

BROCK INDEPENDENT SCHOOL DISTRICT

STUDENT HANDBOOK



2016 - 2017

Quality to the Core....

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Addendums/Signature Forms

Student and Parent Acknowledgement Form

Photo/Video/Web & Student Work Publication Forms

**Photo/Video and Website Consent Form*

**Use of Student Work in District Publications Consent Form*

Release of Student Information to Military/Higher Education Form (optional)

PREFACE

To Students and Parents:

Welcome to the 2016-2017 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 a resource for some of the 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 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.

Also, 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.

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

If you or your child has questions about any of the material in this handbook, please contact the campus principal.

Also, please complete and return to your child’s campus the following required forms which are available on the Brock ISD website or at your child’s campus office:

1. Acknowledgment Form;
2. Notice Regarding Directory Information and Parents Response Regarding Release of Student Information form;
3. Photo / Video and Website Consent Form;
4. Use of Student Work in District Publications Form.
5. Parent’s Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education Form (**High School only - optional**)

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 Independent School District

Goals of the District 2016-2017

1. Prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our State and National heritage, and who can understand and productively function in a free enterprise system.
2. Increase and improve parental involvement in our school system. Efforts will be documented through volunteer lists, principal and teacher documentation, website contacts, School Messenger records, etc.
3. Provide an effective and efficient budget for the operation, maintenance and improvement of all educational parameters while adding to the fund balance.
4. Provide competitive salaries, benefits and incentives to all employees of the District in order to retain and recruit qualified personnel.
5. Continue providing staff development on the use of technology and incorporation of technology to enhance instruction in all areas.
6. Provide quality technology ideas and solutions throughout Brock ISD to ensure our students receive technology educational opportunities that prepare them competitively for post-secondary education and career successes.
7. Monitor drop outs and maintain less than 1% dropout rate for the district.
8. Achieve STAAR scores above State and regional averages and attain the highest Campus and District ratings recognized by the State.
9. Provide a safe educational environment for all Brock ISD students through the implementation of an effective crisis management plan and through the improvement of school security systems and processes.

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
2015-2016 UIL LONE STAR CUP CHAMPIONS



For inquiries, please contact the following personnel:

Scott Drillette, Superintendent of Schools.....	594-7642 599-3246 fax
Dee Ann Mills, Assistant Superintendent.....	594-7642 599-3246 fax
Mike McSwain, CFO.....	594-7642 599-3246 fax
Burt Green, Director of Maintenance.....	594-7642 599-3246 fax
Kelly McDonald, Director of Transportation.....	594-7642 599-3246 fax
Mere Marcus, Director of Food Services.....	596-7425 594-2509 fax
Rick Howell, High School Principal.....	596-7425 594-2509 fax
Chad Massey, Athletic Director..... High School Asst. Principal	594-7425 594-2509 fax
Ingia Saxton, Junior High School Principal 5-8.....	594-3195 594-3191 fax
Bobby Atchley, Junior High Asst. Principal 5-8.....	594-3195 594-3191 fax
Erin Griffith, Elementary Principal EC-4.....	594-8017 599-5117 fax
Andy Hudson, Elementary Asst. Principal EC-4	594-8017 599-5117 fax

For additional contact information, please visit:
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.
- 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.

Attending board meetings to learn more about district operations. Board meetings are normally held on the 2nd Monday of every month.

Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Dee Ann Mills and may be contacted at 817-594-7642.

PARENTAL RIGHTS: CONSENT, OPT-OUT, AND REFUSAL RIGHTS

CONSENT TO CONDUCT A PSYCHOLOGICAL EVALUATIONS:

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 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 child under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the child 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, instant or 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 child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. This 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]

OBJECTING TO THE RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION (SECONDARY GRADES)

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 that 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. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

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*.]

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.

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.

STUDENT RECORDS

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.

- 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.

Request to inspect records must be submitted in writing to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible 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.

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.

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.

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 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://tea.texas.gov/index2.aspx?id=7995>

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 14th 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 another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. 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.

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

HOMELESS STUDENTS/FAMILIES

Students 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.

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. An IDEA guide can be found at <http://framework.esc18.net/display/Webforms/LandingPage.aspx>

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

- Texas Project First, at <http://www.texasprojectfirst.org>
- Partners Resource Network, at <http://www.partnerstx.org>

Contact your campus counselor regarding options for a child experiencing learning difficulties or for a referral for an evaluation for special education services.

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).]

PARENTS OF STUDENT 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 SECT. 504

A child 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. When an evaluation is requested, a committee will be formed to determine if the child 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. Contact the building counselor regarding evaluation information.

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 is acceptable proof of residence within the district, 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 - 4th:	7:50 – 3:20
Brock Jr. High 5th – 8th:	7:55 - 3:25
Brock High School 9th – 12th:	8:00 – 3:30

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; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. 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 1 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 the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

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 absence 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

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.

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 his or her child's 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, including filing with the local truancy office.

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 10 or more school days or parts of school days within a six-month period in the same school year.

If a student ages 12 through 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).]

Attendance for Credit or Final Grade

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, that 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 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.

Official Attendance-Taking Time

The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at the following times:

Elementary Campus - 10:30 AM

Junior High Campus - 10:00 AM
High School Campus - 10:00 AM

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

Documentation after an Absence

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.

Please note that, 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.

PLEASE NOTE: 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

Upon returning to school, a student absent for more than four 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

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.

AUTOMOBILE / 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.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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. In some cases, bullying can occur through electronic methods, called "cyberbullying."

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, 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.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the 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 his or her child be transferred to another classroom.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL). [See Dating Violence, Discrimination, Harassment, and Retaliation and the District Improvement Plan, a copy can be viewed on the district website or in the campus office.]

CAFETERIA SERVICES

Brock Jr. High and Elementary campuses participate 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 Brock ISD's lunch program can be obtained from

the campus office or you may contact Food Service Director Mere Marcus 596-7425. Brock Jr. High and Elementary 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:

Our mission is to provide healthy food choices during school to support the nutritional needs of Brock High School 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 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 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 or at the point of service at any campus.

Students may not charge for the 2016-2017 school year until all money owed from 2015-2016 has been paid. **** All charges must be brought up to date every two weeks.**

CAREER / TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in 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.

These programs will be offered without regard to race, color, national origin, sex, or disability. Brock ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. Contact Dee Ann Mills, Director of Special Programs and Assessment, who will address certain allegations of Section 504 or Title IX discrimination allegations.

CELL PHONES

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.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse, which may be accessed at www.brockisd.net. 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. 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 The Texas Department of Family and Protective Services (TDFPS) See www.dfps.state.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp. to find more information about programs available in your county.

Reports of abuse or neglect may be made to:

CPS division of the TDFPS (1-800-252-5400 or on the web at <http://www.txabusehotline.org>).

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

<https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

<http://taasa.org/resources-2/>

<http://kidshealth.org/en/parents/child-abuse.html>

<http://www.texasattornegeneral.gov/cvs/what-we-can-do-about-child-abuse-1>

<http://www.texasattornegeneral.gov/cvs/what-we-can-do-about-child-abuse-2>

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT - HIGH SCHOOL

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 Students Graduating after 2015 - For the purpose of calculating GPA, 10% will be added to the final grade for each of the courses below:

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

CHANGE OF SCHEDULES

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

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

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 further information, see policies at EIC.]

COLLEGE CREDIT COURSES

Students in grades 10–12 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, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Weatherford College, which may be offered on or off campus; and
- Certain CTE courses.
- NOTE: 10th grade students are limited to 3 college hours per semester.

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 and, if so, will affect a student's final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP 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 already been accepted to a college or university, may not be allowed to take unnecessary college days.

CONDUCT

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, Rick Howell & Assistant Principal, Chad Massey
- Jr. High Principal, Ingia Saxton & Assistant Principal, Bobby Atchley
- Elementary Principal, Erin Griffith & Assistant Principal, Andy Hudson

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher. Parents are asked to follow the chain of command speaking to your child's teacher first.

After discussion with the teacher, then if needed, schedule a meeting with the principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's office or online at www.brockisd.net .

Should a parent or student feel a need to file a formal complaint, the complaint must be filed within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit a 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.

COMPUTER RESOURCES

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

Students and 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 below); 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

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, academic, 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.

COURSE CREDIT

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 EXAM—If a Student Has Taken the Course

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 exam 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 counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the 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 exam.

CREDIT BY EXAM—If a Student Has Not Taken the Course

Students in Grades 6-12 A student in grade 6 or above 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 or to accelerate to the next grade level. A student will earn course credit with a passing score of at least 80 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

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 exam 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),

To be eligible to earn credit by exam, students must complete exams by August 1st.

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.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. 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, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

Harassment

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, 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.

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.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

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 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, contact the campus office for more information.

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.

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

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 with disabilities 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.

All students are encouraged to participate in extracurricular activities. However, participation is a privilege, not a right.

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, P.A.L., 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.

FUND RAISING

- 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.

<u>Credits Earned</u>	<u>Classification</u>
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 for a Student Enrolled in High School Prior to the 2014–15 School Year

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law.

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.

A student enrolled in high school prior to the 2014–15 school year has the option of graduating under the foundation graduation program rather than the programs that would otherwise be applicable to that student. See the school counselor for additional information.

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.

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>

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 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 must stay home until they are diarrhea free without diarrhea-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.

Bacterial Meningitis

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

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

- 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 Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

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.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Physical Activity for Students in Elementary 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.

Health Screenings

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

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.

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)

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.

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 life-long 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 a institution of higher education.

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.

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.

LIBRARY

The following regulations should allow the library to contribute to your enjoyment and education:

- 1) All general reference books are to remain in the library unless special permission is given by a teacher/librarian to bring such books to class (encyclopedias, dictionaries, etc.)
- 2) Reserve books, current and back issues of periodicals, and vertical file materials may be used only in the library. These may be taken overnight if properly checked out and returned the next morning before classes resume.
- 3) All books may be checked out for two weeks and may be renewed once.
- 4) Fines for lost or damaged books must be paid. Students are responsible for all books checked out in their name and may be charged a fine of \$.05 for each day a book is overdue.

- 5) Magazines are to be read in the library. The school buys them for your enjoyment--take care of them and return them to the shelves so everyone can read them.
- 6) Junior High study rooms may only be used with teacher/librarian consent.
- 7) The media lab may be used by individuals if available and upon request to the librarian. All activities in the media lab shall be academic.
- 8) The High School computer lab may only be accessed through the library and may only be used with librarian consent or under direct supervision of a teacher.
- 9) Compact Disks for CD - ROM's and videos may be borrowed from the circulation desk for one period only. These may not be borrowed overnight for research.
- 10) All materials should be treated with care and returned in good condition.

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.

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).]

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 gender: Scott Drillette, Superintendent, (817) 594-7642.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dee Ann Mills, Director of Special Programs and Assessment, (817) 594-7642.
- All other concerns regarding discrimination: See the superintendent, Scott Drillette, (817) 594-7642.

PERSONAL ITEMS

Personal items such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices should not be brought to school or school-related events unless approved in advance by the building principal. Any device (including those not listed) that disrupts the educational process may be confiscated.

PLEDGES OF ALLEGIANCE, DECLARATION OF INDEPENDENCE AND MINUTE OF SILENCE

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

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. [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 text during Celebration Freedom Week in September. For more information see the campus principal.

PRAYER

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

PROMOTION AND RETENTION

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

GRADES 3-8

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

GRADES 9-12

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 at any grade level 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.

Parents of a student who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside 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 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. For more information, see the principal, 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 KG – 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.

Fire Drill Bells and Communication

Continuous bells

Halt

Return to classrooms

leave the building

by PA announcement

by PA announcement

Tornado Drill Communication

Move quietly but quickly to designated locations
Return to classroom

by PA announcement
by PA announcement

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 be distributed via the School Messenger automated phone system and /or be posted on the school's website: www.brockisd.net.

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.

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 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.

SIGN OUT SYSTEM FOR STUDENTS LEAVING SCHOOL

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. Principals may exercise professional judgment when enforcing sign out procedures.

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.**

SPECIAL PROGRAMS: LEP, Gifted and 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.

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 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.

TARDY POLICY: GRADES 9 – 12:

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

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

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

TARDY POLICY: GRADES 5 - 8

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

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

TARDY POLICY: GRADES K - 4

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 st Tardy	Warning by teacher
2 nd Tardy	Warning by teacher
3 rd Tardy	Loss of student privileges
4 th Tardy	Loss of student privileges
5 th Tardy	Loss of student privileges
6 th Tardy	Students will be required to attend after school detention, and <i>is not eligible for perfect attendance.</i>
7 th Tardy	Students will be required to attend after school detention.

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

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. Misbehavior on school buses will not be tolerated. 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 75 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 75 in any subject must attend the tutorial class until they demonstrate a 75. A teacher will supervise class.

WITHDRAWING FROM SCHOOL

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

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

D. Placement Review Committee

Each school shall establish a 3-member committee. The committee shall have the responsibility to:

1. Determine, in accordance with law and policy, the placement of a student, when a teacher refuses to readmit a student whom the teacher has removed from class.
2. Make recommendations regarding readmission of expelled students prior to completion of a court imposed disposition.
3. May review any placement of a student in AEP.

E. 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.

F. Student Records

Certain information about District students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the building principal within ten school days of the student's first day of instruction for this school year. Directory information includes: a student's name, address, telephone listing, email address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, major field of study, photograph, grade level and most recent previous school attended.

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

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

G. Student Retrieval

Parents and/or guardians must check in at the principal's office to request that their child be allowed to leave with them. A sign out sheet entry must be completed. To ensure safety and preserve instructional time, school personnel will retrieve the child.

H. Textbooks

State-approved textbooks are provided free of charge for each subject or class; a student is required to use these books carefully. The student, as directed by the teacher, must cover books; a student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian. A student shall be provided textbooks for use at school during the school day.

I. Visitors

Parents and other visitors are welcome to visit the school. All visitors to Brock ISD should provide reasonable advance notice of their intent to visit the campus, must first check in with the appropriate office, and will be required to carry a visitor's pass. Anyone who has not checked in with the office may be asked to leave the campus immediately. Visitors are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. This policy is to ensure the safety and well-being of all students.

II. Student Code of Conduct

A. 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

B. 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 during the regular school day or while the student is going to and from school on District transportation; during lunch periods in which a student is allowed to leave campus; within 300 feet of school property; while the student is in attendance at any school-related activity, regardless of time or location; for any school-related misconduct, regardless of time or location; when retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location; when the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081 and when the student is required to register as a sex offender; and when criminal mischief is committed on or off school property or at a school-related event. For certain

offenses while attending a school sponsored or school related activity on another district in Texas.

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.

C. 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.

D. End of Semester/Year Offenses

Certain student offenses may result in long-term assignment to an alternative education program (AEP) for the remainder of the semester or year. Such placement may extend beyond the school year in accordance with TEC 37.009(c).

E. 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. Avoiding violations of the Code of Student 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. Cooperating with District 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.

F. Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another.
2. Throwing objects, outside supervised school activities, 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.
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, 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 weapon or "look-alike" weapon prohibited by law or by school policy. A complete list of prohibited weapons can be obtained from the principal.
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, when the principal or designee determines that a danger exists.
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, hoaxes, or accusations regarding school safety.
31. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
32. Possessing, using, giving, or selling 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.

G. Dress Code

Please refer to student handbook.

H. Attendance

In Texas, a child between the ages of 6 and 19--depending on when the child's birthday falls--must attend school and District-required tutorial sessions unless otherwise exempted by law. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 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 is then unauthorized and may be considered trespass. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than

90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances.

When returning to school after an absence, a student must bring a note, signed by the parent, which describes the reason for the absence; notes signed by the student, even with the parent's permission, will be considered forgery and the student will be disciplined.

The District accepts the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal sickness (subject to attendance committee's review and approval), sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the Superintendent, teacher, or principal.
2. Days of suspension.
3. Participation in court proceedings or a child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competency-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his or her child.
9. Participation in a substance abuse rehabilitation program.
10. Homelessness, as defined in federal law.

ATTENDANCE COMMITTEE

An attendance committee will be appointed by each school to hear appeals from students who are in attendance less than 90% of the days the class is offered. The attendance committee will have the authority to:

1. Grant credit with excessive absences.
2. Offer alternative ways for students to make up time and schoolwork missed.
3. Defer to state law that denies credit.

If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent.

I. Compulsory Attendance

Students will be required to attend school if they are 6 years old on or before September 1, and until the student has completed the school year in which their 18th birthday occurs. Upon

enrollment in school, pre-kindergarten and kindergarten students will be required to attend school.

J. 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.

K. 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.

L. 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.

M. 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.

N. Cell Phones and Other Electronic Devices

Unless approved in advance by the building principal, students shall not possess 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.

O. Drug-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)

P. 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
4. Razors
5. Clubs or nightsticks
6. Metallic or hard surfaced knuckles
7. Chains
8. Pellet guns, BB guns or slingshots
9. Any other object used in a way that threatens to inflict harm to another person

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

Q. 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.

R. 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.

S. 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.

T. 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.

U. 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.

V. 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 principal, the student, the driver, and the parent(s) may be required.
2. The principal 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.

W. 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.

X. 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.

III. General Guidelines for Assessing Discipline

A. Definitions

The following words and terms, when used in this code, shall have the stated meaning unless the context clearly indicates otherwise:

Expulsion: Suspension of a student from school for more than three consecutive days. Expulsion for periods up to one year is required by law for certain student offenses and may contain a provision that prohibits attendance to school activities.

Parents: Includes single parent, legal guardian, or person in lawful control.

School Premises: Any property owned by the school district or over which the school district or its personnel exert lawful control, including property visited by students in connection with a school-operated activity, such as a field trip or an extracurricular activity.

Reassignment of Classes: A student may be removed from the assigned classroom and placed in another class on the same campus. To the extent possible the student should continue to receive instruction in the course from which removed. The purpose of this type of removal is to remove the student from a potentially dangerous or explosive situation. The administrator shall determine length of removal or stay.

Class Disruption: Any behavior that violates the rules of a particular classroom and interferes with an opportunity to present or other student's opportunity to concentrate on the presentation or assignment.

Discipline Management: Any actions that are intended to promote proper behavior and/or discourage misconduct.

In-School Suspension: (ISS) An on-campus setting, apart from the regular classroom, where the student continues to receive instruction in each course to the extent possible, for students who commit disciplinary infractions.

Suspension: (Off-campus School Suspension: OSS) an off-campus setting, apart from the regular classroom, where the student continues to receive instruction in each course to the extent possible through assignments. Suspension is the removal of a student from school and school activities for a period not to exceed three days at a time, for disciplinary infractions. **Students may not participate or attend school activities during suspension.**

Alternate Education Program (AEP): An instructional setting other than the regular classroom, completely apart from students who are not assigned to the program, located on or off the regular campus, with instruction that focuses on English language arts, mathematics, science, history, (and to the extent possible provides students with other subjects enrolled in prior to the placement), and self-discipline, and provides for behavioral needs through supervision and counseling. The District in cooperation with other school districts, juvenile agencies, or other entities may operate an AEP. The building principal or designee will determine the length of student placement in an AEP.

B. Listing of Offenses and Consequences 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.

C. 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 principal's 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.

D. 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.

E. 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. Alternative education placement.
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 AEP classroom rules after being placed in an 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).

F. Level V 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 an 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 an 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.

G. Procedural Due Process

Alternative Education Program (AEP)

Before placing a student in an alternative education program, the principal or appropriate school administrator shall conduct an informal hearing at which the student shall be advised of the conduct with which he or she is charged and shall be given the opportunity to explain his or her version of the incident. The District shall make reasonable efforts to contact the parent prior to placing a student in an alternative education program. If the parent cannot be notified prior to placement, the parent shall be notified as soon as possible of the placement and the reason for the placement.

The campus principal or designee will determine the duration of student placement in a disciplinary AEP. If the placement extends beyond the end of the next grading period, the student or student's parents have a right to notice and participation in a hearing before the Board or designee. Decisions to place a student in an AEP beyond the end of a grading period may not be appealed beyond the Board. After hearing the appeal the Board or its designee shall set the terms for the student's placement in AEP and deliver a copy of the order placing the student in the AEP to the student and the student's parent. The Superintendent must review the student's status at intervals of not more than 120 days. For placement in an AEP to extend beyond the end of the school year, the Board or designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others: or
2. The student has engaged in serious or persistent misbehavior that violates the student code of conduct: or
3. School action on the offense for which the student is placed in an AEP takes place during the final grading period of the year.

Note: Subject to the above considerations, seniors who are eligible to graduate and are placed in a disciplinary Alternative Education Program at the time of graduation, the last day of placement may be the last instructional day and the student may be allowed to participate in the graduation ceremony and related graduation activities.

Expulsion

Before a student is expelled he or she shall have the right to a hearing before the Board or its designee that meets the standards for due process under the federal constitution, which includes the following:

1. Prior written notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.

2. Right to a full and fair hearing before the Superintendent and may appeal to the Board or its designee.
3. Right to representation by legal counsel, by a parent or guardian, or by any other adult who is not an employee of the school district.
4. Opportunity to testify and present evidence and witnesses in one's defense.
5. Opportunity to examine the evidence presented by school administrators and right to question school administration witnesses. Special consideration may be given the victim or witnesses depending on the age, health, sensitivity, and well-being of the witness or victim.

A notice of the hearing and an invitation to attend shall be sent to the student's parent or guardian. The written notice shall advise of the nature of evidence and the names of any witnesses whose testimony may be used against the student. The Board decision shall be based exclusively on evidence presented at the hearing.

The final decision of the Board shall be communicated promptly to the student and parent. If the decision to expel is made, the Superintendent shall provide a written order outlining terms of and length of the expulsion. The expulsion may not extend beyond the end of the school year unless the conduct leading to the expulsion occurred during the final grading period. If the unacceptable conduct occurs during the final grading period of the year, the expulsion may extend into the next school year, but not beyond the end of the first semester.

Not later than the second business day after the date of a hearing, a copy of the expulsion order will be delivered to the authorized officer of the juvenile court of the county in which the student resides. Parents are responsible for supervision of the student during the expulsion term.

H. Appeal of Board's Decision to Expel

If a student appeals a Board's decision to expel, the student shall remain expelled pending further appeal. No educational service will be provided, except as determined by the ARD (Admission, Review, and Dismissal) or 504 committee for disabled students. The Board's decision may be appealed to the district court of the county in which the school administration office is located.

I. Emergency Placement or Expulsion

Emergency Placement

The principal or appropriate administrator may order a student to be immediately placed in an alternative education program if it is reasonably believed that the student's behavior is so unruly, disruptive, or abusive that it interferes with:

1. A teacher's ability to communicate effectively with students in a class.
2. The ability of the student's classmates to learn.
3. The operation of the school or school-sponsored activity; or
4. If the appropriated administrator reasonably believes that imminent harm is likely.

At the time of the emergency placement the student shall be given oral notice of the reasons for emergency placement in an AEP. Within a reasonable time the student will be afforded procedural due process as outlined in this code. The principal or appropriate administrator shall not be liable for civil damages for an emergency placement.

Emergency Expulsion

The principal or appropriate administrator has the right to order the immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect persons or property from imminent harm.

At the time of the emergency expulsion the student shall be given a notice of the reason for the emergency expulsion. A due process hearing for expulsion will be provided within 10 days, unless the parent or guardian agrees in writing to an extension of time. The principal or appropriate administrator is not liable for civil damages for an emergency expulsion.

The conditions of an emergency placement or emergency expulsion may restrict the student's extracurricular activities according to the Student Code of Conduct.

J. Teacher Removal of a Student

Informal Discretionary Removal

A teacher may seek the principal's assistance to maintain effective discipline. When a student is sent to the principal's office under this provision, the principal shall employ appropriate discipline management techniques consistent with Levels I, II, or III of this Student Code of Conduct.

If the behavior is a violation of the Student Code of Conduct, the teacher before leaving school that day must file a written report, not to exceed one page in length, with the principal or appropriate administrator, and a copy will be sent to the parent or guardian within 24 hours.

Formal Discretionary Removal

A teacher may remove a student from class:

1. If a student behaves in a way that is documented by the teacher to repeatedly interfere with classroom learning; or
2. The teacher determines the student to be so unruly, disruptive, or abusive that the student's behavior seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If the behavior is a violation of the Student Code of Conduct the teacher must file a written report that day, not to exceed one page in length, with the principal, and a copy will be sent to the parent or guardian within 24 hours.

When a teacher, under this provision, removes a student from class, the principal shall schedule a hearing within three class days. The hearing shall include the principal, parent/guardian, student, and the teacher who removed the student, when appropriate. Even if all persons are not present, the principal may still order the appropriate placement and the duration of that placement. At the hearing, the student shall be advised of the conduct with which he or she is charged and given an opportunity to explain his or her version of the incident.

When a teacher removes a student from class under this provision, the principal may:

1. Place the student into another appropriate classroom, or
2. Place the student into in-school suspension, or
3. Place the student into an alternative education program (AEP).

If the principal decides that the student should be returned to that teacher's classroom and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

Placement Review Committee

Each school shall establish a 3-member committee. The campus faculty shall select two teachers to serve as members of the committee, and one additional teacher shall serve as alternate. The principal shall serve or select one member from the professional staff. The committee shall have the responsibility to:

1. Determine, in accordance with law and policy, the placement of a student, when a teacher refuses to readmit a student whom the teacher has removed from class.
2. Make recommendations regarding readmission of expelled students prior to completion of a court imposed disposition.
3. May review any placement of a student in AEP.

Terms of removal may prohibit the student from attending or participating in school sponsored or school-related activities.

Mandatory Removal by a Teacher

A teacher **shall** remove from the classroom a student who engages in conduct described under Level V of the Student Code of Conduct. The principal shall either place a student removed under this provision into an alternative education program or recommend expelling the student, as appropriate. When a teacher, under this provision, removes a student from class, the principal shall schedule a hearing within three days. The hearing shall include the principal, parent/guardian, student, and the teacher who removed the student, when appropriate. Even if all persons are not present, the principal may still order the appropriate placement and the duration of that placement.

If the principal decides that the student should be recommended for expulsion, the student shall be provided a due process hearing for expulsion consistent with this Code of Student Conduct.

If the principal decides is that the student should be returned to that teacher's classroom following completion of the assignment to an alternative education program and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

Terms of removal **shall** prohibit the student from attending or participating in school-sponsored or school-related activities.

K. Suspension

The principal or other appropriate administrator may suspend a student who commits a Level II offense. A suspension may not exceed three school days, and the student shall be responsible for all class work missed during the period of suspension. Multiple suspensions for subsequent offenses are permissible.

Before suspending the student, the principal shall conduct an informal hearing at which:

1. The student is advised of the conduct of which he or she is charged; and,
2. The student is given the opportunity to explain his or her version of the incident.

District personnel shall make every effort to notify the parent prior to suspending a student from school. If the parent cannot be contacted prior to removal, the parent shall be notified as soon as possible and shall be informed of the reasons for suspension.

It is the parent's responsibility to provide adequate student supervision during the suspension period.

L. Placement of Students with Disabilities

Placement of Students with Disabilities in an AEP.

Only a constituted admissions, review and dismissal (ARD) committee may make the long-term placement of a student with a disability that receives special education services. Such students may not be placed in an alternative education program solely for educational purposes if the student does not also meet the criteria for alternative placement in TEC 37.006(a) or 37.007(a).

Due process or minimal due process procedures as appropriate shall apply.

Emergency Removal of Students with Disabilities

The principal or appropriate administrator may order the immediate suspension of a student with a disability for emergency reasons if it is believed that such action is necessary to protect the student, other persons or property from imminent harm. Removal shall be made only in emergency situations and shall not exceed three days unless the ARD or 504 committee

determines that the student poses an immediate threat to himself/herself or others, or disrupts the safety of the learning environment.

If emergency removals, suspension, or removal to alternative education programs total eleven (11) school days in a year, the ARD or 504 committee shall review the student's IEP (Individual Education Plan), unless the discipline management portion of the IEP specifies otherwise.

Suspension of Students with Disabilities

A student with a disability may be suspended for a period not to exceed three consecutive school days for each separate offense. Before such students are suspended members of the special education support staff, qualified to determine whether a link exists between the misconduct and the disability or placement, may be contacted for advice on whether or not a connection exists between the disability and the conduct.

A student with a disability shall not be removed to an alternative education program for more than 10 days unless the ARD or 504 committee first determines whether the alleged behavior in question was related to the disabling condition. If the ARD or 504 committee determines there is a connection, they must also determine what action is appropriate. Removal for more than ten consecutive school days requires ARD or 504 committee action, subject to the parent's right to appeal.

If a student with a disability is removed from school premises for any reason for a total of eleven (11) days or more in the school year, the ARD or 504 committee shall review the student's IEP, unless the IEP specifies otherwise.

Expulsion of Student with Disabilities

A student with a disability may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the ARD or 504 committee determines the misconduct is not related to the disabling condition or inappropriate placement.

In determining whether a student's disruptive behavior was related to a student's disabling condition, the ARD or 504 committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The ARD or 504 committee shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement after ten days while additional assessments are being made.

The ARD or 504 Committee shall determine the instructional and related services to be provided during the time of expulsion. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

If the ARD or 504 committee determines that the student's disruptive behavior is related to the disabling condition or inappropriate placement, the student shall not be expelled. If the student's disruptive behavior indicates an inappropriate placement, the ARD or 504 committee shall

review that placement and recommend alternatives. If the ARD or 504 committee determines that the behavior was related to the disabling condition, it shall either rewrite the IEP to address the student's behavioral and educational needs or, when appropriate, consider an emergency removal's extension.

M. Appeal of a Student with Disabilities Expulsion

A decision of the Board's designee to expel a student may be appealed to the Board. A student may be denied the privileges of the home campus pending appeal of an expulsion.

A student with a disability shall not be excluded from school pending appeal to the Board for more than ten days without ARD or 504 committee action. During an appeal to a special education hearing officer, the student shall remain in his current classes unless the District and parent agree otherwise or the hearing officer grants an interim order to authorize the exclusion.

Request for a Board hearing to appeal a decision to expel a student shall be made in writing to the Superintendent within three school days after receipt of the written decision. The Superintendent shall provide the parent written notice of the date, time, and place of the review within five days of receipt of the appeal request. The Board shall conduct a hearing that complies with required due process for expulsion hearings outlined in this code and shall base its decision on the evidence presented at that hearing.

If the decision to expel the student with the disability is upheld by the Board, the Superintendent shall mail a copy of the expulsion order to the student and the student's parent. A copy of the order shall also be mailed to the authorized officer of the juvenile court of the county in which the student resides.

N. Corporal Punishment

Corporal punishment is permitted as a corrective action to certain rules infractions in order to preserve an effective and orderly educational environment. Factors of student size and age, and the physical, mental and emotional conditions of the student shall be considered before the administration of any corporal punishment. Corporal punishment is limited to spanking or paddling the student, and is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. Only the principal, assistant principal, or a teacher may administer corporal punishment.
3. The instrument to be used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of other students.
5. A record will be maintained each corporal punishment instance.

O. Detention

For minor infractions of the code of conduct or other policies or regulations, teachers or administrators may detain students after school hours. Before assigning a student to detention

the teacher or administrator shall inform the student of the conduct that allegedly constitutes a rules violation, and the student shall be given an opportunity to explain his or her version of the incident.

When after school or before school detention is used, notice shall first be given to the student's parent or guardian to inform them of the reasons for detention and to permit arrangements for necessary transportation of the student. Except in the case of a student who is 18 years of age, or older, detention shall not begin until after the parent has been notified. If the student is a minor the parent or guardian will be required to provide necessary transportation when a student has been assigned to detention.

P. Readmission of Expelled Students

On recommendation of the placement review committee or on its own initiative, the District may readmit an expelled student while the student is still fulfilling court-imposed sanctions. After a student completes the sanctions, the district must readmit the student; however, the District may place the student in an alternative education program. The student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

Q. Interrogations and Searches

Student and/or property searches may be conducted based on a reasonable suspicion that the search could reasonably be expected to produce evidence of item(s) violating Board policy, the Student Code of Conduct, or criminal laws. School officials may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. However, consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntarily given. Vehicles on school property are subject to search under the same standard.

Lockers remain under the school's jurisdiction even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Locker searches may be conducted at any time there is reasonable cause to do so whether or not a student is present.

Searches of students' outer clothing and pockets may be conducted if reasonable suspicion exists. Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all, of the examples of circumstances supporting reasonable suspicion:

1. Smell of alcohol on breath.
2. Present inability to communicate coherently.

3. Dilated pupils.
4. Odor of marijuana.
5. Habitually sleeping in class.
6. Bloodshot eyes.
7. Canine alert on one's locker, books, vehicle, or automobile, etc.

R. Physical Restraint

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the employee, from physical injury.
2. Obtain possession of a weapon or dangerous object.
3. Protect property from serious damage.
4. Restrain an irrational student.
5. Remove from a specific location a student refusing a school employee's lawful command, including from a classroom or other school property, in order to restore order or impose disciplinary measures.

S. Cooperation with Law Enforcement Officials

The District and its personnel will cooperate with law enforcement agencies within reason. Legal officials may be summoned to keep or restore order at school or school-related activities. They may also be summoned to conduct an investigation of alleged criminal conduct on school premises or at school-sponsored activities. Administrators have the responsibility and authority to determine when law enforcement assistance is needed within their respective jurisdiction. However, district administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

T. Police Questioning of Students

For police questioning of a student in school, the following guidelines shall apply:

1. The officer shall provide his/her name and title for district records.
2. The officer shall state the necessity for questioning the student during school hours at school.
3. After consultation, the principal or officer shall make reasonable effort to contact the student's parents or guardian.
4. Effort shall be made for questioning to be out of other student's view.

U. Arrested Students

If a student at school is subject to arrest or apprehension by law enforcement officer(s), the principal or appropriate administrator, after consultation, shall deliver the student into the officer's custody. The principal shall immediately make reasonable efforts to notify the student's parents and the Superintendent.

Freedom 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 . Below is the text of Brock ISD's policy FFI(LOCAL).

STUDENT WELFARE: FREEDOM FROM BULLYING

FFI(LOCAL)

Adopted on 2-20-2012

Brock ISD 184909

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

Note: This policy addresses bullying of District students. 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.

BULLYING
PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school sponsored or school-related activity, or in a vehicle operated by the District and 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; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

DATE ISSUED: 2/20/2012

UPDATE 93

FFI(LOCAL)-A

Brock ISD –Telecommunications Acceptable Use Procedures (AUP)

2016-2017

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.

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 the Brock ISD Student Handbook and the Student Code of Conduct for 2016–2017. 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: _____

Photo/Video/Web & Student Work Publication Forms

PHOTO /VIDEO AND WEB SITE CONSENT FORM

The Texas Education Code requires that schools get permission from parents or guardians before making or authorizing the making of a videotape of a student or audio recording of a student's voice. Exceptions to this requirement are:

- For purposes of maintaining safety,
- As part of regular classroom instruction,
- As part of co-curricular or extra-curricular activities, or
- News media coverage of the school.

Throughout the school year, various news media ask the Brock Independent School District for photos, videotape, and audio recordings of students. Interviews of students are requested from time to time.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name),

do give

do not give

the district permission to use my child's name or make and use my child's photograph and voice or videotape recordings for publications that include, but not limited to, the district website, newspaper articles, classroom newsletters, school bulletin boards and the school marquee.

USE OF STUDENT WORK IN DISTRICT PUBLICATIONS

Occasionally, the Brock ISD wishes to display or publish student artwork or special projects on the district's website and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name),

do give

do not give

the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: _____ Date: _____

High School Form Only - Optional

THIS SIGNED DOCUMENT MUST BE RETURNED TO THE BUILDING PRINCIPAL WITHIN TEN (10) SCHOOL DAYS OF THE STUDENT'S FIRST DAY OF INSTRUCTION FOR THIS SCHOOL YEAR.

Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education.**]

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institution of higher education without my prior written consent.

Parent signature _____ Date _____