



BIRDVILLE INDEPENDENT SCHOOL DISTRICT

# Elementary Student Handbook



**2012-2013**



Birdville Independent School District

# Elementary Student Handbook



2012-2013

[www.birdvilleschool.net](http://www.birdvilleschool.net)

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# Birdville Independent School District

6125 E. Belknap Haltom City, Texas 76117

817.547.5700 FAX 817.838.7261

[www.birdvilleschools.net](http://www.birdvilleschools.net)

## Board of Trustees

Richard Davis

Brad Greene

Cary Hancock

Ralph Kunkel

Jack McCarty

Joe Tolbert

Dolores Webb

## Cabinet

Dr. Darrell G. Brown,  
Superintendent

Dr. Elizabeth A. Clark,  
Associate Superintendent for Curriculum and Instruction

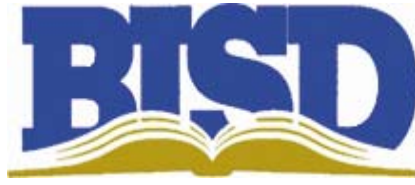
Mike Seale,  
Associate Superintendent for Finance

Joe Cammarata,  
Associate Superintendent for Staff and Student Services

Randy Sumrall,  
Executive Director of Technology Information Management Systems

Mark Thomas,  
Communications Officer

*Elementary Handbook is edited by Dr. Rick Kempe, Director of Student Services*



# Birdville Independent School District

6125 E. Belknap Haltom City, Texas 76117  
817.547.5700 FAX 817.838.7261  
www.birdvilleschools.net

## Elementary Schools

(Grades K-5, Phone, Principal)

**Birdville Elem.**  
817-547-1500  
Cherie Wagoner

**David E. Smith Elem.**  
817-547-1600  
Deborah Coulson

**W.T. Francisco Elem.**  
817-547-1700  
Jennifer Salyards

**Binion Elementary**  
817-547-1800  
Hilda Hagar

**Alliene Mullendore Elem.**  
817-547-1900  
Billy Pope

**Richland Elem.**  
817-547-2000  
Jed Carleton

**Smithfield Elem.**  
817-547-2100  
Greg Bicknell

**Snow Heights Elem.**  
817-547-2200  
Mike Dukes

**Major Cheney Elem.  
@ So. Birdville**  
817-547-2300  
Han Arthurs

**O.H. Stowe Elem.**  
817-547-2400  
Mike Moon

**Academy at W. Birdville Elem.**  
817-547-2500  
Lyndi Andrews

**Holiday Heights Elem.**  
817-547-2600  
Kaynee Correoso

**Watauga Elem.**  
817-547-2700  
Justin Vercher

**Grace E. Hardeman Elem.**  
817-547-2800  
Tim Drysdale

**W.A. Porter Elem.**  
817-547-2900  
Jamie Smith

**Academy at Carrie F. Thomas Elem.**  
817-547-3000  
Dr. Sabrina Lindsey

**Foster Village Elem.**  
817-547-3100  
Ann Croxdale

**North Ridge Elem.**  
817-547-3200  
Allison Cobb

**John D. Spicer Elem.**  
817-547-3300  
Dr. Cheryl Schwaebler

**Green Valley Elem.**  
817-547-3400  
Dawn Boriack

**Walker Creek Elem.**  
817-547-3500  
Scott Gregory



# Birdville Independent School District

## GOALS AND OBJECTIVES

All classrooms and schools will be safe, secure, and nurturing places for students, staff and parents.

All students will exceed state and national standards in all subject areas.

BISD staff will implement systemic and systematic improvement practices in all departments and on all campuses.

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### BIRDVILLE INDEPENDENT SCHOOL DISTRICT

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the Birdville Independent School District and any student, prospective students, agency of the local, state, or federal government, or any other person or legal entity of any and every nature whatsoever.

The District hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time, without notice and in any manner that the Administration deems to be in the best interest of the District.

# Special Notice Requirements

## Assurance of Nondiscrimination

Birdville I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The Superintendent has designated Joe Cammarata, Associate Superintendent, to coordinate compliance with the legal requirements of Title IX, and Donna Layer, Coordinator of Counseling Services has been designated to coordinate compliance with the legal requirements of Section 504 and Title II of the Americans with Disabilities Act. Joe Cammarata and Donna Layer can be reached at: 6125 East Belknap, Haltom City, TX 76117, 817-547-5700.

## Violation of Law-

### Alcohol, Drugs, Tobacco, and Weapons

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student may have driven to school and parked on district property is also prohibited. [See the Student Code of Conduct for information regarding disciplinary consequences.

## Directory Information

Certain information about district students is considered directory information and can be released to anyone who follows procedures for requesting the information, **unless the parent objects to the release of the directory information** about the child. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. No Child Left Behind (NCLB) requires that secondary parents/guardians also have the choice to restrict information to military recruiters and institutions of higher learning.

## Proof of Child's Identity

House Bill 1440 signed by the Governor on June 16, 1989, requires a parent or guardian to present, within 30 days of a child's enrollment, proof of the child's identity and a copy of the child's records from the most recently attended school. It also requires school districts to notify the police if this information is not provided, and to request information about whether the child has been reported missing. Districts must notify the Missing Children Information Clearinghouse if the name on the identifying document or school record differs from the name under which the child is enrolled.

## Outdoor Air Quality

All students participating in activities that involve outdoor physical exertion shall be required to provide a medical release from a physician if their respiratory system is compromised by ozone or exercise-induced asthma. The medical release is in addition to the standard form completed during the physical required for students in athletics and shall be the responsibility of the parent. The medical release should be given to the school nurse, coach, or sponsor.

Parents who do not want a student to participate due to medical or ozone-related weather conditions must notify the teacher/sponsor/director **prior to** the extra-curricular event.

# Academic Policies

## Grading Policies

### Prekindergarten and Kindergarten

An individual student checklist will be used to report student progress to parents rather than traditional report cards. The checklist will provide more specific information about a student's growth in skills and concepts being taught in a six weeks grading period. Progress will be reported as follows:

#### Prekindergarten

- D     Developed
- S     Still Developing
- C     Area of Concern

#### Kindergarten

- B     Beginning
- P     Progressing
- M     Meets Expectations

Grades in other subject areas shall be reported according to the following scale:

- E - Excellent
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

### Grades 1-5

There will be one (1) report card used for grade levels two through five (2-5).

A standards-based checklist will be used for grades K and 1. Grades in all subject areas shall be reported to parents, guardians, and students at the end of each six weeks. In grades 2-5, grades for the subject areas of English language arts (composition, grammar, spelling) and reading, mathematics, science, and social studies shall be reported as numerical averages according to the following:

### Academic Student Report Card (Grades 2-5)

- 70-100 - Passing
- 0- 69 - Failing

Grades in other subject areas (physical education, art, music, health and handwriting) shall be reported with a grade scale of E, S, N or U.

**Conduct and Work Habit grades prekindergarten-5**  
**Conduct grades shall reflect the E-S-N-U grading system:**

E - Excellent  
S - Satisfactory

N- Needs Improvement  
U- Unsatisfactory

**Skyward Family Access**

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

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

**Progress Reports**

These are sent home with students after the third week of each six weeks grading period to all students who are failing or are in danger of failing a subject. Parents are encouraged to schedule a conference with the teacher if a progress report is sent home. All conferences must be scheduled through the office.

**Grading of Late Work**

Students may be assessed a penalty of no more than ten (10) points per day for up to three (3) days before a zero may be given for work not turned in on time.

The work addressed in the policy includes any assignment which is to receive a major grade or which has been completed over an extended period of time for which a designated due date has earlier been announced.

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

**Homework**

The district believes homework is an important part of the learning process that extends, enriches, and/or reinforces academic concepts and skills to enhance achievement. Each campus shall develop, as part of its local campus improvement planning procedures, guidelines for including homework among its instructional activities. Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational progress.

## Make-up Work

It is the responsibility of the INDIVIDUAL STUDENT to make arrangements with each teacher for make-up work following each absence. The procedure for makeup work for absences shall be the following:

### School Day By Which Work Is Due

<u>Days Absent</u>	<u>Due After Return</u>
One	Second
Two	Third
Three	Fourth
Four	Fifth
Five	Sixth

In the case of extended absences, arrangements for completion of work shall be made with the individual teacher. To coordinate make-up work for all content areas, check with the school office. Generally a 24-hour notice is required to gather make-up work.

If make-up work is assigned and turned in within the number of days permitted, it will be graded, and full credit will be given.

In grades two through five, if a student has not had sufficient time to make up work at the end of a grading period, a grade of *incomplete* shall be assigned until assessment is completed.

If a student receives an incomplete (I) grade for excessive absences at the end of the semester, he/she shall complete all make-up work within five (5) school days. At the end of the five (5) school days, if the work is not complete, the incomplete becomes a numerical grade, and the NC becomes loss of credit on the student's record.

### Clarification of Remediation / Reassessment Procedures

Students' grades shall reflect mastery of district objectives, which have been related to Texas Essential Knowledge and Skills. Students who receive a failing grade on a test or other assessment which has a major impact on the grade shall have an opportunity to receive remediation and be reassessed for mastery. The reassessment should cover the same basic content at the same level of difficulty as the original assessment.

### Tutorials

Students who are not mastering concepts/skills at seventy (70) percent or above shall receive additional assistance through re-teach/remediation either during class time or a special time set aside by the teacher.

# Academic Special Programs

## Bilingual

### Bilingual Program

BISD's bilingual education program is implemented through two dual language models: **One-way** and **Two-way**. Both models are research-based and promote optimum academic and linguistic development in both English and Spanish. Additionally, biculturalism is emphasized to ensure that the ELLs successfully integrate into and participate in important aspects of cultures, values, and belief systems.

### One-Way Dual Language Model

The One-Way Dual Language model provides 50% of instruction in Spanish and 50% of instruction in English instruction to Spanish speaking language learners. The language of instruction is dependent on the content area. Teachers who provide instruction in these classrooms are bilingual certified. There are 6 elementary campuses that implement this model: Jack C. Binion, O.H. Stowe, and The Academy at West Birdville, Walker Creek, Watauga and Birdville.

### Two-Way Dual Language Model

The Two-Way Dual Language model serves two populations: Native Spanish Speakers and Native English Speakers. Students of both language groups are integrated all day and are provided content instruction in an environment, which promotes language and social equality while supporting full bilingual proficiency. This program model is enhanced to ensure that the language learning for both groups is accelerated. There is one campus that implements this model: The Academy of Carrie Francis Thomas.

## BRAVO

(Building Readers Auditorially, Visually and Orally): BISD's program developed for students in grades one through five (1-5) identified as being dyslexic or having a related disorder. Every elementary campus is assigned a trained reading specialist who is responsible for screening, determining eligibility, and teaching identified students.

## ESL/ESOL

### Content-Based ESL Program

English language learners who are not served through the bilingual program are served through content-based English as a Second Language (ESL) program. The ESL instruction is provided by the classroom teacher who is ESL certified and/or sheltered instruction trained. The instruction is sheltered which allows the English learner to acquire language and learn the content simultaneously. All of our elementary campuses have content-based ESL programs.

### Gifted/Talented (EXCEL) Program

BISD offers programs for gifted/talented students in grades K-12. An academically gifted and talented student is capable of excelling in relation to students of similar age, experiences, or environment as reflected by one or more of the following areas: general intellectual ability, specific subject matter aptitude, and creative and productive thinking ability. At the elementary level, identified students are clustered with teachers who have received specialized training in gifted/talented instruction, and they participate in a pull-out program. Information concerning participation in the gifted/talented program may be obtained by calling the Office of Advanced Academics at 817.547.5816.

### **Prekindergarten**

This is an early intervention program for qualifying three and four-year-old children; eligibility is based on one or more criteria, including demonstration of economic need, limited English language proficiency, homelessness, or children of active military parents. Parents of children needing service should register at their home school. If eligibility criteria are met, parents will be contacted with a school assignment. Students are provided a rich developmental curriculum designed to provide necessary experiences and information for future learning successes.

### **Special Education**

Special Education is instruction and related services provided by special education personnel or a regular education program that has been modified through the use of special education support services, supplementary aids, or other special arrangements. Students who are eligible need special education services to progress through school. One or more of the following disability conditions must be documented according to state and federal criteria: learning disabilities, speech impairments, physical disabilities, mental retardation, emotional disturbance, autism, multiple disabilities, traumatic brain injury, visual impairments, or hearing impairments. Services are available to students beginning on their 3rd birthday and to students who have not reached their 22nd birthday on September 1 of the current scholastic year. Students with visual impairments or who are hearing impaired may receive special education services from birth until reaching their 22nd birthday by September 1.

## **Student/Parent Information**

### **Alcohol, Tobacco, and Drugs**

It is against federal and state laws for any person to possess, sell, give away, use, or be under the influence of alcohol, tobacco products or illegal drugs, while on school premises, or while attending school related activities, on or off school premises. Anyone found to be in violation of these laws shall be subject to disciplinary measures and may include applicable suspension, termination, and/or civil prosecution.

### **Assemblies**

A student's conduct in assemblies must meet the same standards as in the classroom, and will be subject to disciplinary action for failure to follow the Student Code of Conduct.

### **Attendance**

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

### **Compulsory Attendance**

State compulsory attendance laws generally require all children who have reached age 6 on or before September 1, and have not reached age 18, to attend school each day school is in session. A student who is younger than age 6 and has never been enrolled in the first grade is not required to attend school; however, once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school during the time that they are enrolled.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student

and his or her parents if a school-age student is not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days, or parts of days, within a six-month period in the same school year, or
- Is absent on three or more days, or parts of days, within a four-week period.
- Is younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.
- Is age 12 through age 17 and violates the compulsory attendance law, both the parent and the student could be charged with a criminal offense.

A student that is absent for any reason is expected to make up specific assignments missed and/or to complete additional assignments assigned by the teacher to meet subject and course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

### Attendance Procedures

- A. When a student must be absent from school, the student-upon returning to school-must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. A parent should call the school before 10 am on the day of the absence, and should also state in writing the reason for the absence when the student returns to school.
- B. All documentation (parent notes, doctor's notes, appointment verifications, etc.) must be presented to the attendance office on the date the student returns to school. Any absence not cleared within the allotted time (three days) will become an unexcused absence. Unexcused absences are absences determined not to be due to approved extenuating circumstances. Students who have unexcused absences shall be permitted to make up their work if a grade for the assignment was to be given. Grades for make-up work for an unexcused absence will be adjusted downward no less than 10 points and no more than 20 points.
- D. A student's absence from school or from any class without permission will be considered unexcused and the student will be subject to disciplinary action.
- E. A student who must leave school during the day must bring a note from his or her parent stating the reason for the absence. The note from the parent requesting the early dismissal should be brought to the attendance office before the student's first period class. The note must include the date, full name, grade, reason for dismissal, parent's signature, and phone number where parent can be reached. Parents will be required to show ID when picking up a child for early dismissal.
- F. A student who becomes ill during the school day should (with the teacher's permission) report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

- G. Students who arrive late to school will be counted tardy. Parents are expected to provide written verification as to the reason for the tardy. Three (3) tardies count as one (1) absence. Also, high school students who arrive late to class will be counted tardy, and the “three tardies equals one absence” rule will apply.

### Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. Parents of students who have accumulated more absences than allowed for credit may present a written appeal for extenuating circumstances to the campus attendance review committee. The attendance review committee will determine whether there are extenuating circumstances for the absences and how the student might regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skill, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee’s decision by filing a written request to the Superintendent or his designee.

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.

The following absences may be submitted for consideration regarding extenuating circumstances:

1. An excused absence based on personal sickness or death in the family,
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student’s late enrollment or early withdrawal.
5. Days missed as a documented runaway.
6. Completion of a competency-based program for at risk students.
7. Participation in a substance abuse rehabilitation program.
8. Homelessness, as defined in federal law.
9. An extracurricular activity or public performance, subject to approval by the District’s Administration.
10. Required screening, diagnosis, and treatment for Medicaid-eligible students.

11. Family emergency, or unforeseen or unavoidable instance requiring immediate attention.
12. A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment.
13. A juvenile court proceeding documented by a probation officer.
14. As absence required by state or local welfare authorities.
15. Observing religious holy days (including travel for that purpose – up to two days) when it is a tenet of their faith.

A student who attends class at least 75 percent but fewer than 90 percent of the days class is offered may receive credit if he or she completes a plan approved by the principal to meet the instructional requirements of the class. If the student does not complete the plan, or has less than 75 percent attendance, then he or she will be referred to an attendance review committee to determine whether there are extenuating circumstances and how the student can regain credit lost due to nonattendance.

The deadline for making an extenuating circumstances appeal for elementary students is the last day of the school year. 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.

The district provides these alternatives for a student to make up work or regain credit lost because of absences.

1. Complete original or additional assignments, as specified by the committee.
2. Attend make up sessions (before or after school, or Saturday school).
3. Maintain the attendance standards for the remainder of the semester.
4. Any other option that the committee believes will best benefit the student.

It is the committee's prerogative to prescribe any option or combination of options in order for students to receive credit. Regardless of options selected and completed, students must earn a passing grade in order to pass the class.

### **Attendance Concerning Absences Due to Health Care**

A student shall be excused for a temporary absence resulting from a health care appointment, if that student commences classes or returns to school on the same day of the appointment. A student whose absence is excused under this subsection will not be penalized for that absence, and shall be counted as if the student attended school for purposes of calculating the average daily attendance of students in the school district. A student whose absence is excused under this subsection shall be allowed a reasonable time to make up schoolwork missed on those days. If the student satisfactorily completes the schoolwork, the day of absence shall be counted as a day of compulsory attendance.

### **Change of Address**

Students/parents are required to inform the attendance clerk of any change in address or telephone number. Parents have the authority to go into the Skyward student system and make changes to the students address and phone numbers electronically. BISD encourages the updating of that information so we can contact the parent in the event of an emergency.

### **Withdrawal from School**

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the

necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district. Generally a 24-hour notice is required for a student to withdraw from school.

## Attendance Plan

The attendance zone shall be determined by the primary residence of the parent, guardian, or person having lawful control of a student eligible for admission to BISD. Specific information relating to school attendance zones may be obtained at each campus or at central office.

1. A student shall attend the school determined by the attendance zone in which his/her parent, guardian, or person having lawful control of the student resides.

### BISD Campus Clusters

#### Birdville High School

Richland Middle  
Binion Elementary  
Richland Elementary  
Academy at C.F. Thomas

Smithfield Middle  
Smithfield Elementary  
W.A. Porter Elementary  
Walker Creek Elementary

#### Haltom High School

Haltom Middle  
Academy at W. Birdville  
Birdville Elementary  
W.T. Francisco Elem  
David E. Smith Elem.

N. Oaks Middle  
John Spicer Elementary  
O.H. Stowe Elementary

Watauga Middle  
Hardeman Elementary  
Watauga Elementary

#### Richland High School

N. Richland Middle  
Holiday Heights Elem.  
Mullendore Elementary  
Snow Heights Elem.  
Major Cheney at S. Birdville

N. Ridge Middle  
Foster Village Elem.  
Green Valley Elementary  
N. Ridge Elementary

2. Students moving **within the district** may remain in the school in which they are presently enrolled only until the end of the current semester, (provided there are no discipline, attendance, or transportation problems), after which time they must complete the Open Enrollment process or attend the school designated by their attendance zone.
3. All students new to the district must attend the school in their designated attendance zone or complete the Open Enrollment process.
4. Pre-registration **does not** entitle attendance in a particular school if students move **within the district** during the summer before the first day of the new school year unless they are approved through the Open Enrollment process.
5. Students moving **out-of district** may continue to attend BISD if they are approved through the Open Enrollment process or until the end of the current six weeks provided there are no discipline, attendance, or transportation problems. (Exception: Students in the 11<sup>th</sup> grade who will have earned 17 credits by the end of that school year may continue to attend for the remainder of that year and following year tuition free but they must complete the Open Enrollment Form).

## Authority of Teachers

The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. State law vests teachers, substitute teachers, and administrators with complete authority at all times. Students are expected to respect those in authority whether inside the classroom, on the campus, or at school-sponsored activities. Students failing to follow directives from any teacher, substitute teacher, and/or administrator will be subject to disciplinary action.

## Bicycles/Skateboards/Roller-Skates/Roller-Blades/Scooter/Roller-Shoes

Upon arriving at school, bicycles, skateboards, roller-skates, roller-blades, and scooters must be left at each school's designated area. The student is responsible for the security of the item. The district is not liable for theft or vandalism of the items. Students will refrain from using bicycles, skateboards, roller-skates, roller-blades, roller-shoes, or scooters on school property before, after, or during the school day.

## Bus Transportation

The district provides free transportation for students who live two miles or more from their home school. Transportation for a student with disability shall be made in accordance with the provisions of the student's Individual Educational Plan (IEP). **No transportation is provided for any regular educational student who is assigned to DAEP program.**

A parent may also designate a child-care facility or grandparent's residence as the regular pick-up and drop-off location for his or her child. The designated facility or residence must be an approved stop on an approved route. For information on bus routes and stops or to designate and alternate pick-up or drop-off location, you may contact BISD Transportation Services at 817.547.5830.

Students who fail to comply with the established rules of conduct while using school transportation may be denied transportation services and may be subject to disciplinary action.

Any malicious attempt to harm or destroy district equipment or transportation materials is prohibited. Restitution for costs associated with restoration or replacement may be required.

All chaperones must be approved by the campus administrator and will have had a completed criminal record check. Chaperones may ride only when there is adequate seat space as determined by a school administrator. (Volunteers must attend an orientation, which is held on each BISD campus).

## Care of School Property

Students are responsible for the proper care of all supplies, books, lockers, uniforms, and furniture furnished by the school. Students, who lose, disfigure, break, or damage school property or equipment may be required to pay for the damages and/or may be subject to additional disciplinary actions.

## Child Nutrition

BISD participates in the Federal School Lunch and Breakfast Program and offers free and reduced-price meals based on a student's financial need. An application for free or reduced-price meals should be completed annually. Approval is not automatic. Active students in BISD that participated in the program at the end of the preceding year will have a temporary approval status for the first 30 operating days of the 2012-2013 school year. Once a current school year application is processed, the new status will be effective immediately. Processing may require ten working days. Until the application is processed, the parent is to furnish the child with lunch money and/or a lunch from

home. BISD does not permit students to charge meals. Application for the program can be found at each school, printed from the BISD Child Nutrition's website or completed and submitted online. Letters notifying families of their approval status will be mailed to each household.

BISD operates a closed campus lunch. Students at all grade levels are expected to eat lunch on campus. Students who leave campus without permission are subject to disciplinary action.

Every student in BISD has a student child nutrition account. Parents may view their child's balance, purchase history, and put money directly into their child's account by logging onto MealPayplus.com. A student may eat breakfast and/or lunch at any line, including a la carte, until the account is expended. At that time additional money may be placed into the account.

USDA regulations restrict the sale of certain competitive and minimal nutritional value foods (candy, carbonated beverages, etc.) to students during the school day.

### **Foods of Minimal Nutritional Value**

Foods of minimal nutritional value (FMNV) refer to the four categories of foods and beverages (soda water [any carbonated beverage], water ices [any frozen sweetened water and flavored ice], chewing gum and certain candies) that are restricted by the USDA under the child nutrition programs.

### **Competitive Foods**

Competitive foods are foods and beverages sold or made available to students other than school meals. This definition includes, but is not limited to, food and beverages sold and provided in vending machines, in school stores, or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company, or organization.

School Events: Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year to be determined by campus. The exempted events must be approved by a school official. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students in accordance with federal regulations.

### **Care of Buildings and Grounds**

Every student has an obligation to keep our buildings, equipment, and grounds looking their best. Parents or guardians shall be responsible for damages done by their student to school property, and students must reimburse the school for all damages. The student will also be subject to disciplinary actions.

### **Change of Address or Telephone Number**

Students/Parents are required to inform the change in address or telephone number. A change in address requires that proof of residency documentation be provided to the attendance/school office. Parents have the authority to go into the Skyward student system and make changes to the students address and phone numbers electronically. BISD encourages the updating of that information so we can contact the parent in the event of an emergency.

This information is especially important on the emergency health card. Students/parents who move out-of-zone or out-of-district and fail to inform the school can be withdrawn immediately.

## Cheating/Plagiarism

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. All incidents of cheating must be reported to campus administration.

## Child Find

BISD provides special programs for students with disabilities from ages 3 to 21 years of age and for children birth to 21 years of age with visual or hearing impairments. A student or parent with questions about eligibility requirements or programs and services offered should contact the Director of Special Services at 817.547.5700.

## Closed Campus

All District school campuses are closed campuses. Closed campus shall be enforced from the time the student reaches the campus until they have completed their regularly scheduled day. Any student who leaves campus without office permission will be considered truant. This includes leaving the building to go to the parking lot.

Picture identification is required to sign out any student. **Only persons whose names appear on the Student Enrollment Form or emergency card will be permitted to sign out students.**

## Communicable Disease

There are some conditions that will require a student to be kept at home while he or she is contagious. Call the school nurse about any health concerns you have concerning your student.

## Conferences

Parent-teacher conferences are an important link in the educational process. A parent, teacher, or student can initiate conferences. All parent conferences should be scheduled through the school office. In order for a conference to be productive, teachers need adequate time to gather important student information, and conferences must be scheduled during the teacher's conference period.

Students and parents may expect teachers to request a conference if: 1) the student is not maintaining passing grades or achieving the expected level of performance; 2) the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary. A minimum of one formal individual parent/teacher conference shall be scheduled each year from pre-kindergarten through grade five. The conference should be scheduled by the homeroom teacher by the end of the second six weeks period. A group conference may be held early in the year to explain instructional programs and expectations.

## Complaints

In accordance with Board policy, students or parents who have a complaint should first bring the matter up with the teacher. Usually a complaint or concern can be addressed by a phone call or conference. For complaints or concerns that cannot be handled in this manner, the District has adopted a standard complaint policy. If the outcome of that discussion is not satisfactory, then a conference with the principal can be requested. If not satisfied at that level, the student or parent/guardian can request a conference with the Superintendent's designee. For information about the Complaint Process, please call the Office of Student Services at 817.547.5790.

For disciplinary appeals see BISD Code of Conduct.

## Conflict Resolution

Students may experience conflict with other people during their school years. The following recommendations may assist students in following a logical sequence if a conflict arises:

### Conflict with another Student

- If the conflict is not violent, the student may attempt to discuss the issue with the other student or may contact the school counselor if assistance is needed.
- If the other student is violent, the student should ask for assistance from teachers, parents, and/or school principal.
- The student should avoid the other student until the conflict subsides.
- If the other student threatens violence or commits a violent act, the student should contact the police, parents, and the school principal.

### Conflict with School Personnel

- If a student has a conflict with a school employee, the student should attempt to discuss the concern with the employee.
- If the student cannot discuss the issue with the employee, the student should contact the campus principal, school counselor, or parents for assistance.
- If a student believes a school employee is violating school rules or the law, the student should contact their parents and the campus principal.

### Conflict with School Rules or School Procedures

- If a student believes that a school rule or procedure violates the student's constitutional right or is unfair, a student's first contact is with the school principal. Following that contact, if a student still disagrees, the student should contact parents for assistance.
- If the student and parent cannot resolve the matter at the campus level, they should contact the Office of Student Services 817.547.5700 for guidance.

## Counseling Services

A school guidance counselor is available on each elementary campus to guide students toward success in the areas of academic achievement, personal and social development, and college and career awareness. School counselors work to develop school-based guidance and counseling programs that best meet the needs of students on their campuses. Guidance and counseling services are generally provided through classroom guidance and small group lessons emphasizing academic excellence, relationships, peer pressure, bully prevention and virtues. School counselors also coordinate services with other campus professionals, elementary crisis counselors, and community resource personnel to meet the needs of students at risk. All school counselors abide by the state professional code of ethics. Guidance and counseling services are available to any student unless specifically prohibited by written request from a parent or legal guardian. Parents and legal guardians with any questions regarding BISD guidance and counseling services or guidance curriculum are encouraged to contact the school guidance counselor's office. Additional BISD guidance and counseling information, including parent education, Second Step-Violence Prevention, Evening Counseling, and Evening Family Group Education is available on the instruction link of the BISD website under guidance and counseling services and in the district and campus counseling offices.

## Credit by Examination

BISD offers credit by examination for students in two different circumstances: **Credit by Examination (without prior instruction)**, or **Examination for Acceleration**, and **Credit by Examination (with prior instruction)**. Specific guidelines for each program must be followed as indicated below:

### **Credit by Examination (without prior instruction):**

BISD offers elementary students the opportunity to advance grade levels. The student must be enrolled in a BISD school and must not have previously enrolled in the course (received prior instruction). Elementary school students desiring to advance a grade level must make a score of ninety (90) or higher on examinations in all core courses (English language arts, mathematics, science, and social studies) to be eligible to advance.

There is an established testing schedule for credit by examination (without prior instruction), and tests are administered only on the scheduled testing dates. The dates may be accessed through the Advanced Academics Office, campus specialist or Advanced Academics website: <http://schools.birdvilleschools.net/domain/2806>.

Additional information may be obtained in the counseling office at each campus or from 817.547.5813.

### **Credit by Examination (with prior instruction):**

Any student who has failed a course may take credit by examination to retrieve credit if that student meets the following criteria: (a) the student failed the course with a grade of at least sixty (60) or (b) in the case of excessive absences, the attendance committee has granted approval to take the exam. A grade of seventy (70) or higher is required to earn credit for the course in which the examination was attempted. Further information may be obtained in the counseling office at each campus.

### **Custody Issues**

Parents are urged to resolve their children's custody issues through the legal system and not through the school system.

The schools will use the following process to determine who will have access to the child:

1. **Student Enrollment Form** – This form is used to enroll the students and is the first indicator of access and emergency contact with a child.
2. **Birth Certificate** – If a parent on the birth certificate, but not on the Student Enrollment Form, requests access to a child, the school will inform the parent who enrolled the child and request consent before the parent is given access to the child. If the parent who enrolls the child does not give consent then a copy of the latest Divorce Decree or Paternity Decree will be requested from both parents. The campus staff will do their best to implement the latest court document.
3. **Divorce Decree/Paternity Decree** – If a resolution is still not possible, the school will work with the Director of Student Services, who may involve BISD's attorney, parents, and the parents' attorneys in order to determine what access will be in the best interest of the child. If consent cannot be gained the school district may refer the parents back to the legal system for resolution.

These Custody Guidelines do not limit the birth parents' FERPA rights unless the Court has severed those rights.

### **Distribution of Literature to Students**

BISD no longer distributes flyers or literature directly to students but through a paperless process. See [www.birdvilleschools.net/student\\_services/forms.html](http://www.birdvilleschools.net/student_services/forms.html) for complete details.

## **Dress and Grooming**

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

The district prohibits pictures, emblems, clothing, or writing on clothing that is lewd, offensive, vulgar, or obscene; that depict the occult; that represent gang membership; or that advertise tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school district policy.

The district also prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interfere with normal school operations.

See Code of Conduct for complete dress code.

## **Emergency Drills**

(Evacuation, Lockdown, Shelter-in-Place, Relocation, Severe Weather)

Students, teachers, and other District employees shall participate in periodic drills of emergency procedures. When the notification is given, everyone in the building must respond and follow the direction of teachers or emergency officials quickly and in an orderly manner, or be subject to disciplinary action.

## **Electronic Communication Devices**

Students may utilize their devices in the classroom when the teacher deems appropriate as an instructional tool for educational purposes. These devices include, but are not to be limited to, the following: cell phones, smart phones, iPhones, iPods, and mp3 players.

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

**6-8** students are required to keep their devices turned off and stored away; they may only be utilized in the classroom when the teacher deems appropriate as an instructional tool for educational purposes. The students may use cell phone devices during lunchtime within the timelines deemed appropriate by campus administration.

**9-12** students may use their devices during passing periods and lunchtimes unless they have violated this policy and lost the privilege as a disciplinary measure.

District employees may confiscate any electronic communication device if it clearly is not being used as an educational device in the classroom. If an electronic communication device is confiscated it shall be handed over to the campus administration no later than the end of the teacher's workday. Parents shall be notified within two school days after the electronic communication device is confiscated with an explanation for the confiscation. The electronic device may be returned to either the parent or the student.

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

## **Electronic Communication Devices and State Testing**

Use of electronic communication devices during the administration of any state test (STAAR and TELPAS) is prohibited. It is suggested that students do not bring electronic communication devices to the testing room. Prior to testing, students will be asked to turn off any such device and turn it in

to the test administrator for safe keeping during testing. The device will be returned to the student after all students have completed testing. If a student is found to possess an electronic communication device during testing, student test results may be invalidated.

### **Emergency School Closing/Delayed Opening Information**

School closings or delayed openings because of cold or icy weather or hazardous road conditions are announced on the district's website, B-News, facebook, twitter, phone message to student homes, and local radio and television stations between 5:00 a.m. and 7:00 a.m.

### **Field Trips**

Eligibility for field trips will vary according to grade level and individual program requirements. The campus principal will make final decisions in regard to eligibility. Chaperones must have a clear background check through the district and must be pre-approved prior to the field trip. This background check and approval may take up to two weeks or more. The principal is the final authority in determining who is eligible to participate in a campus field trip. Generally, the nurse does not go on field trips unless there are special education needs. Any special education need will be dealt with on a case by case basis.

### **Food**

Outside food brought during lunch is discouraged, although parents may bring food for their own child.

### **Fund Raisers**

Student clubs, classes, organizations, and parent groups will occasionally be permitted to conduct fund raising drives. Permission must be given by the campus principal or principal's designee at least ten (10) days in advance.

Except as approved by the principal or designee, fund raising shall not take place on school property. Coordination of projects between school organizations, parent organizations, and the principal is expected to avoid duplication of efforts. Door-to-door selling by students is strongly discouraged.

### **Grade Reporting / Report Cards**

Report cards will be sent home with students to parents each six weeks. Student in grades K-5 will return report card envelopes signed by a parent. Parents of any student receiving a failing grade(s) at the end of a six-week or semester grading period should schedule a conference with the teacher of the subject.

### **Promotion Policy**

Students shall be promoted from one grade to the next on the basis of academic achievement. In the elementary schools, promotion to the next grade level is based on attaining an overall yearly average of seventy (70) or above for all subject areas and a grade of 70 or above in language arts (including reading), mathematics, science and social studies. Fifth graders must pass the STAAR in Reading and Math (English or Spanish version) in order to be promoted to the sixth grade.

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

A student may not be promoted who has accumulated more than the allowable number of absences for the year.

## Health Services

The health services staff is composed of Registered Nurses and Licensed Vocational Nurses who work to provide the fullest possible educational opportunity for each student by minimizing absences due to illness and creating a climate of health and well being in district schools.

Cooperation between home and school is essential to the welfare of the students. A principle function of school health personnel is to protect the health and safety of all students.

### Communicable Diseases

For the protection of all students, any student who is suspected of having a communicable disease will be excluded from school until adequately treated. Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted; convalescing students are not allowed to come to school until the disease is no longer contagious. Examples are: mumps, measles, scarlet fever, scarlatina, impetigo, ringworm, pinkeye, whooping cough, and chickenpox. Students found to be infested with head lice will be sent home and may not return to class until adequately treated and rechecked by the school nurse. Students absent longer than 48 hours for head lice infestation will be considered truant.

BISD policy on fever states that a child with 100 degrees or greater is excluded from school. Students who have experienced a fever of 100 degrees or greater must remain out of school and stay at home for at least 24 hours after the temperature has returned to normal without the assistance of Tylenol or other fever reducing medication.

Vomiting may have many causes including: illness, bulimia, anxiety, injury/head injury, heat exhaustion, overexertion or food poisoning. Therefore, the need for nursing assessment/judgment and history-taking helps to identify a possible cause for the vomiting, and need to go home.

Students who experience one or more vomiting episodes with or without fever, over a 24 hour period and/or are unable to tolerate normal food and drink, may not return to school until 24 hours after the last vomiting episode.

Students who have experienced uncontrollable diarrhea, with or without fever, may not return to school until 24 hours after the last diarrhea episode.

If antibiotic therapy for a contagious disease is begun, the students must remain out of school for the initial twenty-four (24) hours.

Senate Bill (SB) 31 requires public schools to annually provide all students and parents with information relating to bacterial meningitis. This article is for information only, and is being printed due to legislative mandate. There is no outbreak. This information is to educate parents about bacterial meningitis.

### What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria are the main causes of meningitis. Most people with viral meningitis recover fully and there is usually no need for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious. If diagnosed early and treated promptly, the majority of people make a complete recovery. In a few cases it can be fatal, or a person may be left with a permanent disability.

**How is Bacterial Meningitis spread?** Germs are spread when people exchange saliva

(such as kissing, sharing drinking containers, utensils, or cigarettes). The people most at risk are college freshmen who live in dormitories. Vaccines are recommended for young children, college freshmen and adults over age 64.

#### **For More Information:**

- Centers for Disease Control and Prevention - [www.cdc.gov](http://www.cdc.gov)
- Texas Department of State Health Services - <http://www.dshs.state.tx.us/idcu/disease/meningitis/>

**Symptoms of Meningitis:** Children (over 1 year old) and adults with meningitis may have:

- Severe headache
  - High temperature
  - Vomiting
  - Sensitivity to bright lights
  - Neck stiffness, joint pains
  - Drowsiness or confusion
  - The illness may develop over one or two days, but it can also rapidly progress in a matter of hours.
- Not everyone with meningitis will have the same symptoms. In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin.

#### **Emergency Medical Treatment**

The school is able to give first aid only to students who are injured or become ill at school. The parents will be called for more severe injuries and illnesses.

Parents shall provide emergency information. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent and shall not be assumed by BISD. For medical care in the event of an emergency, it is important that a current phone number, an alternative emergency number, and a parent's signature are on file at the school. Students may not be treated without consent except in life threatening situations. Medication may be given at school in accordance with school policy. Medication permits are available at the school. Vision and hearing screening are performed on students entering a Texas school for the first time and in kindergarten, first, third, and fifth, and other grades upon referral. Acanthosis Nigricans screening is performed in first, third, and fifth grades. Nurses see that all programs are performed and adequately reported to the Texas Education Agency.

#### **Food Allergy Management Plan**

The District will develop and implement a student food allergy management plan based on guidelines developed by the commissioner of state health services to limit the risk posed to students with food allergies and provide procedures regarding the care of students with diagnosed food allergies who are at risk for anaphylaxis. If your child has a medical diagnosis of a food allergy, and is at risk for anaphylaxis, please contact the school nurse, and the child nutrition department.

#### **Growth and Development**

Chapter 115 of the Texas Essential Knowledge and Skills for Health Education lists what is expected for public education from kindergarten through twelfth grade for which the certified teacher is responsible. From time to time the school nurse may be asked to participate in the implementation of the health education curriculum which may include teaching students about growth and development. Several board-approved videos and curriculum are available and are approved by the district's Student Health Advisory Committee. Elementary nurses may utilize the Proctor and Gamble lesson plan and videos which may be downloaded from their website:

<http://www.pgschoolprograms.com/> The elementary focus is primarily on fifth graders, but may include fourth grade. This program complements TEKS (Texas Essential Knowledge and Skills) required for fourth and fifth grade students. It is presented in a professional manner and does not constitute a sex education program. We will provide a parent preview of the film at your request.






## **Immunizations**

Each student must be immunized against certain diseases or must present a certificate or statement signed by a U. S. licensed physician that, for medical reasons, the student should not be immunized. The certificate or statement must state, in the doctor's opinion, that the immunization required would be harmful to the health and well being of the student or any member of the student's family or household. This certificate must be renewed every year unless the doctor has specified a lifetime exemption.

If, for reasons of conscience including religious, the parent/guardian does not want the student immunized, he/she must submit a notarized official Texas Department of Health affidavit requesting the exemption for each child. Exemptions for reason of conscience are valid for 2 years from the date they are signed.

The immunizations required are: diphtheria/pertussis/tetanus, polio, measles (rubella), mumps, rubella, HIB, Varicella (or show a reliable history of chicken pox), pneumococcal conjugate, hepatitis A, and hepatitis B. Proof of immunization may be a personal record validated by a licensed physician or public health clinic with a signature or rubber stamp. Any student who fails to maintain current immunizations shall be excluded from school until such time immunizations comply with requirements.

## Immunization Records

Students With an Immunization Record			Students Without an Immunization Record	
				
A student has all required vaccine doses for their appropriate age	A student has some, but not all, required vaccine doses, and is <b>on schedule</b> to receive the remaining doses as fast as is medically feasible	A student attempting to enroll, or is currently enrolled, but he/she is delinquent with a vaccine, or a dose in a vaccine series	A student attempting to enroll, or is currently enrolled, but he/she is delinquent with a vaccine, or a dose in a vaccine series provided.	A student is transferring from another school district (within Texas)
Enroll	Student may be enrolled provisionally for 30 days	The student must provide proof that he/she has received the required vaccine in order to enroll or remain enrolled	<b>Do not enroll</b> until a record is provided. If the student shows that he/she has begun the required series of vaccine doses, and continues to receive the doses as rapidly as medically feasible, he/she can be provisionally enrolled for 30 days.	Student may be enrolled provisionally for 30 days while awaiting the transfer of the immunization record

DSHS (Department of State Health Services) rules that specify immunization requirements for school entry have currently undergone review with resulting changes for Kindergarten and 7<sup>th</sup> graders. Rules for K – 12 can be found at <http://www.dshs.state.tx.us/immunize/school/>. The easily read chart is at <http://www.dshs.state.tx.us/immunize/docs/school/6-14.pdf>

### Medication

Medication is recognized as prescription as well as non-prescription drugs and includes, but is not limited to: analgesics, antipyretics, antacids, antibiotic ointments, antihistamines, decongestants, and cough/cold preparations.

Medication that is brought to school must be in the original container and delivered to the school nurse or other person(s) authorized by the principal. Only authorized district personnel may administer medication to a student with written parental authorization. All medication (prescription and over-the-counter) must be ordered by a physician licensed to practice in the USA if it is to be given for more than ten (10) consecutive days or administered for more than ten (10) doses whichever is greater. In order for a student to carry an inhaler and/or epinephrine pen at school, a medication permit must be on file in the clinic and signed by a physician licensed to practice in the USA **and** parent. The student must demonstrate to the school nurse competent use of the devices. Medication must be supplied by the parent and left over medication will be destroyed at the end of the school year. Noncompliance with this policy may subject the student to disciplinary action.

The following topical preparations may be available for use in the nurse's office. Unless a parent specifically states such preparations are not to be used on his/her child, they will be administered, if available, judiciously and appropriately.

1. 70% Isopropyl Alcohol
2. Anbesol or equivalent
3. Bacitracin/Triple Antibiotic Ointment or equivalent
4. Betadine or Povidone Iodine
5. Blistex or equivalent
6. Calamine or Rhulispray
7. Campho-Phenique or equivalent
8. Chloraseptic or equivalent
9. Visine or equivalent
10. Emergency Medications: Epinephrine injection/Benedryl tablets/Albuterol
11. First aid cream or equivalent
12. Glycogel/Gluco Tabs
13. Hydrogen Peroxide
14. Saline solution
15. Solarcaine/Americaine or equivalent
16. Sting-kill ampules or equivalent
17. Antifungal or equivalent
18. 1% Cortisone Cream or equivalent
19. Benzoine Swabsticks

Samples of prescribed medications must be labeled with the child's name and accompanied by a signed Texas Board Certified Physician's order. Product information sheets listing the ingredients, actions, and side effects must accompany the request for these medications. School personnel may not dispense herbals, dietary supplements, and other nutritional aids not approved as medication by the FDA. (Medications Permit/Physician's Orders)

### **Students with Medical Restrictions**

A written explanation signed by the attending physician must be provided for any student under a physician's care for physical conditions that restrict participation in specific activities required for mastery/completion of a course/subject. The explanation should identify the student's condition, physical restrictions, and projected length of time before returning to normal activities.

### **Food Allergies**

The district request 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 administration if the student 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. The district's food allergy management plan can be accessed at [www.birdvilleschools.net](http://www.birdvilleschools.net).

### **Library Services**

Each campus has a library in which students may check out library materials and access research and reference materials.

Students are encouraged to make use of the print and non-print materials available in each campus library. However, students are responsible for the proper care and the prompt return of the materials they borrow and use.

Consequently, students are responsible for the replacement cost of any item borrowed if that item is lost or damaged beyond repair.

### **Messages**

In our effort not to interrupt teaching-learning time, only emergency messages will be delivered to students. Lunch money, required homework assignments, transportation plans, etc. should be finalized before leaving home in the morning. Messages to teachers will be delivered to the teacher's mailbox or voicemail throughout the day.

### **Parties**

Parties are regulated by district policy. Teachers, parents, and students shall not plan a party unless it meets with campus policy and is approved by the school principal.

Elementary may have up to three parties per year: Christmas, Valentine's Day, Spring, or the end-of-school party. The Valentine party is teacher-pupil planned. All other approved parties are coordinated through the teacher by class "room mothers" (or designee). Each year students are requested to bring an allotted amount of money to pay for refreshments. Sibling(s) or other children should not be brought to class parties.

All elementary school parties must be held on the local school campus.

### **Birthday Parties**

Birthday parties shall not be held at school, nor shall individual student party invitations be distributed at school. Flowers, corsages, or balloon bouquets shall not be delivered to students at school by parents, fellow students, or vendors. Homecoming corsages are not to be worn at the elementary or middle school campuses.

The state legislature has passed a new provision called Lauren's Law which states:

The school cannot prohibit the parent or grandparent from providing a food of their choosing to the children or grandchildren in the classroom on the child's birthday.

BISD has determined that these food products may be distributed during non-instructional times such as, recess, lunch or after-school. The best time for this distribution will be determined by the campus principal.

### **Parent Involvement, Responsibilities, and Rights**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her student to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her student and sign and return the acknowledgment form(s). A parent with questions is encouraged to contact the appropriate school administrator.
- Become familiar with all of the student's activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignments, or early graduation, and the options available to the student. Monitor the student's academic progress and contact teachers as needed.

- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her student. (See Protection of Student Rights in Appendix B section in this Handbook.)
- Under the NCLB Act, any district that receives Title I funds must notify the parents of each student attending a school that receives Title I funds that they may request information about their child's teacher's state qualifications, license status, degree major, and certification of undergraduate and graduate degrees. Qualifications of paraprofessionals must also be provided upon request.

Review the student's records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments that have been administered to his or her student (See Student Records in Exhibit B section in this Handbook).

- Temporarily remove a student from the classroom, if an instructional activity in which the student is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Grant or deny any written request from the district to make a videotape or voice recording of the student unless the videotape or voice recording is to be used for school safety; relates to classroom instruction or a co curricular or extracurricular activity; or relates to media coverage of the school as permitted by law.
- Become a school volunteer. For further information, contact your student's principal.
- Participate in campus parent organizations. The activities are varied, ranging from band booster to district and campus planning committees formulating plans to improve student achievement. For further information, contact your student's principal.
- Attend Board meetings to learn more about district operations, including the procedure for addressing the Board when appropriate.

### **Personal Property**

Students are reminded that the school district is not responsible for any personal property that is lost or stolen. This includes electronic communication devices, contents in student and athletic lockers, school buildings, school buses, and items taken on school-sponsored trips. Protect your property: keep your locker combination to yourself, and keep your locker locked at all times.

### **Pledges**

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

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## **Posters**

The principal must first approve all signs and posters to be displayed. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

## **Prayer**

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

## **Protection of Student Rights**

No student will be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in special programs, or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her student's classroom and to review each test that has been administered to his or her student.

## **Public Address System**

The P.A. system is to communicate general information to the classrooms. It is not for any personal use. All announcements must be approved by campus administration.

## **Registration**

Students are required to attend the school in the attendance zone determined by the primary residence of the parent, legal guardian, or person having lawful control of a student eligible for admission to BISD. Specific information relating to school attendance zones may be obtained at each campus or the Office of Student Services.

All students, upon enrolling in BISD, should be accompanied by a parent(s) and will be required to furnish the following:

1. Proof of residence.
2. Immunization records.
3. Official birth certificate (Pre-kindergarten through grade 1 and all first-time BISD enrollees).

4. Social Security Number or State-Approved Alternate ID last reported through PEIMS.
5. Official withdrawal form and/or report card from previous district.

### **Release of Students from School**

A student will not be released from school at times other than regular dismissal times, except with the principal's permission or in accordance with campus sign-out procedures. A student who will need to leave school during the day must bring a note from his or her parent that morning.

### **Search and Seizures**

The district shall use specially trained dogs to sniff out and alert officials to the current presence of concealed prohibited items. Trained dogs may sniff lockers, vehicles, classrooms, and other common areas at any time. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct Booklet. (FNF-Local)

### **Smoking**

Smoking or use of any tobacco products on school property or at any school-related or school-sanctioned activities, on or off school property, is illegal and students are subject to disciplinary consequences.

### **Social Events**

The rules of good conduct and grooming shall be observed for school social events. Guests (if permitted) will be expected to observe the same rules as students attending the event. The person inviting the guest will share responsibility for the conduct of the guest. Students attending a school-sponsored event may be asked to sign out when leaving before the end of event. Anyone leaving before the official end of the event will not be re-admitted.

### **Special Education Records**

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

### **Student Code of Conduct**

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. (See **Student Code of Conduct**)

### **Student Insurance**

Beginning each school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the school district insurance office. The district shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury. For further information or questions about student insurance, contact the district Insurance Office.

### **Student/Parent Complaints**

In accordance with Board policy, students or parents who have a complaint should first bring the matter up with the teacher. Usually a complaint or concern can be addressed by a phone call or conference. For complaints or concerns that cannot be handled in this manner, the district has adopted a standard complaint policy. If the outcome of that discussion is not satisfactory, then a conference with the principal can be requested. If not satisfied at that level, the student or

parent/guardian can request a conference with the Superintendent's designee. For information about the Complaint Process, please call the Office of Student Services at 817.547.5700.

### **For Disciplinary Appeals see BISS Code of Conduct**

Students and/or parents who have a complaint regarding possible discrimination or harassment on the basis of sex, race, etc., should contact the Associate Superintendent for Personnel Services. Complaints or concerns regarding students with disabilities identified to receive special education services for students with disabilities should be addressed to the Director of Student Services. Complaints or concerns regarding the placement of a student with disabilities who is not eligible for special education or about the district's programs and services available to the student should be addressed to the Associate Superintendent for Staff and Student Services.

### **Student Records – Notification of Rights**

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

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

The principal is custodian of all records of currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Parents of a minor and students over 18 years of age have the right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

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

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

Certain other officials from various governmental agencies may have limited access to the records. The district forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy

or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grades in a course through this process. Parents or students may complain to the Superintendent or his designee if they feel that the district is not in compliance with the law regarding student records.

Copies of student records are available at a minimal cost, payable in advance. Parents may be denied copies of a student's records for the following reasons:

1. The student reaches age 18
2. The parent fails to follow proper procedures and pay the copying charge.
3. The district is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Universities or other entities that request official copies of the Academic Achievement Record (AAR) directly from districts are responsible for obtaining authority from students for release of such records. Students may also request direct mailings of official copies to colleges or to prospective employers. An official AAR provided by the district may be differentiated from the copy given to the student or family. The words "Official Copy" imply that the AAR is transmitted directly from the school to the authorized requesting institution without the possibility of alteration. The district stands behind the validity of the data on the official copy of the AAR at the time it is mailed. A transcript copy should be marked or stamped "Official Copy" only at the time of its authorized release to another institution or student-approved recipient, excluding parents. Official copies of the AAR may be sent directly to colleges or prospective employers. Unofficial copies are available according to the guidelines above.

### **Summer School**

Summer school programs are offered for students in grades Prekindergarten (PK) through twelve for enrichment, acceleration, and/or remediation. However, the program also provides an opportunity for high school students to take required coursework during the summer in order to lighten and/or extend their schedules during the regular terms. Parents and/or students should contact the school counselor if interested in attending summer school.

### **State Testing Program**

The goal of the Texas assessment program is to provide all students an appropriate statewide assessment that measures and supports their achievement of the essential knowledge and skills of the state-mandated curriculum. Every student receiving instruction in the essential knowledge and skills shall take the appropriate criterion-referenced tests, as required by the Texas Education Code.

## STAAR

The State of Texas Assessments of Academic Readiness (STAAR) will be administered for the first time in 2012 to students in grades 3 – 9. STAAR is intended to add additional rigor to the state assessment system and to provide information about academic readiness at the next instructional level. The subjects and grade levels tested in grades 3 – 8 will remain the same for STAAR as they were for TAKS and are provided in the chart below.

**Grade levels and subjects assessed with STAAR**

Grade	Reading/ELA	Mathematics	Writing	Science	Social Studies
3	•	•			
4	•	•	•		
5	•	•		•	
6	•	•			
7	•	•	•		
8	•	•		•	•

Students receiving instruction at a grade level above their enrolled grade level will be administered a STAAR test at the instructional grade level. For example, if a fourth grade student is enrolled in a fifth grade math class, the student will take the grade 5 mathematics test.

## TELPAS

The language acquisition of English language learners (ELLs) is assessed yearly through the Texas English Language Proficiency Assessment System (TELPAS). Students in grades K-12 are assessed in English proficiency in the areas of listening, speaking, reading, and writing. Students in grades 2-12 are assessed in reading with the TELPAS Reading Test. All students are assessed in listening, speaking and writing using TELPAS holistic rating system, an observational tool used by teachers to rate student proficiency in these areas. Students in grades K-1 are also evaluated in reading, using the holistic rating system.

### Electronic Communication Devices and State Testing

Use of electronic communication devices during the administration of any state test (STAAR and TELPAS) is prohibited. It is suggested that students do not bring electronic communication devices to the testing room. Prior to testing, students will be asked to turn off any such device and turn it in to the test administrator for safe keeping during testing. The device will be returned to the student after all students have completed testing. If a student is found to possess an electronic communication device during testing, student test results may be invalidated.

### Test Security

Receiving or giving unauthorized assistance during a state test is considered cheating, and may result in the invalidation of test results and disciplinary action at the discretion of the campus administration.

### Grade Advancement Requirements

The Student Success Initiative (SSI) grade advancement requirements apply to the STAAR reading and mathematics tests at grades 5 and 8. As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee (GPC) that the student is likely to perform at grade level after additional instruction.

## Student and Parent Agreement for the Acceptable Use of the District's Electronic Communications System

### Acceptable Use Policy

Birdville Independent School District provides a variety of electronic communications systems for educational purposes. The electronic communications system is defined as the district's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available. This also includes any access to the Birdville ISD electronics system while on or near school property, in school vehicles, and at school-sponsored activities, and includes the appropriate use of district technology resources via off-campus remote access. Please note that the Internet is a network of many types of communication and information networks, including Web 2.0 resources (Blogs, Wikis, Podcasts, etc.), and is part of the district's electronic communications systems. Web 2.0 applications offer a variety of 21<sup>st</sup> century communication, collaboration, and educational creativity opportunities. In a 21<sup>st</sup> century school system, technologies, the Internet, and Web 2.0 tools are essential.

Use of educational technology requires responsibility. It is important that students and parents read the Birdville ISD Administrative Regulation for Acceptable Use and then ask any questions if you need help understanding them. Inappropriate system use of the district's electronic communications system (see definition above) could result in consequences (listed below) that include loss of the privilege to use this educational tool. Birdville Independent School District reserves the right to monitor all electronic activity.

In accordance with the Children's Internet Protection Act, Birdville Independent School District educates staff and students regarding appropriate online behavior to insure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. **It is therefore each student's responsibility to follow the guidelines for appropriate and acceptable use.**

#### Guidelines for Appropriate Use

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

## Examples of Inappropriate Use

- Using the district's electronic communications system for illegal purposes including, but not limited to, gambling, pornography, and computer hacking.
- Disabling, or attempting to disable, any system monitoring, filtering or security measures.
- Sharing user names and passwords with others; and/or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information with permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting or abusing school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcast, participating in chat rooms, etc.).
- Gaining unauthorized access to restricted information or network resources.

### Special Note: Inappropriate Use: Cyberbullying

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

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

### Consequences for Inappropriate Use

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

### Termination of System User Account

The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.

## Telephone

Students will be permitted to use office phones on an “emergency-only” basis, with the permission of an office staff member. In an effort not to interrupt teaching-learning time, only emergency messages will be delivered to students. Lunch money, required homework assignments, transportation plans, etc. should be finalized before leaving home in the morning.

## Textbooks

According to state law, each student and his/her parent shall be responsible to the teacher for all books, materials, or electronic communication devices not returned by the student. Any student failing to return all materials shall forfeit his right to free materials until the materials previously issued but not returned are paid for by the parent. Lost materials shall be paid for by parents on the basis of the net contract price to replace them.

Students are responsible for the proper care of all books, materials, and electronic communication devices. Replacement/repair costs will be levied against damaged materials.

## Transfers

According to state law and BISD Board Policy students can transfer from one campus to another based on the chart below. The primary way that students are transferred in BISD is Open Enrollment Student Transfers. All transfers in BISD must be approved by the Director of Student Services, please refer any questions to the Office at Student Services at 817.547.5790.

Type of Student Transfers	Board Policy	Explanation
<ul style="list-style-type: none"> <li>• @ # Open Enrollment</li> <li>•</li> </ul>	FDB (LEGAL) FDB (LOCAL) DEB (LOCAL)	This process is the primary way that students move from one campus to another. This is an application process and must be completed in April or August. Additional information can be found on the Student Services web-site.
Overflow Transfer	Administrative Regulations	This process is used in grades K-4 when the grade level numbers exceed 24:l. In these cases the campus will work with a paired campus and the Director of Student Services to determine the appropriate placement. If BISD determines the new campus is more than 2 miles from the home, BISD will provide transportation until the end of the current school year based on parental request.
# Administrative Transfer	FDB (LEGAL) FDB (LOCAL)	This transfer is done when a student has a severe medical or psychological need and is requested by a medical professional such as: psychologist, psychiatrist, or licensed professional counselor who has seen the student for more than 30 days. This request must be made in writing from the medical professional to the Director of Student Services.
# @ Low-Performing Schools  # @ PEG  # @ Schools that do not meet AYP	FDB (LEGAL)  FEAA (LEGAL)  EHBD (LEGAL)	If a school is low-performing, PEG, or does not meet AYP, the parents will be provided an opportunity to transfer as required in the Texas Education Code. Parents will be notified in writing if their children qualify for one of these transfers with information about how to request a transfer.
# Victims of Bullying  Or	FDB (LEGAL)	A parent or guardian may request that a student be transferred from a classroom or school when the campus administration has documented that a

Those who have engaged in bullying		<p>case of bullying has occurred. The request for a change of classroom must be made to the campus principal, and the change of campus should be made to the Director of Student Services.</p> <p>If the student has engaged in bullying the campus administration will work with the parents to make a decision that is in the best interest of the victim, the person doing the bullying and the campus. The director of student services will serve as the superintendents' designee and assist with this decision if needed.</p>
Homeless Students	FD (LEGAL) FDC (LOCAL) FDC (LEGAL)	A student who meets the homeless qualifications of the McKinney-Vento Act may transfer from one campus to another. A student will not be provided transportation unless it is their school of origin when they became homeless. Students who are in homeless situations may request a transfer from the Homeless Coordinator.
* Grandparent enrollment	FD (LOCAL)	A student may transfer into BISD if they live outside of the District boundaries and the grandparent resides inside BISD and provides significant childcare after school.
# Sexual Assault Transfer	FDD (LOCAL) FDD (LEGAL)	A student who has been the victim of a sexual assault and attends the same campus as the assailant may request a transfer to another school.
# Persistently Dangerous Schools	FDD (LOCAL) FDD (LEGAL)	If a student attends a persistently dangerous school as defined by TEA they may request a transfer to another campus through the Director of Student Services.
# Transfer of Assailant	FDD (LEGAL)	The parent or guardian of a student who has been the violent or sexual assault may request the transfer of the assailant to a different campus.
# Transfer Special Education Household Member	NEW LAW FDB (LOCAL) Will be coming in TASB Board Updates	If a student is receiving special education services at a campus outside his or her attendance zone the parent or guardian may request that another student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus.
# Transfer of Multiple Birth Siblings	HB 314 FDB (LOCAL)	A parent of multiple birth siblings may request that they be placed in the same classroom or in separate classrooms. The request must be granted, unless it would require the district to add an additional class to the grade level of the siblings. At the end of the first grading period following enrollment, the principal may determine appropriate placement if, after consultation with the teachers in each of the siblings' classrooms, the principal determines that the assignment is disruptive to the school. If the parent does not agree with the principal's decision the parent may appeal the decision, in accordance with FNG (LOCAL); however, during the appeal, the students would remain in the classroom(s) requested by the parent.

\* Forms provided by BISD for parents to complete prior to campus or administrative approval

# Request must be made in writing to campus or student services

@ Timelines may limit year round transfers

## **Videotaping of Students**

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

The campus administration will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. Parents cannot be shown the video tapes if any students other than their own child are on the video tape, due to restrictions mandated in FERPA.

## **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

## **Videotaping of Students, Teachers and other School Employees**

The recording of a person's voice or image without consent is strictly prohibited. A student shall not record the voice or image of any person by any electronic method, while on school property, or in attendance at a school-sponsored or school-related event, without the express consent of the person. For purposes of this provision, an "electronic method" of recording the voice or image of a person includes, but is not limited to, the use of a video recording device, audio recording device, or camera. Unauthorized recording of a person shall be addressed under the Student Code of Conduct, and may result in disciplinary consequences including possible restrictions on the student's use of district technology resources.

## **Visitors**

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

Parents and guardians may request a classroom visit with a 24 hour notice and require principal and teacher approval. The visit should be limited to no more than 45 minutes in order to cause the least amount of disruption to the individual classroom. Any classroom disruption will lead to an immediate removal from the classroom.

Non-parents or guardians having business or visiting a school campus during a regular school day must register with the administrator of that campus and state their business or whom they would like to see. The administrator shall have the right to deny visits that might infringe on the operation of the school. Students' friends from other schools will not be allowed on campus during the school day.

State Law requires the district to verify whether the visitor is a registered sex offender, using the Department of Public Safety database. The campus procedures require that visitors show a government-issued form of identification containing the person's photograph. The district is also permitted to store information on visitors for the purpose of district security.

## **Volunteer Program**

The volunteer program is an important source for gaining parental/community involvement in the educational process. Volunteers provide a variety of direct services at the local campus or in district programs, and those serving, as direct service volunteers are immune from civil liability to the same

extent as a district employee under Education Code §21.912. Interested parents and community members are encouraged to contact the principal to receive information about participating in the Volunteer Partnership program. Prospective volunteers must attend a volunteer orientation, which is held on each BISD campus. Prospective school volunteers are required to sign a statement of consent allowing the district to obtain their criminal history record.

### **Withdrawal Procedures**

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