

# **BROCK INDEPENDENT SCHOOL DISTRICT**

## **STUDENT HANDBOOK**

**&**

## **STUDENT CODE OF CONDUCT**



**2018-2019**

# STUDENT HANDBOOK

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**NOTE:** The forms listed below are mentioned throughout the BISD Student Handbook. These forms are provided as part of your child's on-line registration packet. All forms must be completed at the beginning of the year or upon the student's enrollment:

1. Notice Regarding Student Directory Information and Parent's Response Regarding Release of Student Information;
2. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education, if you choose to restrict the release of information to these entities; and
3. Consent/Opt-Out Form.

Student registration is available on-line. Parents and guardians will work with office staff to register new enrolling students. For returning students, parents and guardians will access parent portal through the Brock ISD website [www.brockisd.net](http://www.brockisd.net). If you do not have access to a computer at home, registration computers are available at your child's campus.

# PREFACE

To Students and Parents:

Welcome to the 2018-2019 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Brock ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. Please be aware that the term “parent” is used to refer to the parent, legal guardian, any person granted some other lawful control of the student or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Brock ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at [www.brockisd.net](http://www.brockisd.net) and is available in hard copy upon request.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and Student Code of Conduct are to be followed.

Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

References to policy codes are included so that parents can refer to board policy. The district’s official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at [www.brockisd.net](http://www.brockisd.net). If you or your child has questions about any of the material in this handbook, please contact the campus counselor or campus principal.

## **Accessibility**

If you have difficulty accessing the information in this document because of disability please contact Dee Ann Mills at [dmills@brockisd.net](mailto:dmills@brockisd.net) , phone 817-594-7642.

**The Student and Parent Acknowledgment/Acknowledgment of Electronic Distribution of Student Handbook Form and the Telecommunication Network Acceptable Use Policy (AUP) are located in the back of this handbook. These forms must be signed and returned within 10 days of the first day of school.**



# **BROCK INDEPENDENT SCHOOL DISTRICT**

## **MISSION STATEMENT**

The Brock ISD, established and supported by the community, is dedicated to helping each student prepare for independent, lifelong learning.

### **BROCK SCHOOL SONG**

To dear old Brock High School  
We'll always be true  
We'll live by her standards  
Whatever we do

Our meetings together  
Our games and our fun  
Our teamwork, our troubles, too  
We've lost and we've won

We love our school colors  
The gold and the blue  
They're part of our memories  
Brock High, WE LOVE YOU!

**COLORS: Blue and Gold**  
**MASCOT: Eagles**

**Home of the 2009, 2010, 2015, 2016, 2018**  
**UIL Lone Star Cup Champions**



## **For inquiries, please contact the following personnel:**

Cade Smith, Superintendent of Schools.....	817-594-7642 817-599-3246 fax
Dee Ann Mills, Assistant Superintendent.....	817-594-7642 817-599-3246 fax
Mike McSwain, Chief Financial Officer (CFO)..... Director of Transportation	817-594-7642 817-599-3246 fax
Chad Massey, Athletic Director .....	817-594-7425 817-594-2509 fax
Burt Green, Director of Maintenance.....	817-594-7642 817-599-3246 fax
Mere Marcus, Director of Food Services.....	817-596-7425 817-594-2509 fax
Bobby Atchley, High School Principal..... Greg Joy, High School Asst. Principal	817-596-7425 817-594-2509 fax
Andy Hudson, Junior High School Principal 7-8.....	817-594-3195 817-594-3191 fax
Ingia Saxton, Intermediate Principal 3-6..... Faith James, Intermediate Asst. Principal	817-594-8017 817-599-5117 fax
Erin Griffith, Elementary Principal EC-2..... Ranae Lane, Asst. Principal	817-592-6555 817-592-6559 fax

Brock Elementary 3000 FM 1189 Brock, TX 76087	Brock Intermediate 100 Grindstone Rd Brock, TX 76087	Brock Jr. High 300 Grindstone Rd Brock, TX 76087	Brock High School 400 Eagle Spirit Ln Brock, TX 76087
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Brock Administration  
410 Eagle Spirit Lane  
Brock, TX 76087

For additional contact information, please visit [www.brockisd.net](http://www.brockisd.net)

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

### PARENTAL INVOLVEMENT:

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Minimize tardies and absences in order to provide your child the maximum educational experience.
- 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 and options for graduation with your child in Jr. high and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office 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 the front office at your child's campus for more information.
- Participating in campus parent organizations.
- Attending board meetings to learn more about district operations. Board meetings are normally held on the 2<sup>nd</sup> Monday of every month.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Dee Ann Mills at (817) 594-7642.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. Contact Melissa Burden at (817) 594-8017 for more information.
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Erin Griffith and may be contacted at 817-592-6555.

## **SECTION I: PARENTAL RIGHTS: CONSENT, OPT-OUT, AND REFUSAL RIGHTS**

### **CONSENT TO CONDUCT A PSYCHOLOGICAL EVALUATION**

A district employee will not conduct a psychological examination, test, or treatment; unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations or reports.

### **CONSENT TO DISPLAY STUDENT'S ORIGINAL WORKS AND PERSONAL INFORMATION**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other method of mass communication.

### **CONSENT TO RECEIVE PARENTING AND PATERNITY AWARENESS INSTRUCTION IF STUDENTS IS UNDER THE AGE OF 14**

A student under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

### **CONSENT TO VIDEO OR AUDIO RECORD A STUDENT WHEN NOT OTHERWISE PERMITTED BY LAW**

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
- When it relates to media coverage of the school;
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording otherwise not allowed by law.

### **LIMITING ELECTRONIC COMMUNICATIONS WITH STUDENTS BY DISTRICT EMPLOYEES**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, contact the campus principal.

## **OBJECTING TO THE RELEASE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act, or FERPA permits the district to disclose appropriately designated “directory information” from a student’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating schoolwide or classroom recognition; a student’s name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or an eligible student may object to the release of a student’s directory information. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year.

See FL [LOCAL] for the Brock IDS list of approved directory listings.

## **OBJECTING TO THE RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION (SECONDARY GRADE LEVELS ONLY)**

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 included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **PARTICIPATION in THIRD PARTY-PARTY SURVEYS**

### **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

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.
- 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.
- Mental or psychological problems of the student or student’s family.

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

### **“Opting Out” of Surveys or Screenings and the Disclosure of Personal Information**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling or otherwise disclosing that information.

**Note:** This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

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

## **REMOVING A STUDENT TEMPORARILY FROM THE CLASSROOM**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs.

Removal from a classroom 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 state law. Please see the campus principal for additional information.

## **TUTORING OR TEST PREPARATION**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

Refer to policies EC and EHBC and contact your student's teacher with questions about any tutoring programs provided by the school.

## **RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS AND DISTRICT RECORDS/POLICIES**

### ***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.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

### ***NOTICES OF CERTAIN STUDENT MISCONDUCT TO NONCUSTODIAL PARENT***

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 his or her 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.]

## **STUDENT RECORDS**

### ***ACCESSING STUDENT RECORDS***

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

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

### ***AUTHORIZED INSPECTION AND USE OF STUDENT RECORDS***

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respects to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section, as well as the Release of Directory Information section are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student requesting the information.

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

Inspection and release of student records is primarily restricted to an eligible student or a student's 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 reaches the age of 18, is emancipated by a court, or enrolls in a post-secondary institution, 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 and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff (including district health staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "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; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate or administer predictive test; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information that has designated as directory information.

Release of personally identifiable information 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.

A parent or eligible student who wishes to inspect student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by an eligible parent or student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.



A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, 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 address of the superintendent's office is 410 Eagle Spirit Lane, Brock, TX 76087.

A parent or (eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be the appropriate records custodian. 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). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL)]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's website at [www.brockisd.net](http://www.brockisd.net).

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.

## **STUDENTS WITH EXCEPTIONAL OR SPECIAL CIRCUMSTANCES**

### ***CHILDREN OF MILITARY FAMILIES***

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than 5 excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60<sup>th</sup> day before deployment or no later than the 30<sup>th</sup> day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#)

## **PARENTAL ROLE IN CERTAIN CLASSROOM AND SCHOOL ASSIGNMENTS**

### ***MULTIPLE BIRTH SIBLINGS-REQUESTING CLASSROOM ASSIGNMENTS***

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 14<sup>th</sup> day after the enrollment of your children. [See FDB(LEGAL).]

## **SAFETY TRANSFERS/ASSIGNMENTS**

As a parent, you may:

- Request the transfer of your child to another classroom if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided in this circumstance. [Policy FDB, and policy FFI.]
- 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 FDE.]
- Request the transfer of your child to 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. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

## **SERVICE/ASSISTANCE ANIMAL USED BY STUDENTS**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

## **STUDENTS IN THE CONSERVATORSHIP OF THE STATE (FOSTER CARE)**

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows and the district will grant proportionate course credit by semester (partial credit) when a student does only pass one semester of a two semester course.

A student who is currently in the conservatorship of the state who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet graduation requirement of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

In addition, for a student who is in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18<sup>th</sup> birthday will, the district will:

- Assist the students with the completion of any applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Assist in the registering and preparing for college entrance examinations including, subject to availability of funds, arranging for the payment of any examination fees by the DFPS; and
- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

Please contact Dee Ann Mills, designated as the district's foster care liaison at 817-594-7642 with questions you may have.

## **STUDENTS/FAMILIES WHO ARE HOMELESS**

Children who are homeless will be provided flexibility regarding certain district provisions including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit by examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

For more information on homeless services contact the district homeless liaison at 817-594-7642. If you are homeless, or know a student/family that is homeless, please contact the district liaison or the campus counselor.

## **STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION SERVICES OR 504 SERVICES**

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

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

## **SPECIAL EDUCATION REFERRALS**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation. **Note:** A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected

of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

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

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

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

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

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is the counselor for your child's campus or Parker County Special Education CO-OP 817-596-0024.

### **Section 504 Referrals**

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

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

Contact the **campus counselor** regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

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

### **NOTIFICATION to PARENT of INTERVENTION STRATEGIES for LEARNING DIFFICULTIES PROVIDED to PROVIDED to STUDENTS in GENERAL EDUCATION**

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

## **STUDENTS WHO RECEIVE SPECIAL EDUCATION SERVICES WITH OTHER SCHOOL-AGED CHILDREN IN THE HOME**

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. However, the district is not required to provide transportation to other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

## **STUDENTS WHO SPEAK A PRIMARY LANGUAGE OTHER THAN ENGLISH**

A student may be eligible to receive specialized support if his or her primary language is not English and the student has difficulty with class work in English. If the student qualifies, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs relating to classroom instruction, local assessments, and state-mandated assessments.

## **STUDENTS WITH PHYSICAL or MENTAL IMPAIRMENTS PROTECTED UNDER SECTION 504**

A student determined to have a physical or mental impairment that substantially limits a major life activity as defined by law, and who does not otherwise qualify for special education services, may qualify for protection under 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. [See policy FB]

## **TEACHER AND STAFF PROFESSIONAL QUALIFICATIONS**

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 whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as 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 particular topic, please contact your child's campus principal.

### **ADMISSION**

A student (or the student's parent) seeking enrollment in the District for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the building principal or designee.

The Board (or designees) shall determine what acceptable proof of residence within the district is and may require evidence of eligibility to attend school within the district upon admission.

## **ARRIVAL / DISMISSAL**

Proper supervision may not be provided to students who arrive prior to the cafeteria opening at 7:30 A.M. Students who wish to eat breakfast may go to the cafeteria.

Students must be picked up from school in a timely manner. Students need to be told by a parent/guardian what transportation to use to leave school before they arrive at school each day. ***Calls to the campus to change a student's pick up information should be limited to emergencies and must be made by 2:30 p.m.***

### **Brock ISD OFFICIAL CAMPUS START TIMES:**

Brock Elementary Pre K – 2 <sup>nd</sup> :	7:50 – 3:20
Brock Jr. High 7 <sup>th</sup> – 8 <sup>th</sup> :	7:55 - 3:25
Brock Intermediate 3 <sup>rd</sup> -6 <sup>th</sup> :	8:00 - 3:30
Brock High School 9 <sup>th</sup> – 12 <sup>th</sup> :	8:05 – 3:35

## **ATTENDANCE / ABSENCES**

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, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

## **ATTENDANCE - OFFICIAL TIME TAKEN EACH DAY**

The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Brock ISD takes attendance during 2nd hour of the day.

Official attendance is taken every day at the following times:

Elementary Campus -	9:45 AM
Intermediate Campus -	9:30 AM
Junior High Campus -	9:45 AM
High School Campus -	9:45 AM

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

## **COMPULSORY ATTENDANCE**

### ***Age 19 and Older:***

A student who voluntarily attends or enrolls after his or her 19<sup>th</sup> birthday is required to attend each school day until the end of the school year. If a student age 19 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.]

***Between Ages 6 and 19:***

State law requires that a student between the age of 6 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.

State law required attendance in an accelerated reading 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 instruction program as a result of a diagnostic reading instrument.

A student 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/or applicable subject area.

***Prekindergarten and Kindergarten:***

Students enrolled in prekindergarten and kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they are enrolled.

**EXEMPTIONS TO COMPULSORY ATTENDANCE*****All Grade Levels:***

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's return to campus; and
- For students in conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from deployment.

***Secondary Grade Levels:***

In addition, a senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

Absences up to two days in a school year will also be considered an exemption for:

- student serving as an early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences and
- A student serving as an election clerk, if the student makes up any missed work.

An absences of a student in grades 6-12 for the purposes of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

## **FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE**

### ***All Grade Levels:***

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.

### ***Students with Disabilities:***

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

### ***Age 19 and Older:***

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

### ***Between Ages 6 and 19:***

When a student between the ages of 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parents, as required by law, to remind the parent that it is the parent's duty to monitor the students attendance and require the student to come to school. This notice will inform the parent that the district will initiate truancy prevention measures and request a conference between the school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will be initiated.

The truancy prevention facilitator for the district is the campus principal and assistant principal. If you have questions about your student and the effect of his or her absences from school, please contact the building principal.

A court of law may also impose penalties against a student's 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 without excuse from school ten or more school days or parts of school days within a six-month period in the same school year.

If a student ages 12 - 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA(LOCAL) and FED(LEGAL)]

## **Attendance for Credit or Final Grade (Kindergarten – Grade 12)**

To receive credit or a final grade in a class, a student Kg -12 must attend at least 90 percent of the days the class is



offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of day. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at *Exemptions to Compulsory Attendance* will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

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

**Brock ISD's District of Innovation Plan provides flexibility and possible exemptions in above attendance requirements when addressing student schedules and individual curriculum needs.**

Relief from Section 25.092 does not in any way impact or alter existing compulsory attendance requirements or University Interscholastic League ("UIL") rules. Moreover, opting out of Section 25.092 in no way limits or modifies a teacher's right to determine the finality of a grade in accordance with Texas Education Code Section 28.0214, nor does it restrict or alter a teacher's right to assign grades in accordance with Texas Education Code Section 28.0216. For more information see [www.brockisd.net](http://www.brockisd.net) District of Innovation Plan.

**DOCUMENTATION AFTER AN ABSENCE (All Grade Levels)**

When a student is absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused.

**Note:**

Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

All notes must be brought to the office immediately upon return. ***Notes will not be accepted after the end of the six weeks attendance period.***

**DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS (All Grade Levels)**

Upon returning to school, a student absent for more than three consecutive days because of a personal illness may be required to bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC(LOCAL).]

**DRIVER LICENSE ATTENDANCE VERIFICATION (Secondary Grade Levels Only)**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

**AUTOMOBILES/MOTORCYCLES**

After registering their vehicle in the front office, students who are licensed drivers may bring a vehicle on school property. Students who misuse motor vehicles may lose their motor vehicle privileges.

**ACCOUNTABILITY UNDER STATE and FEDERAL LAW (All Grade Levels)**

Brock ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the district's website at [www.brockisd.net](http://www.brockisd.net). Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#). TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

## **Armed Services Vocational Aptitude Battery Test**

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. The test shall be offered on the Brock High School campus.

Please contact the campus counselor for information about this opportunity.

## **BULLYING (All Grade Levels)**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by accessing the Student Safety form located on the Brock ISD website, [www.brockisd.net](http://www.brockisd.net).

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the

conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district.

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district’s website.

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

**CAFETERIA SERVICES**

Brock Elementary campus participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. **Free and reduced-price meals are available based on financial need. Information about a student’s participation is confidential.** Additional information regarding the National School Lunch Act (NSLA) and the elementary lunch program can be obtained from the campus office or you may contact Food Service Director, Mere Marcus at 596-7425. Brock Elementary will follow the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

All students, including those who bring a lunch from home, may eat in the cafeteria.

The function of the food service program is to provide nutritionally sound and appetizing meals at the lowest possible cost to our students.

**Prices are as follows:**

Breakfast	Grades K-12	\$2.00
Lunch	Grades K - 8	\$2.75
Lunch	Grades 9-12	\$3.00
Adult prices are:		
Breakfast		\$2.00
Lunch		\$3.50 for cafeteria prepared lunch

**High School, Brock Jr. High & Brock Intermediate:**

Our mission is to provide healthy food choices during school to support the nutritional needs of Brock High School, Jr. High and Intermediate students. Our school menus are planned by the Child Nutrition Director and they will consist of a variety of popular menu items. This year Brock High School, Jr. High and Intermediate will not participate in the National School Lunch and Breakfast Program, however **all students that are on the Free and Reduced Program will continue to receive meal benefits.** The meals at Brock High School, Jr. High and Brock Intermediate will consist of a variety of combo meals and a la carte choices.

Payments for student meals can be made online at EZSchoolPay.com located on the Brock ISD website [www.brockisd.net](http://www.brockisd.net) or at the point of service at any campus.

Students may not charge for the 2018-2019 school year until all money owed from 2017-2018 has been paid.

**\*\* All charges must be brought up to date every two weeks.**

### **CAREER / TECHNICAL EDUCATION (CTE) PROGRAMS (Secondary Grade Levels Only)**

The district offers career and technical education programs in Sciences, Agriculture, Food and Natural Resources, Business Information Management, Audio/Visual Technology, Administration/Finance and in Human Services. Admission to these programs is based on student interest and need.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Contact Cade Smith, Superintendent and/or Dee Ann Mills, who will address certain allegations of Section 504 or Title IX discrimination allegations.

### **CELEBRATIONS (All Grade Levels)**

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

### **CELL PHONES (All Grade Levels)**

Building principals may allow cell phones at school for needed communication before school, during lunch, or after school only. Cell phones should only be used in the foyer, cafeteria, or outside the building. There should be no use of phones in the hallways between classes.

Teachers may allow limited use of cell phones for educational purposes. Each teacher's class rules will apply and any misuse may result in an office referral.

If a student needs to contact a parent, they can ask school personnel for permission and make that call from the office or designated area. We are asking parents not to text or try to communicate with their child through the student's cell phone during class time. Please do this before school, during designated lunch time, or after school only. If it is necessary to communicate with your child, please call the office and we will deliver a message.

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or

sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal’s office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student’s parent will be disposed of after the notice required by law.

In limited circumstances and in accordance with law, a student’s personal telecommunications device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels)**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at each campus counselor’s office. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).]

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

The following websites might help you become more aware of child abuse and neglect:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Texas Association Against Sexual Assault, Resources](#)
- [Texas Attorney General, What We Can Do About Child Abuse Part 1](#)
- [Texas Attorney General, What We Can Do About Child Abuse Part 2](#)

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at [Texas Abuse Hotline Website](https://www.dfps.gov/abuse-hotline)).

### **CLASS RANK/TOP TEN PERCENT/HIGHEST RANKING STUDENT (High School Only)**

Valedictorian and Salutatorian must be enrolled at Brock High School for their last two years before graduating. The Valedictorian will receive the highest-ranking student scholarship.

Class rank for senior students shall be calculated by averaging grades earned in grades 9 – 12. A student who completes coursework with modified content under an Individualized Education Plan (IEP) shall not be counted in class ranking. Courses that will not be used for computing GPA are listed below. GPA will be computed factoring in weighted grade values, excluding the last grading period of the senior year.

See Brock ISD policy EIC (LOCAL) for students transferring grades from a previous school district.

The following courses shall not be used in computing the GPA:

- Local credit courses
- All correspondence grades
- Credit by examination
- Courses for which a pass/fail grade is assigned
- Courses in band, physical education, athletics, or any other course that substitutes for physical education
- Summer school, teacher aide, office aide, counselor aide or library aide.

For the purpose of calculating GPA, 10% will be added to the final grade for each of the courses below:

- All Honors Classes
- All Dual Credit Classes
- Spanish III
- Classes designated by the District

### **CLASS SCHEDULES (Secondary Grade Levels Only)**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

### **CHANGE OF SCHEDULES (Secondary Grade Levels Only)**

Schedule changes are difficult to make once the schedule has been established. If you feel you have a legitimate need for a schedule change, check with the building principal and counselor. No schedule changes are allowed after the third day of class.

### **CLASS FUNCTIONS (All Grade Levels)**

**Class sponsors, with consent of the building principal, must approve all class functions.** All class meetings will be coordinated with the building principal.

### **COLLEGE and UNIVERSITY ADMISSIONS and FINANCIAL AID**

Students and parents should contact the high school counselor for information about the college and university application process, automatic admission standards, college admissions "cap" and deadlines.

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen.

For students who are eligible to enroll in the University during the summer or fall 2019 term, the University will admit the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Upon enrolling in their first course that is eligible for high school credit, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

### **COLLEGE CREDIT COURSES (Secondary Grade Levels Only)**

Students in grades 9–12 have opportunities to earn dual-credit college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit or college preparatory;
  - Enrollment in a dual credit course through the Texas Virtual School Network (TxVSN);
  - Enrollment in courses taught in conjunction and in partnership with Weatherford College and/or Ranger College, which may be offered on or off campus; and
  - Certain CTE courses.
- NOTE: 9th grade students are limited to 3 college hours for the year and 10<sup>th</sup> grade students are limited to 3 college hours 1st semester and 6 college hours the second semester. Students must meet TSI criteria before registering for a dual credit course.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation.



It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **COLLEGE DAYS**

Senior students are allowed one college day each semester (a total of two college days for the school year). Request forms must be filled out completely and presented to the counselor 48 hours in advance of the day to be missed. The counselor, with approval from the building principal, must approve all college days.

Because of the large interest of our students in Weatherford College and Tarleton State University, admission officers from those schools may be invited to Brock High School to meet with students interested in attending those two institutions. Therefore college days to those schools may not be necessary or allowed. Students who have been accepted to a college or university, may not be allowed to take unnecessary college days.

## **COMMUNICATIONS-AUTOMATED - BISD E-NOTES Communication**

### ***Emergency***

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages through E-Notes. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

### ***Nonemergency***

Your child's school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. **Signing up for E-Notes located on the Brock ISD website, allows you to receive such information through a landline or wireless phone, or email.** Please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal.

## **COMPLAINTS and CONCERNS (All Grade Levels)**

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

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to 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 (All Grade Levels)**

### ***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 as well as on district vehicles—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. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

### **CAMPUS BEHAVIOR COORDINATOR**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinators on each campus are the principal and assistant principal:

- High School Principal, Bobby Atchley & Assistant Principal, Greg Joy
- Jr. High Principal, Andy Hudson
- Intermediate Principal, Ingia Saxton & Assistant Principal, Faith James
- Elementary Principal, Erin Griffith & Assistant Principal, Ranae Lane

### **DISRUPTIONS of SCHOOL OPERATIONS**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. 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.

### **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in technology for instructional purposes. Use of computer resources is restricted to students working under a teacher's supervision and for approved purposes only.

Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **CONFERENCES**

Students and parents may expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance (see REPORT CARDS); 2) if the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary.

The District encourages a student or parent who wants information or wants to raise a question or concern to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher shall call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

## **COUNSELING**

### ***Academic Counseling***

**For Elementary, Intermediate and Junior High** grade levels, the school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

**High school** students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

The high school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

All grade level students will be presented information on the importance of postsecondary education and how to prepare for college, high school and career opportunities.

### ***Personal Counseling***

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or mental health issues, or substance abuse. The counselor may also make available information about community resources to address personal concerns. Students who desire such assistance should see the counselor on their campus.

As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[See **Substance Abuse Prevention and Intervention, Suicide Awareness and Mental Health Support**, and **Child Sexual Abuse and Other Maltreatment of Children and Dating Violence**.]

## **COURSE CREDIT**

### ***Secondary Grade Levels Only***

A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the

student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

***CREDIT BY EXAMINATION—If a Student Has Taken the Course/Subject (all grade levels)***

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an examination on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery”.

If the student is granted approval to take an examination for this purpose, the student must score at least a 70 on the examination to receive credit for this course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

***CREDIT BY EXAMINATION--If a Student Has Not Taken the Course/Subject***

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The exams offered by the district are approved by the district's board of trustees, and state law requires the use of certain exams, such as College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2018–19 school year will be published in in this handbook and on the district's website. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

***Students in Grades 6-12***

A student in grade 6 or above will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. A student will earn course credit with a passing score of at least 80 on the examination. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable examination before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

***Students in Grades 1-5***

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated and the student's parent gives written approval of the grade advancement. For Kinder students please refer to EHDC (LOCAL),

**2018-2019 Test Dates:**

**Grades 1-8: To be eligible to earn credit by exam, students must complete exams before Aug. 1<sup>st</sup>.**

**Grade 9-12: November 16, 2018; June 21, 2019**

Exams offered by the district are approved by the district's board of trustees, and state law requires the use of certain exams when applicable. The only exception to the published deadline date will be for any exams administered by

another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date.

**Kindergarten Acceleration see EHDC(LOCAL)**

## **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. A copy of the district's policy is available at [www.brockisd.net](http://www.brockisd.net) .[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. Dating Violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the person committing the offense. 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, sex, gender, national origin, disability, age, 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, intimidating, or humiliating 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 and Gender-Based Harassment***

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of 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.

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, such as comforting a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### ***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.

Examples of retaliation may include threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **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 other appropriate districts officials to whom to make a report.

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged 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 FFH.

### **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.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Education Rights and Privacy Act (FERPA).

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

## **DISTANCE LEARNING**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are TxVSN, Odysseyware, various colleges.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network, as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

## **TEXAS VIRTUAL SCHOOL NETWORK (TxVSN) (Secondary Grade Levels)**

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. All students must have approval by the campus principal or campus counselor before enrolling. If a student enrolls without approval, the district may not recognize and apply course or subject towards graduation requirements or subject mastery. .

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TxVSN or other distance learning course, please contact the counselor. Unless an exception is made by the principal, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

If you have questions about TxVSN and courses available, EHDE(LOCAL) policy or wish to receive more information about TxVSN contact the campus office.

## **DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS or OTHER DOCUMENTS**

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of a teacher, sponsor and the principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a nonstudent without the approval of the building principal and according to campus regulations.

All such material over which the District does not exercise editorial control and that is intended for distribution to students shall be submitted to the building principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student shall have a reasonable period to present his or her viewpoint.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, minimize safety hazards, and teach respect for authority. Students shall be dressed and groomed in a way that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the building principal's (or his designee's) judgment may reasonably be expected to cause a disruption of or interfere with normal school operations.

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

- 1) Students are not allowed to wear:
  - a. items that are lewd, offensive, vulgar, obscene, or depict sexual innuendo, or
  - b. items that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (L).
- 2) Student's clothing shall adhere to the following guidelines:
  - a. Shirts/Tops
    - i. Shirts must cover to the point of the shoulder.
    - ii. No half-length, tank top, strapless, backless, cut-off, halter, or bare-midriff shirts/blouses shall be worn.
    - iii. No sheer or see-through garments will be permitted unless worn over a shirt that meets dress code guidelines.
    - iv. Shirts must have appropriate coverage of undergarments. Undergarments must be completely covered at all times.
    - v. Low cut blouses, tops, sweaters, etc. with plunging necklines are not allowed.
  - b. Pants/Shorts
    - i. Pants and shorts must be worn at the natural waistline. Belts must be worn if pants will not stay at the natural waistline. Exposure of undergarments is unacceptable.
    - ii. The minimum length of any garment, regardless of what it is called, must be no shorter than three (3) inches above the knee.
    - iii. Cut-outs or holes in pants/shorts or slits in skirts may not be more than (3) inches above the knee.
    - iv. Form-fitting/skin tight pants, such as leggings, yoga pants, and tights, must be covered with a top/shorts reaching no higher than (3) inches above the knee.
    - v. Leggings/tights may not substitute as pants.
    - vi. Athletic shorts must follow dress code regulations except during athletic periods or activities as approved by coaches.
- 3) All students are expected to wear clothing and undergarments in keeping with their gender. Undergarments must not be exposed at any time.
- 4) Clothing normally considered as pajamas is not acceptable as school attire.
- 5) No hats, sunglasses or head coverings (i.e., scarves, bandanas, hoodies) of any kind are to be worn in the buildings unless approved by the principal for a special occasion or for religious reasons.
- 6) The wearing of chains or spiked jewelry is prohibited.



- 7) Unnatural hair colors shall not be permitted.
- 8) Boys shall not wear:
  - a. any visible body piercing.
  - b. hair that is not neatly groomed, that extends below the eyebrow, or that extends below the top of the shirt collar or earlobe.
  - c. ponytails.
  - d. facial hair.
- 9) Girls shall not wear any visible body piercing other than the ears.
- 10) Tattoos (permanent or temporary) must be covered and not visible to others.
- 11) Students attending graduation ceremonies or other school-sponsored activities shall be expected to meet dress code requirements.
- 12) Principals will have the discretion to designate alternative dress code guidelines for special occasions such as Prom, Coronation or other activities/events that occur during the school year.

If the building principal decides that a student's grooming violates the dress code or is not appropriate, the student shall be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day or until the problem is corrected.

Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

The building principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, will regulate the dress and grooming of students who participate in the activity. Students who violate those standards will be removed or excluded from the activity for a period determined by the building principal or sponsor and may be subject to other disciplinary action.

### **Electronic Devices and Technology Resources (All Grade Levels)**

See *Cell Phones* for information about BISD's Cell Phone Policy

#### ***Possession and Use of Other Personal Electronic Devices***

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

#### ***Instructional Use of Personal Telecommunications and Other Electronic Devices***

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the

devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Acceptable Use of District Technology Resources***

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Unacceptable and Inappropriate Use of Technology Resources***

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child ['Before You Text' Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **ENGLISH LANGUAGE LEARNERS (All Grade Levels)**

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at *Standardized Testing*, may be administered to an English language learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **EXEMPTIONS**

Students in grades 9 – 12 may be exempt from semester exams if they meet the following guidelines:

- Student has paid all fines and returned all equipment and textbooks
- Student has not been placed in ISS, AEP or suspended or expelled at any time during the semester in which he or she is taking a semester exam
- Student must have 3 or fewer absences in each class and meet the following guidelines
- Student with 3 absences must have at least a 90 average in the teacher's class
- Student with 2 absences must have at least an 80 average in the teacher's class
- Student with 1 absence must have at least a 70 average in the teacher's class
- Students that do not meet these guidelines must take the semester exam
- 3 tardies in a class will count as one absence when determining exemption status

### ***Definition of an Absence when determining exemption status:***

A student is absent if they are not physically present for the entire class period.

The only exception to the policy is if the student is on a school-sponsored activity.

## **EXTRACURRICULAR ACTIVITIES, CLUBS and ORGANIZATIONS (All Grade Levels)**

Participation in school-sponsored 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. Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.

Eligibility for initial and continuing 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. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

### ***Academic Eligibility Standards***

A student may be permitted to participate in extracurricular activities subject to the following provisions:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year or has accumulated the required number of units toward graduation.
2. A student who receives at the end of any grade evaluation period a grade below 70 in any academic class, other than an identified honors or advanced class (see honors or advanced class exceptions at #5 below), or a student who receives special education services and who fails to meet the standards in the Individual Education Plan (IEP), may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility. (FM (LEGAL))
3. Students must receive written permission from their teacher to miss a class for extracurricular activities.
4. Students that miss a class for extracurricular activities must get all assignments in advance and the student will be held accountable for all work missed while they are out of class to participate in any extracurricular activity.

5. Honors or advanced classes are defined as any grade-weighted classes as listed under the **CLASS RANK** section of this handbook. A student, who receives at the end of any grade evaluation period a grade below a 60 in any honors or advanced class, may not participate in extracurricular activities for at least three school weeks.

A student who misses class because of participation in an activity sponsored by a non-approved organization may receive an unexcused absence.

The following is a list of extracurricular activities that are available to students: Baseball, Basketball, Cross Country, Football, Golf, Powerlifting, Softball, Tennis, Track, Volleyball, F.F.A., Cheerleading, National Honor Society, UIL Academic Contests, Yearbook Staff, Student Council, One Act Play, Band, Gifted/Talented Program, Archery, Bass Fishing

### ***Standards of Behavior***

Sponsors of student clubs and performing groups such as the band, cheerleaders, athletic teams and others as designated by the principal, may establish rules 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 may apply in addition to or in place of any consequences specified by the organization's standard of behavior.

### **FEES AND FINES**

All fees and fines must be paid; library books, textbooks, notebook computers and other school-owned property must be returned. The District may suspend privileges in extra-curricular or other activities to students who owe the District money.

A fee not to exceed \$50 may be charged if Brock ISD offers an educational program outside of regular school hours for a student who has lost credit due to 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-approved request form.

### **FUNDRAISING**

- The building principal must approve any type of fund raising activity, including logos and print on promotional items.
- All fund raising activities must be limited to times before school, at lunch, and after school.
- Fund raising must not interfere with the educational process.
- All funds that are raised must have a definite purpose – fundraisers are not allowed just to raise money.

### **GRADE LEVEL CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<b><u>Credits Earned</u></b>	<b><u>Classification</u></b>
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

## **GRADING GUIDELINES**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

## **GRADUATION**

### ***Requirements for a Diploma Beginning with the 2014–15 School Year***

Beginning with students who entered grade 9 in the 2014–15 school year, as well as any currently enrolled high school student who decides to graduate under the foundation graduation program, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

### ***Testing Requirements for Graduation***

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

### ***Foundation Graduation Program***

Students in Texas public schools who entered grade 9 in the 2014–15 school year and thereafter will graduate under the "foundation graduation program." Within the foundation graduation program are "endorsements," which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student's transcript. The foundation graduation program also involves the term "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student's desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn "performance acknowledgments" that will be acknowledged on a student's transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy in a dual credit course; on an AP or IB exam on certain national college preparatory and readiness or college entrance exams or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

### ***Credits Required***

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Number of Credits: Foundation Graduation Program</b>	<b>Number of Credits: Foundation Graduation Program with an Endorsement</b>
English/Language arts	4	4
Mathematics	3	4
Science	3	4
Social studies, including Economics	3	3
Physical education	1	1
Language other than English	2	2
Fine arts	1	1
CPR	On transcript	On transcript
Electives	5	7
<b>Total</b>	<b>22 credits</b>	<b>26 credits</b>

Additional considerations apply in some course areas, including:

- **Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student's transcript and is a requirement to be considered for automatic admission to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Language other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

### ***Available Endorsements***

A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

- Science, technology, engineering, and mathematics
- Business and industry
- Public services
- Arts and humanities
- Multidisciplinary studies

### ***Personal Graduation Plans for Students under the Foundation Graduation Program***

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

**Note:** The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Please also review TEA's Graduation Toolkit, available here: <http://tea.texas.gov/communications/brochures.aspx>

### ***Students with Disabilities***

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. To earn an endorsement under the foundation program, a student must perform satisfactorily on the end of course (EOC) assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

### ***Scholarships and Grants***

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students.

## **HAZING (All Grade Levels)**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

## **HEALTH-RELATED MATTERS**

### ***Student Illness***

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100.4 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses and/or vomiting must stay home until they are diarrhea and/or vomit free without diarrhea and vomit suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

### ***Illness at School***

If a student becomes ill at school, the teacher should safely send the student to the nurse's office at the Elementary/Jr. High, and the principal's office at the High School. As per district policy, a parent will automatically be asked to pick their child up if they have a temperature over 100 degrees, and or has vomiting or diarrhea. If first aid is needed, it will be properly administered.

### ***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 policy 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.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

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

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

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

### ***Bacterial Meningitis***

***If you have any questions, contact the school nurse on our campus, Melissa Burden, RN.***

State law requires the district to provide information about bacterial meningitis:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- 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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion and

sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing or sneezing).

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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea to not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\*. The vaccines are safe and effective (85–90 percent). They 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 websites for the [Centers for Disease Control and Prevention](#), particularly the CDC's information on [bacterial meningitis](#), and the [Texas Department of State Health Services](#).

**Note:** DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

### ***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 management 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 in safely accessing the school environment. *Also see policy FFAF.*

### ***Head Lice***

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Notice will also be provided to parents of elementary school students in the affected classroom. More information on head lice can be obtained from the DSHS website [Managing Head Lice](#).

### ***Physical Activity for Students in Elementary, Intermediate, and Jr. High***

In accordance with policies at EHAB, EHAC, and FFA, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in Jr. High shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters. For additional information on the district's requirements and programs regarding elementary and Jr. High student physical activity requirements, please see the principal.

### ***School Health Advisory Council (SHAC)***

Brock ISD is committed to encouraging healthy students therefore has developed a wellness policy. School Health Advisory Council holds meeting yearly to address district needs. For additional information regarding the district's School Health Advisory Council contact Melissa Burden 817-594-8017 or 817-594-3195. [See also policies at BDF, EHAA and FFA(LOCAL).]

### ***Student Wellness Policy/Wellness Plan (All Grade Levels)***

Brock ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact the school nurse with questions about the content or implementation of the district wellness policy and plan. Brock ISD's Wellness Plan is located at [www.brockisd.net](http://www.brockisd.net).

### ***Health Screenings***

Vision and Hearing screenings will be performed on Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> graders upon request from parents or teachers. Acanthosis screenings will be given on all 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> graders and Spinal screenings on all 5<sup>th</sup> and 8<sup>th</sup> graders. If your child fails a screening, a referral will be mailed to you requesting further examination by a professional.

### ***Spinal Screening Program***

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

## **OTHER HEALTH- RELATED MATTERS**

### ***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 campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### ***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 Food Services Director. [See policies at CO and FFA.]

### ***Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)***

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and others on school property and at school-sponsored and off campus school-related activities. [See the ***Student Code of Conduct*** and policies at FNCD and GKA.]

### ***Asbestos Management Plan***

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the central administration office. If you have any questions, please contact the Director of Maintenance.

### ***Pest Management Plan***

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Burt Green, the Director of Maintenance, at 817-594-7642.

## **HOMELESS STUDENTS (All Grade Levels)**

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family. Please also check the campus website for information related to services available in the area that can help families who are homeless.

## **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 (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>. 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, tetanus and pertussis, measles, mumps, and rubella, polio; hepatitis A; hepatitis B; and varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. 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. a registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or 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 lifelong condition.

Bacterial Meningitis, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

For further information see policy FFAB(LEGAL) and the TDSHS website:  
<http://www.dshs.state.tx.us/immunize/school/default.shtm>.

## **INSURANCE**

At the beginning of the school year, the District may make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums directly to the insurance company (if coverage is desired). The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. The District may provide catastrophic accidental insurance for all students in extra-curricular activities.

## **INFORMATION ABOUT PARTICIPATION IN FEDERALLY REQUIRED, STATE-MANDATED, and DISTRICT ASSESSMENTS**

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

## **LAW ENFORCEMENT AGENCIES (All Grade Levels)**

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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court 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 taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[For further information, see policy FL(LEGAL).]

## **LEAVING CAMPUS (All Grade Levels)**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus are in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

### ***Sign IN and Out System for Students Leaving***

A sign out system will be provided for students needing to leave school during the school day. This system will require the student's name, destination, the time of departure and return, the date, and the person giving permission to sign out.

**Students will not be allowed to leave school to get paper, homework, money, gym clothes, etc., but only for matters that could not be arranged before or after school hours.** Students leaving school without proper permission will face school truancy policies, and the absence may be considered unexcused. **Once students have arrived on campus in the morning, they may not leave without permission from proper authorities.**

### **LEAVING CAMPUS FOR LUNCH**

Students in grades 11 - 12, **who are in good academic and disciplinary standing**, may leave campus for lunch provided they have permission on file in the office from their parents. Brock ISD may require students to show proper ID before they leave campus.

### **MAKE-UP WORK AND GRADES**

If a student is absent or tardy, he/she has that number of days plus one (1) day to arrange for and complete make up work. This time should not extend beyond the end of the six-week period unless the building principal approves such an

extension. Teachers are required to provide an opportunity for make-up work. **THE COMPLETION OF THE MAKEUP WORK IS THE STUDENT'S RESPONSIBILITY.** With our no-fail philosophy, the completion of the make-up work is a cooperative effort between students and teachers.

### ***DAEP Makeup Work*** **Grades 9–12**

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

### ***In-School Suspension (ISS) Makeup Work (All Grade Levels)***

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

### **MEDICINE at SCHOOL (All Grade Levels)**

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. 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 policy 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.
- 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.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her



parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

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

## **PSYCHOTROPIC DRUGS**

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

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

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Brock ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age or any other bases prohibited by law, in providing education services, activities, and programs, including CTE programs and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender - based harassment: Cade Smith, Superintendent, (817) 594-7642, 410 Eagle Spirit Lane, Brock, TX 76087
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dee Ann Mills, Assistant Superintendent, (817) 594-7642, 410 Eagle Spirit Lane, Brock, TX 76087

All other concerns regarding discrimination: See the superintendent, Cade Smith, (817) 594-7642.

[See policies FB, FFH, and GKD.]

## **PLEDGES OF ALLEGIANCE, DECLARATION OF INDEPENDENCE and MOMENT of SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag.

State law requires that one minute of silence 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. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC(LEGAL) for more information.]

State law requires students in social studies classes in grades 3-12 to recite a portion of the Declaration of Independence during Celebration Freedom Week in September. To be excused from recitation of a portion of the Declaration of Independence, see the campus principal. [See policy EHBK(LEGAL).]

## **PRAYER**

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

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards or performing at or above expected level in grades KG-2.

**GRADES KG-2** Students in Kindergarten, First and Second grade will be assessed using a Standards Based Grading system. The student's level of mastery of the TEKs based objectives will determine the grade. Students will receive the following ratings based on their level of mastery of the objective:

- 1- Still Working
- 2- On Grade Level
- 3- Advanced Understanding.

To evaluate student progress, the teacher will utilize various learning activities in determine the grade, such as daily class participation, homework, reports, conferencing, special projects, quizzes, tests, mastery of course objectives, etc. By the end of the year, your student will be assessed on all standards for each subject at his or her grade level. The final grade will reflect the students understanding of each of the standards for that subject at his or her grade level. Retention consideration of a student will include input from the classroom teacher, parent, student, counselor and campus administrator.

<b>GRADES 3-8</b>	In grades 3-8, promotion to the next grade level shall be based on a grade of 70 or above on a scale of 100 in three of four the following areas: language arts, mathematics, science, and social studies
<b>GRADES 9-12</b>	Grade-level advancement for students in grades 9-12 shall be earned by course credits. [See EI]

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

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

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grade 5 or 8 will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some classified as English language learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, school counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in instruction before or after school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student in a Jr. High or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the campus counselor and policy EIF (LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Written reports of students' grades and absences shall be issued to parents at the end of each six-weeks grading period. At the end of the first three weeks of a grading period, the parent receive a written progress report; the teacher may request a conference with parents for students who are near or below 70 or below the expected level of performance. If a student receives a 70 or is performing below expected performance in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card shall state whether tutorials are required or only recommended for a student who receives a grade below 70 or performing below expected level in a class or subject. Additionally, parents can access their students' grades and attendance information at any time using the online Parent Portal grade book system. Report cards and progress reports with failing grades must be signed by the parent and returned to school within 5 days of receiving the report card. The district will use an electronic program, Parent Portal, to communicate academic and attendance information about your child, including for progress reporting purposes.

## **GRADE REPORTING SYSTEM**

Grading Code for Grades 3 – 12

A -- 90 - 100

B -- 80 - 89

C -- 70 - 79

## **GRADE REPORTING SYSTEM**

Grading Code for Grades PK – 2

1 -- Still Working

2 -- On Grade Level

3 -- Advanced Understanding

### ***Semester Grade Calculations at Secondary Campuses***

The final grade for each six weeks grading period during a semester (3 total grading periods) and the semester final exam will make up the semester grade. Each six weeks will be weighted at 2/7 of the semester grade and the semester final exam will be weighted at 1/7 of the semester grade.

Questions about a grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL). See policy EIA(LOCAL) for grading policies.

## **SAFETY**

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

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

### ***Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies***

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

### ***Emergency Medical Treatment and Information***

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

### ***Emergency School-Closing Information***

Information concerning emergency closing will be available from Channels 4, 5, 8 or 11 or QXFM, 89.5, KRLD 1080, or WBAP 820. School closing information may also distributed via the E-Notes automated phone system and /or be posted on the school's website: [www.brockisd.net](http://www.brockisd.net) . **You may register for E-Notes on the Brock ISD website.**

The school will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

## **SCHOOL-RELATED SOCIAL EVENTS**

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a school-related social event may be asked to sign out when leaving before the end of the social event; anyone leaving before the official end of the social event may not be readmitted.

## **MEETINGS OF NON-CURRICULUM-RELATED GROUPS** (Secondary Grade Levels Only)

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

## **SEARCHES**

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

### ***Students' Desks and Lockers***

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

### ***Telecommunications and Other Electronic Devices***

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF(LEGAL) for more information.]

### ***Vehicles on Campus***

Vehicles parked on district property are under the jurisdiction of the district. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

### ***Trained Dogs***

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

### **SECURITY CAMERAS**

Security cameras will be used in the high school, junior high, intermediate and elementary school buildings. The cameras may record activities 24 hours per day, 7 days per week. The videotapes are the property of Brock ISD.

### **SPECIAL PROGRAMS: LEP, Gifted & Talented, Dyslexic, Migrant, Homeless, Bilingual**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English language learners (LEP), dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the building principal.

### **SPORTSMANSHIP**

Friendly relations with neighboring schools are an important aspect of friendly competition. Therefore, booing; harassment of opposing players, coaches, or fans; and any other unsportsmanship-like conduct will not be tolerated.

### **STANDARDIZED TESTING**

#### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

**Note:** Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

#### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

#### **STAAR (State of Texas Assessments of Academic Readiness)**

##### ***Grades 3–8***

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8

- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individualized education plan (IEP).

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

### ***High School Courses—End-of-Course (EOC) Assessments***

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee. An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PNP).

### **STUDENTS IN FOSTER CARE**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district. Please contact the campus counselor with any questions.

### **SUBSTANCE ABUSE AND PREVENTION INTERVENTION (All Grade Levels)**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: [Services for Children and Adolescents](#).

## **SUICIDE AWARENESS (All Grade Levels)**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.

You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

## **TARDY POLICY**

### ***GRADES 9 – 12:***

Tardies are accumulated and counted for the entire semester. All tardies are computed for each class period.

1 <sup>st</sup> Tardy	Warning by teacher
2 <sup>nd</sup> Tardy	One day of Lunch Detention
3 <sup>rd</sup> Tardy	Two days of Lunch Detention
4 <sup>th</sup> Tardy	Three days of Lunch Detention
5 <sup>th</sup> Tardy	One day of ISS
6 <sup>th</sup> Tardy	Two days of ISS
7 <sup>th</sup> Tardy	Three days of ISS

After the 7<sup>th</sup> tardy – the school will file a complaint with the Justice of the Peace for every tardy on the basis of truancy.

### ***GRADES 7 – 8:***

1 <sup>st</sup> Tardy	Warning by teacher
2 <sup>nd</sup> Tardy	Warning by teacher
3 <sup>rd</sup> Tardy	One day of Lunch Detention
4 <sup>th</sup> Tardy	Two days of Lunch Detention
5 <sup>th</sup> Tardy	Three days of Lunch Detention
6 <sup>th</sup> Tardy	Students will be required to attend before or after school detention or alternate consequence as determined by building principal <b><i>and is not eligible for perfect attendance</i></b>
7 <sup>th</sup> Tardy	Students will be required to attend before or after school detention or alternate consequence as determined by building principal.

After the 7<sup>th</sup> tardy – the school will file a complaint with the Justice of the Peace for every tardy on the basis of truancy.

### ***GRADES K – 6:***

It is recommended that students be in the building by 7:35. All students are required to be at their assigned area prior to the 7:50 a.m. bell to avoid being tardy. Tardiness not only causes lost instruction time for the student, but it is also disruptive to the teaching and learning activities conducted in the classroom. Tardy students must obtain a tardy slip from the office before entering class when they arrive.

1 <sup>st</sup> Tardy	Warning by teacher
2 <sup>nd</sup> Tardy	Warning by teacher
3 <sup>rd</sup> Tardy	Loss of student privileges
4 <sup>th</sup> Tardy	Loss of student privileges
5 <sup>th</sup> Tardy	Loss of student privileges
6 <sup>th</sup> Tardy	Office Referral: Administration Intervention and <b><i>is not eligible for perfect attendance.</i></b>
7 <sup>th</sup> Tardy	Office Referral: Administration Intervention

All tardies thereafter shall be referred to the campus discipline designee and/or the district truant officer for filing of truancy with the Justice of Peace. [See p.18 for ATTENDANCE]



## **TEACHER REQUEST**

Brock I.S.D. does not accept teacher requests by parents for classroom instruction.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSPORTATION**

### ***School-Sponsored Trips***

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

### ***School Buses and Other School Vehicles***

The district operates school buses for students who need a ride to or from school and who meet the district's policies for school bus riders. Students are not allowed to ride a bus unless they meet the district's policies and are qualified to be on that bus. For security reasons, video cameras may be used on buses. The videotape is the property of Brock ISD.

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misbehavior on school buses will not be tolerated and students punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

The following steps will be taken when students misbehave on the bus:

- First Offense – A conference with the principal, the student, the driver and the parent(s) may be required.
- Second Offense – Five day suspension from bus riding privileges.
- Third Offense – 10 day suspension from bus riding privileges.
- Fourth Offense – Bus riding privileges suspended for the remainder of the semester.

### ***Hazardous Area Transportation Policy***

The Brock ISD Board of Trustees has adopted a hazardous area transportation policy which allows a student who lives within two miles of the school campus and is required to access a hazardous area to be eligible for bus transportation. Due to the 60 mile per hour speed limit and the lack of sidewalks and crossing lights on FM Road 1189, this area is defined as hazardous. A student who must cross or walk along FM 1189 to reach his or her campus will be eligible for bus transportation.

## **TUTORIALS**

Tutorial services are mandatory to all students (grades 6 - 12) whose grade is lower than a 70 in any class. A student must attend tutorial sessions as required by the District unless he or she is exempt under the compulsory attendance law. After the first reporting period, students making a grade lower than a 70 in any subject must attend the tutorial class until they demonstrate a 70. A teacher will supervise class.

## **VISITORS**

### ***General Visitors***

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification. 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. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### ***Unauthorized Persons***

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

## **WITHDRAWING FROM SCHOOL**

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

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

# STUDENT CODE OF CONDUCT

## Preamble

Administrators, teachers, parents, students, and community members of this district have developed the Student Code of Conduct for the Brock Independent School District. It is based on the premise that one's education begins with discipline and ends in self-discipline. Basic to this premise is the belief that effective learning situations can best be provided and positive behavioral patterns enforced when unacceptable behavioral patterns and their consequences are outlined, communicated and understood by students, parents, and school personnel. When discord does arise, adherence to this code will assure that all parties are treated with courtesy, respect, and fairness, yet with a firmness that will direct students to conduct themselves in an acceptable manner.

As required by law, a person at each campus is designated to serve as the campus behavior coordinator. The campus behavior coordinator is primarily responsible for maintaining student discipline. Principals and assistant principals share the roll as the designated behavior coordinators for each campus.

## **I. *IMPLEMENTATION OF THE CODE OF CONDUCT***

### **A. Responsibility and Authority for Administration and Enforcement of the Code of Conduct.**

1. The building principal and/or designee shall have the responsibility of implementing the code of conduct.
2. The principal or designee may make assignment of a student to an alternative education program, in accordance with the code.
3. Suspension of a student from school, not to exceed three days, who engages in conduct for which one may be placed in the alternative education program, may be imposed by the principal or designee.
4. The Superintendent shall have the authority to expel a student for disciplinary infractions and/or violations of the law in accordance with this code and state and federal law.
5. The Superintendent, principal, or appropriate designee may order the immediate suspension, expulsion (principal may recommend expulsion), or placement in an alternative education program of a student whose behavior is so unruly, disruptive, or abusive, that it seriously interferes with school operations or activities, and/or the administrator reasonably believes that such action is necessary to protect persons or property from imminent harm.
6. The school administration shall provide each certified employee a copy of subchapter A of Chapter 37 on alternative settings for behavior management, and a copy of the local discipline policies.
7. Inform each teacher of a student who has committed an expellable offense.

### **B. Role and Responsibilities of Certified Personnel in Maintaining Acceptable Conduct**

1. Administrators, the principal or other school administrators, have the responsibility to:
  - a. Assure a safe and orderly climate for teaching and learning.
  - b. Enforce the Student Code of Conduct.
  - c. Provide appropriate support for teachers who seek help in discipline management.
  - d. Notify parents within 24 hours of a Student Code of Conduct violation.

- e. Provide campus in-service related to the code of conduct.
  - f. Communicate with parents when their child becomes a discipline problem.
  - g. Secure a signed statement from parents acknowledging receipt of a copy of the code of conduct and knowledge of the code.
  - h. Report firearm offenses to TEA in accordance with 37.001(e).
  - i. Schedule hearings within 3 days after a formal teacher removal of a student.
  - j. Provide parents with notice of and an opportunity to participate in a proceeding before the board or board designee when student placement in an alternative education program (AEP) extends beyond the end of the next grading period.
  - k. Provide minimal due process for suspensions and AEP placements.
  - l. Provide 120 day reviews of a student placed in an AEP.
  - m. Make appropriate reports to law enforcement.
  - n. Report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus accordance with TEC 37.005.
2. Teachers and other certified personnel have the responsibility to:
- a. Be knowledgeable of the code of conduct and sign a statement to that effect.
  - b. Develop, maintain, and communicate classroom rules and discipline management procedures.
  - c. Remove from class a student who commits certain offenses.
  - d. Maintain an orderly classroom and atmosphere.
  - e. Establish rapport and an effective working relationship with parents.
  - f. Report in writing, up to one page, to the principal or other appropriate administrator any known violation of the Student Code of Conduct.
  - g. Maintain confidentiality upon receipt of information that a student has committed an expellable offense.

### **C. Responsibility of Parents**

Parents, which include single parent, legal guardian, or person(s) having lawful control of the student, have the responsibility to:

- 1. Make every effort to provide for the physical needs of the student.
- 2. Control their child by teaching the child to pay attention and obey rules.
- 3. Encourage his or her child to put a high priority on education. Assure his or her child attends school regularly and report and explain absences and tardiness to school personnel.
- 4. Be sure the child is appropriately dressed at school and school-related activities.
- 5. Support school personnel in the enforcement of discipline and campus management imposed in accordance with school policy and the Student Code of Conduct.
- 6. Participate in meaningful parent, student, or school-generated conferences with school personnel regarding the child's progress, behavior or general welfare.
- 7. Discuss report cards and school assignments with the child.
- 8. Bring to the attention of school personnel any problem or condition that may relate to the child's education or well-being.
- 9. Supply all records required for enrollment.
- 10. Review the information in the student handbook and the code of conduct with your child and sign and return the acknowledgment and directory information form.
- 11. Become familiar with all of the child's school activities and with the academic programs, including special programs offered by the District.

12. Exercise your right to review teaching material, textbooks, and other aids and to examine tests that have been administered to your child.
13. Review your child's records as needed.
14. Temporarily remove your child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal may not be for the purpose of avoiding a test and may not extend for an entire semester.
15. Participate in campus parent organizations, become a school volunteer, or offer to serve as a parent representative on the District-level or campus-level planning committees.
16. Attend Board of Trustee meetings.

## **II. *STUDENT CODE OF CONDUCT POLICIES AND GUIDELINES***

### **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact, Dee Ann Mills, Asst. Superintendent.

### **Purpose**

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Brock Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be available at the office of the campus principal and posted on the district’s website, [www.brockisd.net](http://www.brockisd.net).

Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code of Conduct and the Student Handbook, the Code shall prevail.

### **Campus Behavior Coordinator**

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator.

The campus behavior coordinator is primarily responsible for maintaining student discipline. Principals and assistant principals share the roll as the designated behavior coordinators for each campus.

The district maintains a current list of the persons serving as a campus behavior coordinator in the Student Handbook or on the district's website at [www.brockisd.net](http://www.brockisd.net).

### **Factors**

It is the purpose and mission of the Brock Independent School District to provide all students with an educational program that will allow them to develop to their full potential intellectually, physically, and socially to be responsible citizens and contributing members of society. Inherent within this purpose and mission are the beliefs that all students can learn and that school can make a difference in the lives of its students. We believe these goals cannot be accomplished by the school system alone. They must have the support and cooperation of the parents and the community.

Student discipline shall be administered in a fair and equitable manner, and based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

1. The seriousness of the offense.
2. The student's age.
3. The frequency of misconduct.
4. The student's attitude.
5. The potential effect of the misconduct on the school environment.
6. Statutory requirements.
7. Handicapping conditions under 37.0001

### **Jurisdiction**

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

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on district transportation ;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony , as provided by Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The District has the right to search a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by the District. The District has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.

### **Abiding by the Law**

Every student is expected to abide by federal laws and the laws of the State of Texas. Violation of certain federal and state laws shall constitute a violation of the Code of Conduct and appropriate discretionary disciplinary measures will be imposed.

### **Reporting Crimes**

The principal or campus behavior coordinator and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

### **Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for others' rights. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Meet district and campus dress and grooming standards.
4. Demonstrate courtesy even when others do not.
5. Behaving in a responsible manner, always exercising self-discipline.
6. Paying required fees and fines, unless these are waived.
7. Adhere to the requirements of the Student Code of Conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperate with and assist District staff in maintaining safety, order, and discipline. Cooperate with staff in investigation of disciplinary cases and volunteering known information relating to a serious offense.
11. Exhibiting responsible conduct at school, on school buses and at all school functions on or off campus.
12. Respect the rights and privileges of students, teachers, and other district staff and volunteers.
13. Respect the property of others, including district property and facilities.

### **Students at school or school-related activities are prohibited from:**

1. Cheating or copying the work of another.
2. Throwing objects which may cause bodily injury or damage property.



3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations and refusing to accept discipline management techniques assigned by the campus behavior coordinator or a teacher.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees, or visitors.
7. Playing with matches, lighters, or fire, or committing arson.
8. Stealing from students, staff, or the school.
9. Damaging or vandalizing property owned by the District, other students, or District employees.
10. Disobeying school rules about conduct on school buses and/or school vehicles.
11. Fighting, scuffling, committing physical abuse, or threatening physical abuse (for assault, see DAEP Placement and Expulsion).
12. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Name-calling, ethnic or racial slurs or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.
15. Assaulting a teacher or other individual.
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug; abuse glue, aerosol paint, or other volatile chemical; or an alcoholic beverage. Such conduct is wrong and harmful.
17. Possessing or selling any a "look-alike" weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon.
18. Smoking or using tobacco products.
19. Hazing.
20. Behaving in any way that disrupts the school environment or educational process.
21. Engaging in any conduct constituting felony criminal mischief as defined by law.
22. Membership or participation in any secret society, fraternity, sorority, or gang.
23. Possessing or using articles not generally considered to be weapons, including school supplies, or other objects used in a way that threatens or inflicts bodily injury to another person when the principal or designee determines that a danger exists ( a pocketknife, location restricted knife, or any small knife, a razor, box cutter, chain, stun gun, matches/lighter).
24. Defacing or damaging school property-including textbooks, furniture, and other equipment-with graffiti or by other means.
25. Inappropriately pulling a fire alarm or discharging a fire extinguisher.
26. Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
27. Possessing air guns, BB guns, pellet guns, mace, or pepper spray.
28. Possessing a laser pointer.
29. Gambling.
30. Making bomb threats, false threats, perpetrate hoaxes, or false accusations regarding school safety.
31. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
32. Possessing, using, giving, or sell paraphernalia related to any prohibited substance.
33. Using the Internet to threaten students, employees, or cause disruption to the educational program.
34. Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
35. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.

36. Possessing published or electronic material that is designed to promote or encourage illegal behavior or could threaten school safety.
37. Possessing material that is pornographic.
38. Violating extracurricular standards of behavior.
39. Engaging in any other conduct that disrupts the school environment or educational process.
40. Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
41. Engage in bullying, cyberbullying, harassment, or making hit lists.
42. Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
43. Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
44. Engage in conduct that constitutes dating violence. (See glossary.)
45. Engage in inappropriate or indecent exposure of private body parts.
46. Cause an individual to act through the use of or threat of force (coercion).
47. Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
48. Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.
49. Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery, aggravated robbery, and theft, see DAEP Placement and Expulsion.)
50. Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device.
51. Possess, use, give or sell alcohol or an illegal drug. (See DAEP placement and expulsion for mandatory and permissive consequences under state law).
52. Abuse over-the-counter drugs. Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties.
53. Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.
54. Gamble.
55. Falsify records, passes, or other school-related documents.
56. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
57. Repeatedly violate other communicated campus or classroom standards of conduct.
58. Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
59. Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
60. Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
61. Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school related event.
62. Shall not possess or use a hand instrument designed to cut or stab another thrown.
63. Shall not possess or use a firearm.

**Note:**

1. For weapons and firearms, see DAEP Placement and Expulsion. In most circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

2. The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

### **Misuse of Technology Resources and the Internet**

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment **or infringes on the rights of another student at school.**
- Send, post, **deliver**, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment **or infringes on the rights of another student at school.**
- Use **the Internet or other electronic communication** to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment **or infringes on the rights of another student at school.**

### **Dress Code**

Please refer to student handbook.

### **Attendance**

Please refer to student handbook.

### **Vandalism/Damage to School Property**

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost/stolen or damaged textbooks, calculators, or other items issued to the student.

### **Sexual Harassment**

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behavior known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Continuation of substantiated sexual harassment will result in contacting of legal authorities.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee, or the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

### **Hazing**

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace.

### **Tobacco Use**

The use or possession (possession defined as actual care, custody, control or management) of tobacco products by students is prohibited on all campuses. Students may not smoke or use tobacco or e-cigarettes products on school property or at any school-related or school-sanctioned activity, on or off school property.

### **Phones and Other Technology Devices**

**Unless approved in advance by the building principal,** students shall not possess telecommunications device, including cellphones or other electronic devices, while on school property or while attending a school-sponsored or school-related activity on or off school property. Personal electronic devices **shall not** be brought on school property without prior approval of the building principal. Any device that disrupts the educational process may be confiscated.

This policy authorizes Brock Independent School District authority to charge the owner of the device or the student's parent an administrative fee not to exceed \$15.00 before it releases the device.

## **Drug and Alcohol Use**

No student shall possess, (possession defined as actual care, custody, control or management) use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood changing, mind-altering, or behavior altering drugs prohibited under the Texas Controlled Substance Act or Federal Abuse Prevention Control Act.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this rule.

The District may decide on a case-by-case basis whether to place a student in a disciplinary Alternative Education Program or to expel a student who sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs, alcohol, or an inhalant, if the conduct is not punishable as a felony.

### **DRUG AND ALCOHOL POLICY FOR 7-12 GRADE STUDENTS WHO REQUEST A PARKING PERMIT AND/OR PARTICIPATE IN EXTRACURRICULAR AND / OR CO-CURRICULAR ACTIVITIES**

BISD is making a concerted effort to be a drug-free district and to model appropriate responses to substance abuse. To accomplish this, students, parents, teachers, and administrators must take a strong stand to see that drug and alcohol use by our students is not tolerated. Since participation is a privilege and not a right, students desiring to park their vehicle at school or participate in extracurricular and/or co-curricular activities must lead in taking this stand among their peers with support from parents, teachers, and administrators. With this effort in mind, Brock ISD Alcohol and Drug Policy applies to all students participating in extracurricular and/or co-curricular activities and/or any student who requests a parking permit.

Any student who violates law or school rules either by:

1. failing drug test or refusal to test, or
2. possessing, delivering, or offering to deliver, or
3. requesting the delivery of, or
4. using or being under the influence of an alcoholic beverage, anabolic steroid, any illegal drug or substance as defined by law, whether the action occurs at a school event or a non – school event, at any location on or off campus, or at any time during the school year will be subject to disciplinary action. Also, any extracurricular or co-curricular participant or student driving to and from school who breaks the law or school rules, regarding drugs, drug testing, and alcohol will be subject to consequences. See Brock ISD policy FNF (LOCAL)

## **Weapons**

A student shall not be in possession of any prohibited weapon at school, on school premises, or at any school-related activity, unless pursuant to written regulations or written authorization of the District. A student shall not possess or use articles not generally considered to be weapons when the principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use.

Weapons include, but are not limited to:

1. Firearms of any kind
2. Fireworks or concussion devices of any kind
3. Knives (size and type determined by each campus principal) and hand instruments designed to cut or stab another by being thrown.
4. Razors
5. Clubs or nightsticks
6. Metallic or hard surfaced knuckles
7. Chains, box cutters
8. Pellet guns, BB guns, air guns or slingshots
9. Any other object used in a way that threatens to inflict harm to another person
10. Ammunition

School personnel may inspect lockers and cars parked on school premises if there is a reasonable suspicion to believe they contain weapons.

## **Assaults**

Students are prohibited from assaulting anyone at school, on school property, or at any school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or reasonably believes that the other will regard the contact as offensive or provocative.

## **Disturbing School or Classes**

For purpose of this rule, "school property" includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the instructional program and/or other school activities. Conduct that disrupts the school's educational activities include:

1. Emitting noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities those students are required to attend.

4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

### **Disruption of Lawful Assembly**

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the school's administration authorization.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful, school-approved assembly.
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property; or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the school's administration.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by students, either in or out of class, which for any reason - whether because of time, place, or manner or behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

### **Distribution of Material**

Distribution of written materials may be restricted, subject to the following guidelines:

1. Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports forecast that disruption will likely result directly from the distribution.
2. Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
3. Content of the materials to be distributed shall conform to the following standards:
  - a. Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
  - b. Material may not be forbidden if the portions or specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or reading assigned by teachers.
  - c. Libelous material may be prohibited from distribution.
  - d. Publications that criticize board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports

a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.

- e. Hate literature that scrupulously attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction.

### **Prior Review**

All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures:

1. Material shall be submitted to the building principal or designee for review.
2. All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved.
3. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved.
4. A disapproval by the Superintendent may be appealed to the Board. The Superintendent shall be notified of the request and the matter will be placed on the agenda of the next regular meeting where the student will have a reasonable period of time to present his or her viewpoint.

### **Student Conduct on School Buses**

Students are under the Code of Student Conduct when they are on school transportation. Any student who violates that code or the established rules of conduct while on school transportation may be denied transportation services and will be disciplined.

The following rules will apply to student conduct on school transportation:

1. Follow the driver's directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop nearest home.
3. Do not stand unless a seat is not available. If a student must ride standing, the student should face the front and hold on to the seat rails.
4. Keep books, band instrument cases, feet, and other objects out of the aisle.
5. Do not deface the bus and/or its equipment.
6. Do not put head, hands, arms, or legs out of the window or hold any object out of the window or throw objects within or out of the bus.
7. Do not smoke or use any form of tobacco.
8. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
9. No loud, abusive, or profane language.

When a student violates the rules of conduct on school transportation:

1. A conference with the campus behavior coordinator, the student, the driver, and the parent(s) may be required.
2. The campus behavior coordinator may suspend the student's bus-riding privileges. If so, the parents will be notified prior to the time the suspension takes effect.



3. For serious misconduct that endangers the safety of others the driver has the authority to put the student off the bus or to call for law enforcement assistance; the principal and parents will be notified of the situation as soon as possible. The student will not be allowed to ride the bus until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

### **Secret or Self-perpetuating Societies**

Students shall not become members or promise to become members of any organization composed wholly or in part of students in public schools that seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its members, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

### **Participating in Graduation Activities**

The district has the right to limit a student's participation in graduation activities for violating the district's Code. Participation might include speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the district's Code resulting in an out-of-school

### **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL), as appropriate.

### **III- GENERAL GUIDELINES FOR ASSESSING DISCIPLINE**

#### **Parent/Teacher Conferences**

It is recognized that a close and cordial relationship between parents and school personnel will enhance student achievement. District personnel will communicate and work closely with parents in an effort to improve academic performance and/or establish workable solutions to student behavior problems.

All schools will schedule at least one general conference for parents to provide an overview of district and classroom behavior expectations. This conference may be accomplished through open house, meeting of the parent/teacher organization or through a general meeting of parents and district or campus personnel.

Other conferences may be held at the request of the parent or school personnel when:

1. Problem areas relating to a student's academic achievement arise.
2. The student behavior results in assignment to in-school suspension or an alternative education program.
3. The student accumulates excessive absences or tardies.

The District's complete policy regarding student records is available from the principal's or Superintendent's office.

#### **Discipline Management Techniques**

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline shall 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, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

#### **Students with Disabilities**

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

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

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

#### **Techniques**

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.

- Cooling-off time or “time-out.”
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations’ extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student’s parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

### **Notification**

The campus behavior coordinator shall promptly notify a student’s parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student’s parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student’s parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

## **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or through *Policy On Line* at the following address: [www.brockisd.net](http://www.brockisd.net). Consequences shall not be deferred pending the outcome of a grievance.

## **CONDUCT VIOLATIONS: LISTING OF OFFENSES BY LEVEL**

### **Level I Offenses**

Level I acts of misconduct include repeated infractions of classroom management procedures or rules, or other conduct that disrupts the educational process to the extent that the teacher needs administrative support to correct the problem. **The following is a non-conclusive list of behavior infractions:**

1. Being tardy to class.
2. Refusing to follow classroom rules.
3. Refusing to participate in classroom activities or fulfill assignments.
4. Failure to bring appropriate materials to class.
5. Possessing and/or using nuisance items.
6. Eating, drinking, or gum chewing in an undesignated area.
7. Disruption of the orderly classroom process.
8. Running, making excessive noise, or other disruptions in halls, buildings, classrooms, or other supervised settings.
9. Littering.
10. Neglecting to return required forms.
11. Non-defiant failure to complete assignments, carry out teacher direction, or adequately prepare for class.
12. Abuse hall, locker, or lavatory privileges (running, horseplay, disruption).
13. Disruptive behavior in school, on campus, or on the school bus.
14. Public displays of affection or emotion.
15. Violation of the dress code.
16. Possession of matches or lighters.

### **Level I Disciplinary Options**

Any one or any combination of consequences may be used:

1. Teacher/student or administrator/student conference.
2. Parent conference or call.
3. In-class disciplinary actions or assignment.
4. Withdrawal of student privileges and activities.
5. Detention/supervised study.
6. Counselor/student conference.
7. Confiscation of nuisance items or materials.
8. Supervised campus service assignment.
9. Corporal punishment.
10. Behavioral contract.
11. Isolation of student.

12. Restriction.
13. Verbal correction.
14. Cooling off period or "time out."
15. Seating changes within the classroom.
16. Sending the student to the office.
17. Techniques or penalties used in individual student organizations or extracurricular activity standards of behavior.
18. School assessed and school administered probation.

## **Level II Offenses**

When a student's behavior does not change as a result of action taken on Level I, and the student is being seen for a **second time in the campus behavior coordinator office** for repeated Level I infractions, the student is moved to Level II for discipline purposes.

## **Level II Disciplinary Options**

Any one or any combination may be applied:

1. Any combination of teacher, principal or administrator, parent and student conference.
2. Any discipline technique outlined in Level I.
3. Corporal punishment.
4. In-school suspension for one to three days.
5. Withdrawal of student privileges.

## **Level III Offenses**

Level III acts of misconduct include those student infractions that are somewhat more serious than those in Levels I and II in their effect on the orderly process of the school program. **Examples of misconduct include but are not limited to the following:**

1. Cheating or copying the work of another student.
2. Leaving the classroom, building, grounds, or assigned activity without permission.
3. Cutting class or other scheduled activity.
4. Flagrant or defiant violation of the dress code.
5. Using profane, obscene, indecent, or racially or ethnically offensive language and/or physical gestures to others.
6. Failure to comply with lawful directives issued by school personnel.
7. Cutting detention and truancy.
8. Altering school records or documents, or forgery of a name on school documents.
9. Vandalism to or defacing school property, or careless or unauthorized use of school property.
10. Excessive absences or tardies.
11. Inappropriately engaging in acts of familiarity or affection with other students.
12. Possession and/or use of electronic devices or games that disrupt the education process.
13. Throwing or irresponsible use of objects that can cause bodily injury or damage to property.
14. Possession or use of tobacco products.
15. Exhibiting any unacceptable or unwanted physical contact that could, but does not, result in injury.
16. Recklessness in an automobile or violation of a vehicle code.
17. Chronic misbehavior on bus.

18. Petty theft or gambling.
19. Possession or distribution of pornographic material.
20. Defiance, arguing, insubordination.
21. Physically or verbally threatening others.
22. Harassment of other students.

### **Level III Disciplinary Options**

Any one or any combination of the following or Level I & II options may be applied:

1. Any combination of teacher, principal or administrator, student and parent conference.
2. Grade penalty for copying or cheating.
3. Detention.
4. Exclusion from extracurricular activities.
5. In-school suspension, off campus suspension.
6. Corporal punishment.
7. Restoration and/or restitution as applicable.
8. Withdrawal of selected student privileges.
9. Supervised campus service assignment.
10. Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
11. Full withdrawal of attendance and participation in school activities.

### **Level IV Serious Offenses**

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, and perhaps violate the law. **Examples include but are not limited to the following:**

1. Any repeated offense of Level III, or a new violation while being disciplined for a Level III offense.
2. Repeated acts of disobedience or disorderly behavior that may prove to be detrimental to the school, harmful to health and safety, or inhibiting to the rights of others.
3. Being disrespectful toward school personnel or refusing to comply with lawful requests or directions of school personnel.
4. Threats, oral or written, to do bodily harm to another, or to the property of another.
5. Interfering with school authorities or school programs through boycotts, sit-ins, or trespassing.
6. Fighting, which is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should seek to detach himself/herself from the situation and get school personnel or adult help.
7. Stealing, robbery, extortion, gambling, or arson; or possession and/or sale of stolen property.
8. Using profane, obscene, indecent, immoral, or offensive language and/or gestures directed toward school personnel.
9. Failure to comply with assigned disciplinary consequences.
10. Possessing a device, object, or substance that could cause bodily harm to individuals in any school setting.
11. Failure to report to school personnel the knowledge of an event, device, object, or substance that could cause bodily harm to individuals in any school setting.
12. Possession, use, delivery, or distribution of any substance represented to be a drug or alcohol.
13. Indecent exposure, sexual misconduct, and/or sexual harassment.
14. Hazing.

15. Gang-related behavior or activity, or gang membership.
16. Possession of drug paraphernalia.
17. Burglary of a school facility or major vandalism to District property.
18. Posting or distributing unauthorized communicative materials on school premises.
19. Assault.
20. Placing or discharging fireworks, explosives, or harmful chemicals.
21. Pledges to join, solicit membership in a public school fraternity, sorority, secret society, or gang as defined in TEC 37.121.

#### **Level IV Disciplinary Options**

Any one or any combination of the following may be applied:

1. Any discipline technique outlined in Level III.
2. Suspension from school not to exceed three days at a time.
3. Law enforcement personnel may be involved.
4. Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
5. District Alternative Education Placement (DAEP).
6. Reassignment of classes.
7. A student may be expelled if the student:
  - a. Continues to engage in serious or persistent misbehavior that violates the code of conduct or DAEP classroom rules after being placed in a district alternative education program for disciplinary reasons.
  - b. Engages in criminal mischief under Penal Code 28.03, if the conduct is punishable as a felony, whether committed on or off school property or at a school-related activity, (intentionally or knowingly damaging school property resulting in a loss of \$1,500.00 or more).

#### **MANDATORY REMOVAL or EXPULSION OFFENSES**

##### **Mandatory Removal**

If a student commits any of the following acts while on school property, or while attending a school-sponsored or school-related activity on or off the property, he or she **must** be removed to a district alternative education program:

1. Commits assault as defined by Penal Code 22.01(a)(1).
2. Makes a terroristic threat as defined by Penal Code 22.07.
3. Sells, gives, delivers, uses, or possess marijuana, a controlled substance as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. 801 et seq., a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the Alcoholic Beverage Code.
4. Commits a serious offense under the influence of alcohol.
5. Commits an offense relating to abusable glue or aerosol paint under 485.031 through 483.035, Health and Safety Code, or other volatile chemicals under Chapter 484, Health and Safety code.
6. Engages in public lewdness under Penal Code 21.07.
7. Engages in indecent exposure under Penal code 21.08
8. Engages in retaliation against a school employee under Penal Code 36.06 except, if the student commits a mandatory expellable offense against any employee in retaliation for or as a result of the employee's employment with the school district, the student must be expelled under 37.007(c).
9. Engages in expellable conduct, if the student is between six and ten years of age.

A student **shall** also be removed from the regular classroom and placed in a district alternative education program if the student engages in any conduct that would be punishable as a felony if prosecuted, regardless of the time or place of the conduct.

The terms of removal **will** prohibit the student from attending or participating in school-sponsored or school-related activities.

### **Mandatory Expulsion**

A student **shall** be expelled from school for a period of time determined by the Superintendent and may be appealed to the Board if, the student, on school property or while attending a school-sponsored or school-related activity on or off school property uses, exhibits, or possesses:

1. A firearm.
2. An illegal knife, as defined in Penal Code 46.01(6). A pocketknife shall not be considered a bladed instrument if not opened or exhibited in a threatening manner, and not otherwise illegal under the penal code.
3. A club as defined by Penal Code 46.01(1).
4. A weapon listed as a prohibited weapon under Penal Code 46.05, including:
  - a. explosive weapons
  - b. a machine gun
  - c. a short-barreled firearm
  - d. a switchblade knife
  - e. knuckles
  - f. armor-piercing ammunition
  - g. a chemical dispensing device
  - h. a zip gun

A student shall be expelled from school for a period of time determined by the Superintendent and appealable to the Board, if the student, on school property or while attending a school-related activity on or off school property commits:

1. Aggravated assault under Penal Code 22.02.
2. Sexual assault under Penal Code 22.011.
3. Aggravated sexual assault under Penal Code 22.021.
4. Arson under Penal Code 28.02.
5. Murder under Penal Code 19.02.
6. Capital murder under Penal Code 19.03.
7. Criminal attempt to commit murder or capital murder under Penal Code 15.01.
8. Indecency with a child under Penal Code 21.11
9. Aggravated kidnapping under Penal Code 20.04.
10. The offense of selling, giving, or delivering, using, or possessing marijuana, and/or a controlled substance as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. 801 et seq., a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the Alcoholic Beverage if the conduct is punishable as a felony.
11. An offense relating to abusable glue, aerosol paint under 485.031 through 485.035, Health and Safety Code, or other volatile chemicals under Chapter 484, Health and Safety Code if the conduct is punishable as a felony.
12. Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer on school property.



13. Engaging in conduct that contains the elements of assault and retaliation against a school employee or volunteer, regardless of where or when the conduct occurs.
14. Any of the above offenses against any school employee in retaliation for or as a result of the employee's employment with a school district.

Terms of expulsion shall deny the student access to all District activities and school property.

Federal law requires that a student expelled for a firearm's violation must be expelled from the student's regular campus for a period of at least one year, subject to individual modifications made by the Superintendent.

**Note: See DAEP & Expulsion in *Removal from the Regular Educational Setting* for detailed information on mandatory offenses.**

### ***Removal from the Regular Educational Setting***

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

#### **Routine Referral**

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

#### **Formal Removal**

A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The student shall have an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

### **Returning a Student to the Classroom**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Out-of-School Suspension**

### **Misconduct**

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student in grade 2 or below shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students in grade 2 or below who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

### **Process**

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

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension shall be determined by the campus behavior coordinator, but shall not exceed three school days. In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense,
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or

4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

### **Disciplinary Alternative Education Program (DAEP) Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus principal shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code or **may** be placed in DAEP for the following conduct violations:

#### **Misconduct Identified in State Law**

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Involvement 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, secret society, or gang.
- Involvement in criminal street gang activity.
- Criminal mischief, not punishable as a felony.
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 of the Texas Penal Code, that occurs off school property

and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus principal **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence.")
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  - The student receives deferred prosecution,
  - A court or jury finds that the student has engaged in delinquent conduct, or
  - The superintendent or designee has a reasonable belief that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

## **Process**

Removals to a DAEP shall be made by the campus principal.

## **Conference**

When a student is removed from class for a DAEP offense, the campus principal or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the campus principal or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

## **Consideration of Mitigating Factors**

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus principal shall take into consideration:

1. Self-defense,
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

## **Placement Order**

After the conference, if the student is placed in the DAEP, the campus principal shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

## **Coursework Notice**

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

## **Length of Placement**

The duration of a student's placement in a DAEP shall be determined by the campus principal. The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus principal or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior that violates the district's Code.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the central administration office, or through *Policy on Line* at the following address: [www.brockisd.net](http://www.brockisd.net)

For Appeals information see *Policy on Line* FNG located at the following address: [www.brockisd.net](http://www.brockisd.net)

Disciplinary consequences shall not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

### **Restrictions During Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities. A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

## **Placement Review**

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall 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 a teacher who removed the student without that teacher's consent.

## **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus principal may enter an additional disciplinary order as a result of those proceedings.

## **Notice of Criminal Proceedings**

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

## **Withdrawal During Process**

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus principal may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus principal or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

## **Newly Enrolled Students**

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

## **Emergency Placement Procedure**

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

## **Placement and/or Expulsion for Certain Offenses**

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

### **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.



### **Newly Enrolled Student**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

### **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

### **Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student **may** be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

## **Expulsion**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus principal shall take into consideration:

1. Self-defense
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Discretionary Expulsion: Misconduct That May Result in Expulsion**

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See DAEP Placement)

#### **Any Location**

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Breach of computer security.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

#### **At School, Within 300 Feet, or at a School Event**

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See glossary for "under the influence.")

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary.)

### **Within 300 Feet of School**

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See glossary.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Carrying on or about the student's person a handgun, a location-restricted knife, or a club, as these terms are defined by state law. (See glossary.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See glossary.)
- Possession of a firearm, as defined by federal law. (See glossary.)

### **Property of Another District**

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### **While in DAEP**

A student **may** be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07, Penal Code;
  - b. Indecent exposure under Section 21.08, Penal Code;
  - c. Criminal mischief under Section 28.03, Penal Code;
  - d. Personal hazing under Section 37.152; or
  - e. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

### **Mandatory Expulsion: Misconduct That Requires Expulsion**

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

### **Under Federal Law**

Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law.

**Note:** Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

### **Under the Texas Penal Code**

- Carrying on or about the student's person the following, as defined by the Texas Penal Code:
  - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
  - A location-restricted knife, as defined by state law.
  - A club, as defined in state law.
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law.
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson.
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or children.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

### **Under Age Ten**

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

### **Process**

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.

- In-school suspension.
- Out-of-school suspension.
- DAEP.

### **Hearing**

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Superintendent to conduct hearings and expel students.

### **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall hear statements made by the parties at the review and shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

### **Expulsion Order**

Before ordering the expulsion, the board or campus principal shall take into consideration:

1. Self-defense,
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the campus principal shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

### **Length of Expulsion**

The length of an expulsion shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

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 may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

### **Withdrawal During Process**

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus principal or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

### **Additional Misconduct**

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus principal or the board may issue an additional disciplinary order as a result of those proceedings.

### **Restrictions During Expulsion**

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 shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

### **Newly Enrolled Students**

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

### **Emergency Expulsion Procedures**

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

### **DAEP Placement of Expelled Students**

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## **IV: GLOSSARY**

**Abuse** is improper or excessive use.

**Aggravated robbery** is defined in part by Texas Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - a. 65 years of age or older, or
  - b. A disabled person.

**Armor-piercing ammunition** is defined by Texas Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined in part by Texas Penal Code 28.02 as:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - i. Knowing that it is within the limits of an incorporated city or town,
    - ii. Knowing that it is insured against damage or destruction,
    - iii. Knowing that it is subject to a mortgage or other security interest,
    - iv. Knowing that it is located on property belonging to another,
    - v. Knowing that it has located within it property belonging to another, or
    - vi. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damages or destroys a building belonging to another, or
  - b. Recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Texas Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Breach of Computer Security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

**Bullying** is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Chemical dispensing device** is defined by Texas Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is defined by Texas Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, mace, and tomahawk are in the same category.

**Criminal street gang** is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Cyberbullying** is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**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 another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.



**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**E-cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

**Explosive weapon** is defined by Texas Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False alarm or report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm** is defined by federal law (18 U.S.C. § 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm weapon; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

**Firearm silencer** is defined by Texas Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

**Graffiti** are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Handgun** is defined by Texas Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment** is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code.

**Hazing** is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a

student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Improvised explosive device** is defined by Texas Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Texas Penal Code 21.08 as an offense that occurs when a person exposes his or her anus or any part of his or her genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Texas Civil Practices and Remedies Code 98B.001 and Texas Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Location-restricted knife** is defined by Texas Penal Code 46.01 as a knife with a blade over five and one-half inches.

**Knuckles** as defined by Texas Penal Code 46.01 are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine gun** as defined by Texas Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Possession** means to have an item on one's person or in one's personal property, including, but not limited to, clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including, but not limited, to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any school property used by the student, including, but not limited to, a locker or desk.

**Prohibited weapon** under Texas Penal Code 46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
  - a. An explosive weapon;
  - b. A machine gun;
  - c. A short-barrel firearm;
2. Knuckles;
3. Armor-piercing ammunition;
4. A chemical dispensing device;
5. A zip gun;
6. A tire deflation device;
7. An improvised explosive device; or
8. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

**Public Lewdness** is defined by Texas Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious misbehavior** means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Texas Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07, Texas Penal Code;
  - b. Indecent exposure under Section 21.08; Texas Penal Code;
  - c. Criminal mischief under Section 28.03, Texas Penal Code;
  - d. Personal hazing under Section 37.152, Education Code; or
  - e. Harassment under Section 42.07(a)(1), Texas Penal Code, of a student or district employee.

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is defined by Texas Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** is defined by Texas Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

**Tire deflation device** is defined in part by Section 46.01 of the Texas Penal Code as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 felonies** are those crimes listed in Title 5 of the Texas Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05, Texas Penal Code;
- Kidnapping under Section 20.03, Texas Penal Code;
- Trafficking of persons under Section 20A.02, Texas Penal Code ;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06, Texas Penal Code ;
- Assault under Section 22.01, Texas Penal Code ;
- Aggravated assault under Section 22.02, Texas Penal Code ;
- Sexual assault under Section 22.011, Texas Penal Code ;
- Aggravated sexual assault under Section 22.021, Texas Penal Code ;
- Unlawful restraint under Section 20.02, Texas Penal Code;
- Continuous sexual abuse of a young child or children under Section 21.02, Texas Penal Code;
- Bestiality under Section 21.09, Texas Penal Code;
- Improper relationship between educator and student under Section 21.12, Texas Penal Code;
- Voyeurism under Section 21.17, Texas Penal Code ;
- Indecency with a child under Section 21.11, Texas Penal Code;
- Invasive visual recording under Section 21.15, Texas Penal Code ;
- Disclosure or promotion of intimate visual material under Section 21.16, Texas Penal Code ;
- Sexual coercion under Section 21.18, Texas Penal Code ;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04, Texas Penal Code;
- Abandoning or endangering a child under Section 22.041, Texas Penal Code;
- Deadly conduct under Section 22.05, Texas Penal Code;
- Terroristic threat under Section 22.07, Texas Penal Code ;
- Aiding a person to commit suicide under Section 22.08, Texas Penal Code; and
- Tampering with a consumer product under Section 22.09, Texas Penal Code. [See FOC(EXHIBIT).]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is defined by Texas Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

## FREEDOME FROM BULLYING POLICY

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [www.brockisd.net](http://www.brockisd.net) . Below is the text of Brock ISD's policy FFI(LOCAL).

Brock ISD  
184909

### STUDENT WELFARE FREEDOM FROM BULLYING

FFI  
(LOCAL)

	<p><b>Note:</b> This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.</p> <p>For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.</p>
<b>Bullying Prohibited</b>	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
<b>Retaliation</b>	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
<b>False Claim</b>	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
<b>Timely Reporting</b>	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
<b>Reporting Procedures</b>	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

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STUDENT WELFARE  
FREEDOM FROM BULLYING

FFI  
(LOCAL)

Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.



STUDENT WELFARE  
FREEDOM FROM BULLYING

FFI  
(LOCAL)

	The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
<i>Improper Conduct</i>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
<i>Confidentiality</i>	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
<i>Appeal</i>	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
<i>Records Retention</i>	Retention of records shall be in accordance with CPC(LOCAL).
<i>Access to Policy and Procedures</i>	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

## **Brock ISD –Telecommunications Acceptable Use Procedures 2018-2019**

Brock ISD expects that all users will use technology, telecommunications and/or Internet tools in appropriate ways for the performance of tasks associated with their learning and assignments. Toward that end, Brock ISD staff will guide students in the proper, effective, and acceptable use of telecommunications, electronic mail (messaging), Internet, and other technology usage. These procedures apply to any use of technology within district property or at district sponsored events regardless of who owns the technology. These procedures do not attempt to state all required or prescribed behavior by users; however, some specific examples are provided.

1. Communication over networks and/or Internet should not be considered private. Network and/or Internet supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.
2. Brock ISD will specify those behaviors that are permitted and those that are not permitted, as well as appropriate procedures to guide users use. In general, users are expected to communicate in a respectful manner consistent with state laws governing the behavior of school users and with federal laws governing copyrights. Electronic messaging and telecommunications and/or Internet are not to be utilized to share confidential information about other users.
3. Brock ISD encourages users to make use of telecommunications and/or Internet to explore educational topics, conduct research, and contact others in the educational world. Brock ISD anticipates that new systems will expedite the sharing of effective practices and lessons across the district; and will help users stay on the leading edge of learning by forming partnerships with others across the nation and around the world.

**Each user will sign an acceptable use agreement.**

### **Access to Networked Information Resources and/or Internet Procedures**

1. The network and/or Internet are provided for users to conduct research and communicate with others as directed and supervised by staff. Communications over the network and/or Internet are often public in nature, therefore general rules and standards for respectful behavior and communications will apply. Safety and security when using electronic messaging, chat rooms, and other forms of direct electronic communications are essential.
2. Electronic messaging, telecommunications and Internet are not to be utilized by users to share confidential information about themselves or other users because messages are not entirely secure. Unauthorized disclosure, use and dissemination of personal information regarding minors will not be permitted.
3. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on district servers or any other storage device will be private, (i.e. CD ROM, hard drives, flash drives, back-ups, cloud storage, network storage, etc.).

**The following behaviors are not permitted on district networks and/or the Internet:**

- Sharing confidential information regarding users
- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition



- Using obscene language
- Harassing, insulting, or attacking others
- Engaging in practices that threaten the network (e.g. downloading files that may contain a virus)
- Unauthorized access to any network and/or network devices (e.g. hacking)
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, documents or files
- Intentionally wasting limited resources
- Employing the network and/or Internet for commercial purposes
- Violating regulations prescribed by the network provider
- Promoting, supporting, or celebrating religion or religious institutions

The Technology department will report inappropriate behaviors to the staff's immediate supervisor or to the student's teacher who will take appropriate disciplinary action. Access to e-mail and other telecommunications and/or Internet is a privilege and violations of these procedures may result in a loss of access and/or disciplinary action up to and including expulsion. When applicable, law enforcement agencies may be involved.

### **Electronic Messaging, Internet Usage, and Other Technology Usage Procedures**

In order to ensure compliance with local, state, and federal computer crime laws, copyright laws, and to prevent inappropriate and non-company related use of Brock ISD Communication and Information Systems by Brock ISD users and to protect Brock ISD from being victimized by malicious acts of compromising organization assets, the following are Brock ISD's regulations on the use of Brock ISD Communication and Information Systems and/or Internet:

1. Brock ISD Communication and Information Systems and/or Internet are not to be used as personal bulletin services. Brock ISD Communication and Information Systems and/or Internet are not to be used in a way that may be disruptive, illegal, offensive to other, or harmful to morale, including unauthorized access and other unlawful activities. Brock ISD maintains a process for monitoring user usage of Brock ISD's Communication and Information Systems and/or Internet and will fully investigate suspected abuse. Users are responsible for preventing misuse of their technology devices and should take reasonable and appropriate precautions to protect Brock ISD's systems, including securing their devices (logging off before leaving). Brock ISD Communication and Information Systems and/or Internet are not to be used to transmit or knowingly receive vulgar, profane, insulting, or offensive messages, including racial, sexual slurs or jokes, harassing or threatening messages or pornography. Brock ISD is required to comply with all applicable federal laws and will report to authorities any individual accessing, transmitting, or knowingly receiving illegal information through the Brock ISD Communication and Information Systems and/or Internet, either on a school owned or personal device, including child pornography and illegally obtained software or other media.
2. Users using Brock ISD Communication and Information Systems and/or Internet are to use such services in a respectful manner so as not to damage the reputation of the organization. Brock ISD Communication and Information Systems and/or Internet are to be used in compliance with the Student or Employee Handbook. Brock ISD may choose to hold a user liable for any damage to Brock ISD's reputation or systems as a result of a user's misuse or Brock ISD's Communication and Information Systems and/or Internet.
3. Files/apps that are downloaded from the Internet must be scanned with up-to-date virus detection software before installation or executions. All appropriate precautions must be taken to detect for a virus and, if necessary, to prevent its spread. The introduction of viruses, or malicious tampering with any computer system, is expressly prohibited. Questions on how to scan with virus detection software should be directed to the Help Desk. All identified viruses must be reported to the Help Desk.

4. Unauthorized users shall not place district, confidential or proprietary material (including but not limited to copyrighted software, internal correspondence, or e-mail) on any publicly accessible Internet device. Sensitive material transferred over the Internet may be at risk of detection by a third party without precautions. Users must exercise caution and care when transferring such material in any form. Brock ISD confidential information is not to be transmitted or forwarded to outside individuals or companies not authorized to receive the information or Brock ISD users who do not have an approved educational need for the information. Alternate Internet Service Provider (ISP) connections to Brock ISD's internal network are not permitted. Examples of ISP's are America Online, Microsoft Network, Internet America, etc.
5. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, users are prohibited from downloading software/apps and/or modifying any such files without approval. Users are required to adhere to all licensing and copyright laws and cannot use electronic communications systems to send (upload) or receive (download) copyrighted materials including software.
6. Brock ISD reserves the right to restrict access to any materials that are inappropriate to minors and/or illegal materials. Brock ISD also reserves the right to restrict access to and/or filter any type of direct communications (including electronic messaging and chat rooms) that are outside of the Brock ISD Communication and Information Systems and/or Internet.
7. Vandalism is prohibited. Any malicious attempt to harm or destroy Brock ISD equipment or materials, data of another user of the Brock ISD's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of Brock ISD policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
8. Brock ISD Communication and Information Systems and/or Internet are Brock ISD property and are not private. Users do not have a personal privacy right in any material created, stored, received or sent in or through Brock ISD Communication and Information Systems and/or Internet. By using Brock ISD Communication and Information Systems and/or Internet, all users knowingly and voluntarily consent of their usage of these systems being monitored and acknowledge and agree to Brock ISD's right to conduct such monitoring. Brock ISD, in its sole discretion, reserves the right to access, monitor, copy, transcribe, forward, download, capture, and/or disclose all communications sent via any Brock ISD Communication and Information System and/or Internet at any time, with or without prior notice. Violations of Brock ISD's procedures on use of its Communications and Information Systems and/or Internet may result in disciplinary action up to and including expulsion.

### **Internet Safety Procedures**

Brock ISD currently monitors and filters Internet traffic. Each year we evaluate whether to upgrade or purchase new and other products to give the organization and the services we provide the protection needed. Internet filtering blocks or filters Internet access, in accordance with the requirements of CIPA. Internet filtering protects against access by adults and minors to visual depictions that are obscene, child pornography, or - with respect to use of computers with Internet access by minors – harmful to minors. It may be disabled for adults engaged in bona-fide research or other lawful purposes. Filtering includes monitoring the online activities of minors.

Brock ISD Internet filtering prevents access by minors to inappropriate matter on the Internet and World Wide Web. It also monitors electronic messaging, chat rooms, and other forms of direct electronic communications and unauthorized accessing and other unlawful activities online. Brock ISD is committed to the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

# **Brock ISD – Telecommunications Acceptable Use Procedures 2018-2019**

**Print and/or tear out, sign this page and return to your school within the first 10 days of school.**

## **I. FOR STUDENTS:**

**I have read all of the policies and guidelines in the Brock ISD Acceptable Use Procedures and understand my responsibilities as a student:**

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Grade: \_\_\_\_\_

## **II. FOR PARENTS:**

**I have read all of the policies and guidelines in the Brock ISD Acceptable Use Procedures and understand my/our responsibilities as a parent:**

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student and Parent Acknowledgement Form**

My child and I have been offered the option to receive a paper copy or to electronically access at [www.brockisd.net](http://www.brockisd.net) the Brock ISD Student Handbook and the Student Code of Conduct for 2018–2019. I have chosen to (**choose one of the two options below**):

- ☐ **Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.**
- ☐ **Receive a paper copy of the Student Handbook and the Student Code of Conduct.**

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the ***Student Code of Conduct***. If I have any questions regarding this handbook or the Code of Conduct, I should direct those questions to the principal at my child's campus.

Regarding student records, I understand that a student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, enrollment status and student identification numbers or identifiers that cannot be used alone to gain access to electronic education records is considered Directory information and may be released by the District to anyone who requests it unless I object in writing within ten school days of the student's first day of instruction for this school year.

Regarding technology, I have read the acceptable use policy, and I understand and consent to the responsibilities outlined in the acceptable use policy. I also understand and agree that my child shall be held accountable for adhering to the acceptable use of technology at school and/or at school-sponsored and school-related activities regardless of time or location. I understand that any student who violates the acceptable use policy shall be subject to disciplinary action.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_