required curriculum and services as mandated by the Texas Education Agency. Any student on a Title I campus is eligible for this extra assistance if he/she meets the selection criteria.

This parental involvement policy is developed to support our partnership with our parents. This policy represents input from parents and is available to all parents of our children.

### **Parent and Community Input in Policy Development**

Our Parent Advisory Council (PAC) is comprised of parents, community members and staff members. They have the responsibility of annually reviewing and revising this policy. Any changes are shared with the District Team to receive input from this group.

The district actively recruits volunteers for each of these committees through various forms of publicity. Committee selections provide a diverse group of stakeholders that is representative of the community.

Meetings are held at times and locations convenient to all members. If a translator is needed, one will be provided when possible. A copy of the District Parent Involvement policy is available on the district's website.

### **Parent Involvement Activities to Improve Achievement and School Performance**

One of the functions of the PAC and Ace Committee will be to identify means for the district to provide assistance and support for the campuses to create effective parent involvement. The administration will assist schools in understanding the requirements of Title I, Part A and in planning for effective programs to assist parents in improving academic achievement.

District assistance may also consist of the distribution of informational handouts which explain state academic standards, assessments and curriculum. The district will promote and encourage staff development on establishing effective relationships with parents as a means to increase academic achievement.

### **Building Capacities for Strong Parent Involvement**

The district will support a variety of parental involvement strategies as it strives to develop and maintain an optimum learning environment.

### **A. Annual Parent Meeting**

An annual meeting is held to review Title I guidelines and services provided by the district. Copies of the current Parent Involvement Policy are available at the meeting. Parents are encouraged to become involved in revising and updating the policy as necessary, and parent volunteers are invited to become members of the PAC and the District and Campus Teams. The meeting is held at a convenient time and location. Notice of the meeting is published in the local newspaper and is posted on the district's website. If necessary, a translator will be available.

### **B. Home/School Compact**

In accordance with Title I regulations, each campus has developed a home/school compact which is reviewed annually. The compacts explain how students, parents and staff share responsibility for student performance and success, and will enable them to do so. Each Campus Team is responsible for reviewing and providing revisions as needed. All parents are given a copy of the compacts at the annual Parent-Teacher Conference Day held on each campus. Teachers, parents and students are encouraged to discuss the contents of the compact. They are also encouraged to sign that they have received a copy of the compact.

### **C. Staff/Parent Communication**

Parents are informed of school activities through a variety of different means of communication throughout the school year. Newsletters, conferences, notices on the district's website, articles in the local newspaper, school marquee, personal contacts and written notices are used to establish and maintain an open line of communication. Staff development includes strategies to promote effective parent involvement activities. Each year an article is published in either the local newspaper or in Gilmer ISD Newsletter that outlines parent involvement opportunities.

### **D. Parent Training**

Each year the district provides parents opportunities for training. Topics covered in the training sessions are based on interest expressed by parents. Surveys are sent home each year so that parents can provide input into topics that are of interest to them.

### **E. Evaluation**

A meeting is held near the end of the school year where parents are encouraged to review and evaluate all aspects of the parent involvement policy. These suggestions are collected and presented to the PAC to be incorporated into the policy. Other information made available are results of the annual parent survey, student survey and any other pertinent findings. The PAC makes revisions to the policy as needed.

### **District Initiated Communication and Meetings**

1. Campuses notify parents of their children's eligibility for special programs and educational services.
2. Gilmer ISD News, the district newsletter, is published quarterly in conjunction with the local newspaper.
3. Progress reports are sent to parents during the 4<sup>th</sup> six weeks of each grading period.
4. Report cards are issued at the end of each six weeks grading period.
5. Access to student grades and attendance through the use of Edline.
6. Teachers email address listed on the school website under "Staff Directory."
7. Teachers are available for conferences with parents. These may be scheduled by calling the office of the appropriate school.
8. At the first meeting of the Gilmer Parent Teacher Organization, parents will be provided an opportunity to ask questions about any of the district's programs for its students.
9. Notices are also posted on the district's website [www.gilmerisd.org](http://www.gilmerisd.org).
10. Other communications consist of notices, mailings, phone calls, and conferences

## **Opportunities for Involvement**

1. A volunteer program has been established at Gilmer ISD. Persons interested in serving as volunteers should contact Joni Elms at 903-841-7407.

2. Membership in Advisory Councils/Committees

- \*Parent Advisory Council (PAC)

- \*Senior Parents

- \*Local Health Committee

- \*District and Campus Teams

Persons interested in serving on one of these groups should contact a building principal or the Administration Building. Parents will have an opportunity to be involved in the development of policies and practices through activities such as participation on one of the councils/committees, teams, meetings and/or suggestions emailed to the Parent Involvement Coordinator. The PAC has the responsibility of evaluating the effectiveness of the district parent involvement policy. The District Team evaluates the effectiveness of federal and other programs. Meetings are held periodically to accommodate and encourage greater parent involvement. A meeting is held near the end of the school year to allow parents to provide input concerning the effectiveness of the Title Programs and to plan for them for the following year.

3. Participation in Booster/Parent Organizations such as

- \*Athletic

- \*Choir

- \*Band

- \*FFA

- \*Gilmer Elementary PTO

- \*Gilmer Intermediate PTO

Membership is open to anyone interested in any of these organizations. Information may be obtained by contacting the appropriate school office.

4. The annual parent survey conducted by the district.

**Gilmer ISD School-Parent-Student Compact  
2017-2018**

**Student Pledge**

1. I pledge to come to school on time every-day unless I am ill.
2. I pledge to enter my school and classroom ready to perform the tasks that my teacher asks of me.
3. I pledge to read outside of school time;
4. I pledge to complete all the homework by making sure I understand the assignment before I leave school.
5. I pledge to encourage my parent/guardian to attend and support school functions.
6. I pledge to take responsibility for my own learning and actions.
7. I pledge to spend time with my family discussing my future goals.
8. I pledge to believe that learning is a life-long process that takes place at school and home.

Student

Signature: \_\_\_\_\_

**Parent/Guardian Pledge**

1. I pledge to make sure my child attends school and is on time each day unless he/she is ill.
2. I pledge to communicate to my child that I expect him / her to give others the same respect he/she expects from them.
3. I pledge to ensure that my child has completed his homework every day.
4. I pledge to spend time listening to and talking with my child on a one-to-one basis about their day.
5. I pledge to be involved in my child's school by attending events and parent -teacher conferences to learn what the school is trying to do for my child.
6. I pledge to encourage my child to read something every day.
7. I pledge to praise my child often.
8. I pledge to model the belief that learning is a life-long process that takes place at school and home.

Parent/Guardian

Signature: \_\_\_\_\_

**School Pledge**

1. We pledge to do all that we can to see that your child has a positive school experience each day.
2. We pledge to notify you of all occurrences that we believe may have contributed to any negative school experience for your child.
3. We pledge to keep parents/guardians informed of student progress on a regular basis by sending home 3 week progress reports, sending home report cards every 6 weeks; and sending home the results of State assessments annually.
4. We pledge to provide translations of written notifications and interpreters at parent conferences, meetings and training sessions for non English-speaking parents/guardians as much as possible.
5. We pledge to be available to meet with parents/guardians and students when necessary by providing parents with teacher conference periods at the beginning of school, scheduling at least one Open House event annually, and posting the GISD Email Staff directory on the school’s website.
6. We pledge to model the belief that learning is a life-long process that takes place at school and home.
7. We pledge to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to demonstrate mastery on all required State assessments by following the State mandated curriculum; responding to student academic difficulties in a timely, effective manner; hiring only highly-qualified personnel; and providing on-going professional development to instructional personnel.
8. We pledge to do all we can to have parents realize that we have an “open door” policy, and that you are always welcome at Gilmer Schools!

Staff

Signature: \_\_\_\_\_