

Bandera ISD

2018-2019 STUDENT HANDBOOK



www.banderaisd.net

IMPORTANT

Bandera Independent School District has made the decision to distribute the 2018-2019 Student Handbook in an on-line format. A PDF version of the student handbook can be downloaded or viewed from the Bandera ISD web site. Printed copies of the student handbook are available for review at each Bandera ISD campus.

Our Mission Statement

The mission of the Bandera ISD is to provide ALL students with the opportunity to succeed at their highest levels; academically, ethically, and socially, allowing students to advance successfully throughout their lifetimes.

Non-Discrimination Statement

1. Bandera ISD_offers career and technology education programs in Information Technology, Agriculture, Business, Consumer Science and Industrial Education. Admission to these programs is based on interest and aptitude, age appropriateness, and available class space.
2. It is the policy of Bandera ISD_not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. It is the policy of Bandera ISD_not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
4. Bandera ISD_will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
5. For information about your rights or grievance procedures contact the Title IX Coordinator, Jerry Hollingsworth, at 815 Pecan Street, PO Box 727, Bandera, Texas 78003, 830-460-3890 and/or the Section 504 Coordinator, Bonnie Hale, at 815 Pecan Street, PO Box 727, Bandera, Texas 78003, 830-460-3890.

Notificación publica de no discriminar en

1. Bandera ISD ofrece programas vocacionales en actividades técnicas aplicadas, agriculture, actividades industrial, actividades derecho, y actividades. La admisión a estos programas se basa e interés y abilidad, su edad apropiada, y los numeros de los estudiantes en il clase.
2. Es norma de Bandera ISD_no discriminar por motivos de raza, color,origen national, sexo o impedimento, en sus programas, servicios o activades vocacionales, tal como lo requieren el Título VI de la Ley de Deprechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
3. Es norma de Bandera ISD_no discriminar por motivos de raza, color,origen nacional, sexo, impedimento o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
4. Bandera ISD_tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.
5. Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Jerry Hollingsworth, en 815 Pecan PO Box 727, Bandera, Texas 78003, 830-460-3890, y/o el Coordinador de la Sección 504, Bonnie Hale en 815 Pecan PO Box 727, Bandera, Texas 78003, 830-460-3890.

Bandera ISD 2018-2019 Student Handbook

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Superintendent

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BANDERA INDEPENDENT SCHOOL DISTRICT

Dear Parents and Students:

Welcome back to our 2018-2019 School Year! There have been some changes this summer and I strongly encourage you to review the Student Handbook and Student Code of Conduct and make sure you are familiar with all the new information. If there is a part of this handbook or code that you do not understand, ask questions of your parents, teachers and school administrators. It is important to be familiar with the Handbook and Code, before you need it. We, as administrators, all desire to provide a safe and productive learning environment. It is our wish that if you must face consequences, these consequences are based on guidelines and rules familiar to all students through our Handbook, Code of Conduct, and Extra-Curricular Code of Conduct.

Bandera ISD has established high expectations for our students. We believe our students are capable of accomplishing outstanding achievements. Our dream is to see every young person enrolled in Bandera ISD succeed academically, ethically and socially at their highest level. Our Graduate Profile was developed to set the standard at which all students of Bandera ISD leave our school system to pursue a successful and meaningful life. We believe you can achieve this goal with the help of your parents and teachers.

Whether you are about to graduate or about to start your public school career, it is important to realize that learning is a lifelong process. Bandera ISD can give you the tools, and skills to thrive, but only you can supply the motivation to learn. Trust your teachers. They are familiar with the feelings you are having. They were students once, too. They have embraced the love of learning and it is their goal to help you learn more than you can possibly imagine. As educators, we only succeed – when you succeed!

As a student in Bandera ISD, you have a strong support system. Use that system to help you succeed. We are counting on you. You are our future.

Jerry Hollingsworth, Ed.D.
Superintendent

FOREWORD TO PARENTS AND STUDENTS

This Student Handbook contains and regulations on the rights and responsibilities of all students. It is distributed online to all students and parents/guardians. Changes during the year are published and distributed during the next semester, or at the beginning of the next school year.

Parents/Guardians are invited to contact their school principal if they have questions about information that is not included in the handbook, or if they do not understand particular sections of the handbook.

This booklet contains required and useful information for a large number of students and parents. It is organized alphabetically by topic. We address students not directly as “you”, but rather as “the student”, “students”, or “children”. Likewise, the term “parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

Students and parents need to be familiar with the **Bandera ISD Student Code of Conduct**. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

Each year, every student and parent must sign a statement that they have access to the student handbook and acknowledge the responsibilities outlined there. This statement is available from each campus and should be signed and returned to the school within 10 days of when it was issued to the student.

**THE SCHOOL BOARD, ADMINISTRATION, FACULTY, AND STAFF
WISH YOU A PRODUCTIVE AND SUCCESSFUL YEAR.**

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

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

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

Special Education Referrals:

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

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

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

Contact Person for Special Education Referrals:

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

Contact Person: Patricia Galm

Phone Number: (830)460-3893

Section 504 Referrals:

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

Contact Person for Section 504 Referrals:

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

Contact Person: Bonnie Hale

Phone Number: (830)460-3890

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

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

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o

más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Patricia Galm

Número de teléfono: (830)460-3893

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Bonnie Hale

Número de teléfono: (830)460-3890

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)

BANDERA ISD 2018-2019 STUDENT HANDBOOK

ADMISSION

The student or the student's parent seeking enrollment in Bandera ISD should contact the campus principal. A student who has been expelled from another district may not enroll in Bandera ISD schools until the expulsion order from the other district has expired. Proof of residency will be required as well as a picture ID of the adult registering the student. Other documents needed for admission are: Social Security card, birth certificate, immunization record, withdrawal paperwork from prior district if available, most current transcript if applicable, and class schedule if applicable.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education to benefit from teacher-led and school activities, to build each day's learning on the previous day's, 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 the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Age 19 and Older

Education Code 25.085(e), (f); FEA(LEGAL)

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.]

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

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

Prekindergarten and Kindergarten

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

Exemptions to Compulsory Attendance

All Grade Levels

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

- Religious holy days;
- Required court appearances;

- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for
- recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,

An activity required under a court-ordered service plan; or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Secondary Grade Levels

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

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

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

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

Failure to Comply with Compulsory Attendance

All Grade Levels

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

Age 19 and Older

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

Between Ages 6 and 19

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

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences ten or more days or parts of days within a six-month period in the same school year, the district will refer the student to truancy court.

Attendance for Credit or Final Grade (Kindergarten Through Grade 12)

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences. All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences, and to talk about ways to earn or regain credit or a final grade.

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

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

Appeal Process:

If the attendance committee finds that there are no extenuating circumstances for the absence, or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. A parent or student may appeal the decision of the attendance committee in accordance with FNG (LOCAL) beginning at Level Three.

Documentation After an Absence (All Grade Levels)

When a student is absent from school, the student—upon arrival or return 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 age 18 or older, or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note. Immediately upon a student's return to school after any absence, the parent must provide the school a note that includes the following:

1. Name of the student
2. Reason for the absence
3. List the day (s) of absence

4. Parents signature (must be legible)
5. Phone number where parent (s) can be reached
6. Copies of any official documentation available for the absence.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor's Note After an Absence for Illness (All Grade Levels)

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. This statement from the physician or health clinic is to be originally generated by the doctor's office or health clinic either by fax or handwritten. The school has the right to verify with the doctor's office the dates on the statement.

Driver License Attendance Verification (Secondary Grade Levels Only)

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

Participation in School-Related Activities when absent- A student who is absent from class during any portion of the day for any unexcused reason will not be allowed to participate in school-related activities on that day, evening, successive Saturday (if the unexcused absence is on Friday) or a future date. A student who is absent from school for any portion of the day because of personal illness or a medical or dental appointment will not be allowed to participate in school-related activities on that day or evening without permission of the **campus** administrator or sponsor once parent communication has occurred.

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)

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

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

Information about all of these can be found on the district's website at www.banderaisd.net. Hard copies of any reports are available upon request to the district's administration office. TEA also maintains additional accountability and accreditation information at <http://www.texaschoolaccountabilitydashboard.org> and <http://www.tea.texas.gov>.

BACKGROUND CHECKS

The District shall obtain the criminal history record for prospective school volunteers. The District shall inform volunteers when their services are to begin. Volunteers are defined as any individual, parent, or guardian who works with students in the classrooms as a mentor, student tutor or simply requests a classroom observation of their student. In addition, this requirement is also for volunteers who accompany students as "official chaperones" on school field trips or related activities such as guest speakers. Forms are available in each campus office and are processed through the Bandera ISD personnel office. [Policy GKG Local]

BAND AND CHOIR

The Bandera High School Bulldog Band, Choir and Middle School Band, Choir participate in numerous school and civic activities during the school year. All selected students taking band and/or choir are required to participate in **all** band and/or choir activities and all scheduled events to include out-of-town trips, local performances, and all UIL-sponsored group contests. Band may be substituted for the physical education requirement for graduation.

BULLYING, HARASSMENT, DATING VIOLENCE, RETALIATION, SEXUAL VIOLENCE/CHILD SEXUAL ABUSE

The Bandera Independent School District (BISD) is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievement and for behavior.

BISD strives to ensure that all of its students and employees are free from bullying, harassment, retaliation, dating violence, and sexual violence. All charges of bullying, harassment, dating violence, retaliation and sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. BISD will make every effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged perpetrators.

Bullying

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

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

This conduct is considered bullying if it exploits the imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is prohibited by the district and includes hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, call "cyber bullying."

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

to adopt policies and procedures regarding: 1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property; 2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and 1.3. Cyberbullying that occurs off school property or outside of a school sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity. Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to **notify a teacher, counselor, principal, or another district employee as soon as possible** to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Also see Sexual Harassment.

Dating Violence

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

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

Retaliation

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

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

Sexual Violence/Child Sexual Abuse

The district has established a plan for addressing child sexual abuse, which may be accessed at www.banderaisd.net/domain/123 (as Appendix 1 in the District Improvement Plan). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement **or** to Child Protective Services [CPS].

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. To find out services that may be available in your county, see <http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

Sexual violence is defined as sexual assault, sexual abuse, or sexual stalking of a minor child or teenager, including sexual violence committed by perpetrators who are strangers to the victim and by perpetrators who are known or related by blood or marriage to the victim. This definition includes behavior including but not limited to incest, molestation, child abuse, stranger rape, and non stranger rape.

Complaints will be documented and investigated in accordance with BISD policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the principal. Any staff member who learns of an incident or threat may submit a Complaint Form on behalf of the victim.

Campus Harassment Intimidation Bullying Report:

1. Students and staff members will complete a Harassment Intimidation Bullying form available in the school's main office.
2. The form will be submitted to the principal or designee immediately.
3. The principal or designee will investigate complaints by meeting separately with each student known to be involved in the situation.
4. The principal or designee will conference with the victim and parent/guardian to discuss safety and community resources.
5. The principal or designee will conference with the alleged perpetrator and parent/guardian to discuss appropriate behaviors and consequences. With the prior consent of the victim, the principal may issue a School-Based Stay-Away Agreement to the alleged perpetrator during the parent/guardian conference.
6. A copy of the finalized report will be submitted to the Superintendent's Office within 10 days.

BUS RULES AND REGULATIONS

Please refer to the Bandera ISD Bus Rider's Safety Handbook. This information will be provided to all bus riders. All students are required to fill out the registration form in the Bus Rider's Safety Handbook. The form should be returned to the bus driver. For any additional information regarding transportation, contact Transportation Department at 830-460-3897.

CAFETERIA SERVICES

Bandera ISD participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the principal or designee. Information provided by parents will be treated with confidentiality. It is highly recommended that elementary school students not bring carbonated drinks to school. Carbonated drinks have, on occasion; exploded in the students' lunch boxes, back packs, and thermos bottles. There will be a maximum of 5 days of charges. Notices will be sent home at the time of the charge. On the fifth day of charging, if unpaid, the student will receive a sandwich, fresh fruit, and ½ pint of milk. The last four weeks of school there will be no charges allowed.

Student Refunds:

- Less than \$5.00 will be paid cash by the school cafeteria
- More than \$5.00 a check will be mailed
- No refunds after 30 days of student withdrawal or graduation
- Refund request can be mailed to Child Nutrition Department, PO Box 727, Bandera, Tx 78003

CAMPUS BEHAVIOR COORDINATOR

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each district campus is the principal.

CAREER/TECHNICAL PROGRAMS

Career/Technical programs in agriculture, business and technology, family and consumer science, business education, and trade and industrial education are offered in Bandera High School. A parent or student who has a complaint about possible discrimination with regard to admission into vocational programs should contact the Superintendent.

- It is the policy of the Bandera ISD not to discriminate on the basis of race, color, national origin, sex handicap, or age in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
- It is the policy of the Bandera ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and the Americans With Disabilities Act of 1990(ADA), Title II.
- The Bandera ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more information about your rights or grievance procedures, contact the Title IX Coordinator at 830-460-3890.

CELLULAR PHONE USE

Students are allowed to have a cell phone, as long as it is turned off, out of sight and does not interfere with instruction. Students may use their phone for instructional purposes as directed by the instructor. Personal cell phone use should occur in the campus office or designated area. There are prohibited guidelines for the use of cell phones: text messaging, taking pictures, recording information and any other use that may be invasive of someone else's privacy. The misuse will result in confiscation and possible disciplinary action under the student code of conduct and parents may retrieve the phone from the office administration during the next school day.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

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.

CLASS RANKING

Class rank is calculated on a six point scale. Students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission into Texas general academic universities and colleges (except for the University of Texas). Students and parents should see the high school counselor for further information about how to apply and the deadlines for application. In calculating grade point average and in determining "graduation honors", grades earned in all courses except P.E., band, choir, dance, and student aide in grades 9-12 are considered. The following method is used for the classes of 2006 and beyond:

1. Class rank is recalculated at the end of every semester.
2. Class rank is based on the actual semester numerical grade.
3. Class rank is weighted and based on a 6 point scale
4. All Pre-A classes will get 5 points added to their actual semester grades for the purpose of calculating rank.
5. All Advanced Placement and Dual Credit classes will get 10 points added to their actual semester grades for the purpose of calculating rank.
6. Recorded semester grades (and an average of the fourth and fifth six week grades for all seniors) will be translated into the numerical values in the table below and averaged.

Semester Grade	AP and DualCredit Add 10 points to Semester Grade	Pre-Add AP 5 points to Semester Grade	Regular Semester Grade	Basic Subtract 10 pts from Semester Grade
A (90-100)	(100-110) 5.0-6.0	(95-105) 4.5-5.5	(90-100) 4.0-5.0	(80-90) 3.0-4.0
B (80-89)	(90-99) 4.0-4.9	(85-94) 3.5-4.4	(80-89) 3.0-3.9	(70-79) 2.0-2.9
C (75-79)	(85 -89) 3.5-3.9	(80- 84) 3.0-3.4	(75-79) 2.5-2.9	(65-69) 1.5-1.9
D (70-74)	(80-84) 3.0-3.4	(75-79) 2.5-2.9	(70-74) 2.0-2.4	(60-64) 1.0-1.4
F (60-69) (50-59) (40-49)	(70-79) 2.0-2.9 (60-69) 1.0-1.9 (50-59) 0.0-0.9	(65-74) 1.5-2.4 (55-64) 0.5-1.4 (50-54) 0.0-0.4	(60-69) 1.0-1.9 (50-59) 0.0-0.9	(50-59) 0.0-0.9

7. The weighted grade point average will be used to determine valedictorian, salutatorian, summa, magna and cum laude graduates.
8. Please refer to the Bandera High School Course Offerings catalog for classes that are considered AP, DC, Regular or Basic.
9. Grades transferred to Bandera High School from another school district may be considered for weighted credit if they are considered so at the previous school; otherwise, the courses will be considered general or basic.

10. Grades earned in summer school, night school, credit by examination, examinations for acceleration, credit recovery, in middle school and correspondence courses are not used in calculating rank in class
11. If a student wishes to retake a course that he or she has already passed in grades 9-12, only the original grade will count toward class rank. No grade will be given for the course the second time. A failed course may be retaken and both the first grade and the second grade earned will count toward class rank in grades 9-12.
12. A course passed with a grade below 80 at the Middle School level may be retaken in the ninth grade to gain additional knowledge in the subject. The grade earned in the ninth grade will count toward class rank.
13. Students shall be ranked based on their cumulative grade point average as follows: top five percent; top ten percent; top quarter; second quarter; third quarter; and fourth quarter.
14. Students achieving high standards of academic excellence shall be recognized at the graduation ceremony as honor graduates and shall be listed alphabetically in each of the following categories:

Honor Graduate Designations	Cumulative Weighted Grade Point Average
Summa Cum Laude	≥ 5.0
Magna Cum Laude	4.5 – 4.9
Cum Laude	4.0 – 4.4

15. To be considered for valedictorian or salutatorian, a student must have been enrolled in the District for at least two years, one of which must include the entire senior year.
16. If no student achieves a cumulative grade average of 100, the student with the next highest cumulative grade average shall be considered for valedictorian.

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

Dropping Courses and Entering Late

Students should be careful when considering dropping classes. Grades reflected on report cards/transcripts, grade point average and eligibility for extracurricular activities should be considered. Students who drop a course while failing may become ineligible under Texas Education Agency guidelines. Students who drop a course after the fourth week of school will receive a WD (withdrew from course) for the semester and final grade. The WD will be used in calculating a student's grade point average. Courses will not be dropped after the fourth week of any grading period. At this point, students must complete the six weeks. Students in Calculus AP may select not to have the grade included in the GPA. Students who have not been enrolled in another school may attend but may not necessarily receive credit. The student must enroll in school before the end of the first three weeks in order to carry a full credit load for the semester. Students who enter more than three weeks late will not be permitted to take a subject for credit without permission from the Principal.

CLOSED CAMPUS

Once on school grounds, a student may not leave during the school day under any circumstances without written permission from the campus administration. If a student knows in advance that he or she will need to leave the campus during school hours, the student shall present a written request from the parent to the principal that morning. If the request is for permission to be off campus for only part of the day, the time should be specified on the written request. The permit that the student is issued will serve as a pass to leave and to return to the campus. When the student returns to the campus, he or she shall first report to the office for a readmission slip to class.

Senior students who meet established guidelines may be issued off-campus lunch passes. These passes will be revoked when guideline are not met.

CLUBS, ORGANIZATIONS, EXTRA-CURRICULAR ACTIVITIES

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. An extra-curricular code of conduct is located at the end of the handbook with the BISD student code of conduct.

Student clubs and organizations and performing groups such as the band, choir, cheerleaders, dance, and athletic teams may establish rules of conduct -- and consequences for misbehavior -- that are stricter than those for students in general. The Extra Curricular Code of Conduct will apply to any extracurricular activity as well as an individual organization's specific behavior expectations. Please refer to the Extra Curricular Code of Conduct and specific organizational constitution available on the website. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. This also applies to all UIL rules that are violated. At the Middle School and High School, a student must remain current in all courses in order to participate in a club and/or organization. If a student's work or grade is incomplete, the student becomes immediately ineligible to participate. A student may regain eligibility when all work or grade is current. A student and parent must sign an acknowledgment of stricter standards of behavior as a condition of participation in a club, organization, and/or performing group.

COLLEGE CREDIT COURSES

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

- Enrollment in an AP or dual credit course through San Antonio College, St. Phillips College.
- **Advanced Placement, Pre-Advanced Placement Dual Credit.** Participation in the Advanced Placement Program offers students many benefits. They are introduced to a rich and rigorous college-level curriculum. In addition, those who successfully complete an Advanced Placement Examination in May have the opportunity to receive college credit or advanced standing depending on the credit policy of the college they choose to attend. Bandera ISD offers open enrollment to students who wish to participate. Some departments could require additional summer assignments for AP/Pre-AP, and Dual credit courses. In addition, it should be noted that grading practices could be more rigorous. Each teacher will specify grading practices in a syllabus to students.
- **Dual Credit Courses.** A student in grade 11 or 12 who meets the predetermined requirements on either the SAT, ACT, or TSI examinations may be permitted to earn credit toward high school graduation for completing college-level courses provided by the Alamo Community College District. To be eligible to enroll and be awarded credit toward state graduation requirements, a student shall have the approval of the High School principal. The course(s) for which credit is awarded shall provide advanced academic instruction beyond or in greater depth than the TEKS. Classes offered under this program may include English, Math, Science, and Social Studies. At least 15 students are necessary to offer a particular class. Vocational courses offered for dual credit/articulation with St. Phillips College could include accounting, welding, auto mechanics, business education and culinary arts. Course offerings will depend on the required number of students for enrollment. Depending on the number of dual credit courses taken by a BHS student, some tuition could be required by the college to be paid by the parent. The high school office would provide information on any additional costs

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

COMPLAINTS AND CONCERNS (All Grade Levels)

Usually student or parent complaints or concerns can be addressed simply - by a phone call; email; or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy {FNG(Local)} in the District's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office. In general, the student or parent should first discuss the

complaint with the campus principal. Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through the procedures specific to policies in those particular areas. A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the Superintendent. For a complaint regarding sexual harassment, see HARASSMENT. A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs or services available to the student should be brought to the Section 504 Coordinator. **On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher.** If the outcome is not satisfactory, a conference with the principal can be requested within 15 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 10 calendar days in writing following the conference with the principal. The written request shall include the harm caused and the remedy sought. Forms are available in the principal's office. If the outcome is not satisfactory, the student or parent may appeal to the Superintendent or designee.

COMPUTER ACCESS - ACCEPTABLE USE AND CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated district employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and consequences of violation. Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

CONDUCT BEFORE AND AFTER SCHOOL

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

CONFERENCES (PARENT OR TEACHER INITIATED)

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance (2) if the student presents any other problem to the teacher, or (3) in any other case the teacher considers necessary. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or another mutually convenient time. Email contact is also available for those parents and teachers who find that convenient.

CONTRABAND

Certain items are not allowed on school buses or at Bandera schools. The list of contraband items is kept as small as possible. If allowed, each contraband item would interfere with the educational process in school. This list includes:

- Animals - Students may not bring animals to school or on the bus except with permission of the principal or Director of Transportation.
- Water guns, toy firearms, laser pointers and other gaming devices except with permission of the principal or designee.

- Fireworks - Possession or discharge of fireworks of any kind, including smoke bombs or stink bombs, during the school day on school grounds or at any school related activity, regardless of time or location, is forbidden.

A student possessing or using contraband items while at school or at any school-related activity will be subject to disciplinary action according to the offense and the consequences of the student code of conduct.

CORRESPONDENCE COURSES

Correspondence course credits must be earned from a school approved by the Texas Commissioner of Education. Permission to enroll in a correspondence course must be obtained in writing from the counselor or principal. A student in grades 7-12 may earn a maximum of four units of credit through correspondence toward high school graduation. The counselor's office must receive course results by May 1 annually for graduating seniors. If a student wishes to enroll in a correspondence course or a distance learning course that is not provided by the campus, the student must request permission to enroll from the campus principal prior to enrolling in the course. If the student does not receive prior approval from the principal, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery. Costs for correspondence courses are sole responsibility of the student and his/her parents.

COUNSELING

Academic Counseling

Students are encouraged to talk with school counselors, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences in graduation programs. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing, career assessments, educational goals, 4 year planning, joining the military, selecting colleges and applying for scholarships. See also GRADUATION REQUIREMENTS.

Harassment, Intimidation & Bullying (HIB)

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive education environment. {Policy FFI} School counselors and assistant principals can provide assistance when a student feels that they are being bullied.

Personal Counseling

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

Please Note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, **unless required by state or federal law for special education purposes.**

CREDIT BY EXAMINATION

No Prior Formal Instruction

A student in any grade (1-12) may use examinations in lieu of course work for acceleration to advance one grade level or to earn credit in an academic subject. Students must score 90% or above on a criterion-referenced examination. The test will be given on the following dates: the first week of June and the first week of August. A decision to do this must be provided in writing at the end of the 5th six weeks grading period. Questions regarding these examinations and/or procedures for grade level acceleration may be discussed with the Principal.

Prior Formal Instruction

A student in grades 6-12 who has had sufficient prior instruction as determined by the District on the basis of a review of the student's educational records and who has failed a course with a grade of no less than 60, may gain credit for the course by passing an examination on the Texas essential knowledge and skills of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination.

The counselor's office must receive credit by examination results by May 1 annually for graduating seniors.

CREDIT RECOVERY PROGRAM

Bandera ISD has several programs in place to assist students who fall behind in credits or fail classes. Students should consult their grade level counselor if interested in any of these programs.

Credit Recovery Program

This is a self-paced program where students can work on a computer at school and regain credit for failed classes. Depending on their schedule, students can either take these classes after school or during the school day. If classes are taken during the day, grades are given for participation and conduct, but grades that count toward credit are only assigned at the completion of the course. Credits earned through Edmentum Credit Recovery program count toward graduation, but are not used for GPA or ranking calculations.

Bandera ISD Accelerated High School Program

Students who meet the eligibility criteria may make application to the Accelerated High School Program. This program is designed to help certain students who are behind in credits or at risk of not graduating through other conventional BISD programs. Classes are taken at a BISD facility other than the high school, and credits will be earned primarily through self-paced computer courses taken under the supervision of certified BISD faculty and staff. To qualify, a student must have passed all sections of the STAAR/EOC test or have scores accepted by the ARD or the IGC committee. They also must meet one of the three following criteria.

- Must be in their fifth year of high school.
- Must be at least 19 years old
- Must have at least 16 credits and have been retained in a grade since their freshman year in high school

To graduate from BISD Accelerated High School Program, students must meet the current state credit requirement for the minimum plan and pass all sections of the exit level state assessment appropriate for that student. BISD offers GED instruction and coursework to certain qualifying students. Interested students and parents should contact the high school counselor with questions about this program. (To participate in the GED program a student must be 18 years of age, or age 17 with parent permission or age 16 with a court order.) BISD provides a separate graduation ceremony for students who graduate under an alternate graduation plan.

CUSTODIAL PARENT NOTIFICATION

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children. Sometimes the court order will also state certain conditions regarding the child/children that the school should be aware of. The school must have a copy of the court order on file. Otherwise, either parent may check the child out of the school with proper identification.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels)

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

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's website. (See policy FFH.)

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and for other appropriate district officials to whom to make a report.] Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted. The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct. If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct.

The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA). A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

DANCES, PARTIES, AND PROM

A student shall observe the Code of Conduct and dress and grooming code at any school-sponsored social event. If guests are allowed, they must be presented at the door for approval by the principal or other adult in charge of the event. No student may bring more than one guest without specific advance permission. Guests must observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending an event may be asked to sign out when leaving before the end of the event and anyone leaving before the official end of the event will not be readmitted. Only Bandera Middle School students may attend Middle School dances. A student assigned to Alternative School or In-School-Suspension on the day of the social event is not allowed to attend. Admission price to school social events is announced in advance of the event. Any parent of a Bandera Middle School or High School student is welcome at any social event and is not required to pay admission. All High School social events will end no later than 11:00 P.M. with the exception of the Junior/Senior Prom. Middle School social events will end no later than 9:00 p.m. At Middle School social events, once a student enters, he or she will not be permitted to leave until the event is over or the student is picked up at the door by his or her parent or other responsible adult. The parent stating the time the student is to leave and the person with whom the student is to leave will if the student presents a note to the principal sign exception to this policy. Students living in town may be allowed to walk home with written permission from their parents. In questionable cases concerning a student leaving a social event, the principal or designee will make the final decision.

Middle School dances will have additional rules that will be sent out in a parent letter.

DELIVERIES

Although deliveries to students such as flowers and gifts will be accepted at the High School Campus, they will not be delivered to the classroom in order not to disrupt instruction. Notes will be sent to students to pick up deliveries in the office at the end of the day.

DETENTION

A student may be assigned detention outside of school hours for not more than two hours on one or more weekdays and/or four hours on one or more Saturdays if the student violates the school's Code of Conduct. The detention will not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Bandera ISD with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bandera ISD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is for Bandera ISD to include this type of information from your child's education records in certain school publications. Examples:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies receiving assistance under the Elementary and Secondary Education Act of (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want Bandera ISD to disclose directory information from your child's education records without prior written consent, you must notify the District (the principal of the student's school) in writing within ten days after initial enrollment each school year. Forms are available in the campus principal office.

Bandera ISD has designated the following information as directory information: Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It is the right of parents to file a complaint with the Family Policy Compliance Office (FPC) in the U.S. Department of Education at www.ed.gov/policy/gen/guid/fpc.

DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution. The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations. All material intended for distribution to students over which the District does not exercise editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved.

DRESS AND GROOMING POLICY

The District's dress code is established to have students exemplify spirit and pride for themselves and their school. The District believes that the business of school is student learning and that school dress and grooming standards should support that purpose and promotes a safe, orderly learning environment. The standards are further designed to prevent distractions, thereby permitting maximum learning for all students. This policy is to be enforced by teachers and administrators so as to not take away from instruction. It is easily self-monitored so that students and parents can ensure that the standards are met prior to the student's arrival at school.

Parent and Student Responsibility

The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of this policy for the student at school during regular school hours. Items worn in violation of this policy may be taken up by a school official and returned according to campus policy. Failure by the student to correct dress or grooming violations at first request could result in disciplinary action.

Policy Enforcement

It is the responsibility of all professional personnel to administer dress and grooming guidelines. It is understood that judgment is necessary. Consistent, fair, and equitable enforcement of standards, while protecting the dignity of individual students, shall be practiced.

Principal is the Final Authority

The principal is the authority to make final determinations as to whether clothing or grooming is or is not within this policy. The administration will reserve the right to judge on all matters concerning personal appearance.

Guidelines for Dress:

1. Emblems or slogans printed on clothing which tend to be disruptive shall not be allowed: including advertisements for drugs, tobacco, alcohol of any kind, obscene or vulgar comments, extreme violence, patches on the seat of pants, etc. This includes all grotesque figures that imply horror, death, killing, or crime of any variety.
2. All students must wear appropriate shoes. No steel-toed shoes allowed. Tennis shoes are highly encouraged at the elementary.
3. Hats or caps may not be worn indoors. This includes classrooms, hallways, offices, and gymnasiums. Caps must be worn forward at school activities.
4. Warm-ups will be allowed as long as they are clean, neat, and fit properly. Pajama type clothing is not permitted.
5. Clothing must not be too tight for free movement or for sitting, reaching, and bending positions. Leggings, tights, yoga pants, or pants made primarily of spandex or lycra that are designed to be closely form fitting or transparent are prohibited unless worn under a dress, tunic or skirt that also meets the required length of 5 inches above the knee. Conversely, nor can clothing be too loose, saggy, oversized or revealing which shall include exposure of the midriff area.

6. In the Middle School/High School, students may wear their shirts un-tucked as long as it does not come before mid-hip. All shirts must be long enough to cover the waist. [Shirts will be provided for non-compliant shirts.]
7. Grades 3-12: Muscle shirts, tank tops, halter-tops and spaghetti (thin) straps are not acceptable. T-shirts must be worn under mesh knit shirts or extra thin shirts. Backless dress will not be permitted.
8. Grades 3-12: Skirts, dresses and shorts should not be shorter than five inches above the top of the knee or finger tip length. Spandex shorts, cut-offs, and un-finished pants are not acceptable. Foundation garments must be worn at all times.
9. Transparent or “see-through” clothing is not permitted.
10. Wearing gang-related attire or exhibiting gang graffiti is prohibited.
11. The wearing of wallets with chains is prohibited.
12. The administration, in connection with the sponsor, coach or other person in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in the activity.
13. Writing on skin, attached stickers and tattoos are not permitted to be shown.
14. Jeans with holes at the knee or below will be acceptable. Jeans with holes above the knee are not permitted unless they are patched.

Guidelines for Grooming:

Hair

1. Hair must be kept clean, neat, and the face must be visible.
2. No unconventional colors in hair will be permitted.
3. No unconventional styles or designs will be permitted.
4. Facial hair will not be permitted on male students.

Body Piercing

1. Ear jewelry on males is prohibited. Gauges or spacers are prohibited on all students.
2. No visible body piercing of any type (other than ear) is allowed.

Inappropriate Items

1. Inappropriate items such as chains or excessive jewelry are prohibited.

Students shall not groom in any way that in the principal’s judgment is disruptive or immodest.

Consequences for Dress and Grooming:

1. School will provide appropriate clothing.
2. Students may call home to have other clothing provided or upon subsequent infractions, students will be provided with school district clothing.
3. Students will be assigned to ISS and will be subject to all ISS rules.
4. Students will be sent home for the day or until the problem is resolved after parents are notified.
If the students are sent home, the absence will be unexcused.

Exclusions: This policy does not prohibit principals from allowing extracurricular group uniforms or special celebrations for students on days stipulated or special school celebrations, which involve dress such as “crazy hat day, etc”.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

EIGHTEEN-YEAR-OLD STUDENTS

Eighteen year old students enrolled in Bandera ISD are subject to all rules and regulations of other students as soon as enrolled here. **Eighteen year old students must receive permission from campus administrators before signing out.** Notices concerning grades and absences will be mailed to parents of eighteen-year-old students.

EMERGENCY SCHOOL CLOSING

Occasionally, severe weather conditions affect Bandera and the surrounding area. Should severe conditions such as heavy rain and/or icing of highways occur during the night, parents should tune their radios to the San Antonio radio stations. Television stations WOAI (channel 4), KENS (channel 5), or KSAT (channel 12) will also be informed of any school emergency closing information. If it becomes necessary to cancel school or postpone the start of school for any reason, these stations will broadcast bulletins as a public service. In addition, it may become necessary to dismiss school early due to severe weather conditions that occur during the day. In the event of an unscheduled early dismissal, children should know exactly where they are to go if parents are not at home. Bandera ISD encourages parents to formulate an emergency plan with their children to deal with the possibility of unscheduled early dismissals.

ENGLISH LANGUAGE LEARNERS PROGRAM

Students entering the district who are not fluent in English will be tested for entry into our English as a Second Language Program (ESL) within 20 days of district entry. A committee of staff members will meet to consider placement [LPAC]. ESL students receive supplementary instruction in the acquisition of oral language and ELA skills. Students will exit the program upon successful completion of exit criteria for their grade level. End of the year LPAC meetings will review student progress and determine which students have met exit criteria. Exited students are monitored for two years and may be re-entered into the program.

EXPELLED STUDENTS

Expelled students are prohibited from being on school grounds or attending school-related extracurricular activities during the period of expulsion. No academic credit shall be earned for work missed during the period of expulsion.

EXTRACURRICULAR ACTIVITIES

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uiltexas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov {Bandera ISD board of trustees [9-14-99] approved Pre-AP courses taken during the Freshman Year to be added to the list of Advanced Courses Identified for No Pass/No Play Exemption as reviewed/approved by the campus principal. This exemption is not automatic. The student must make a request for waiver to the principal.}

A student shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. During the first three-week period of the school year, a student in the 7th, 8th, or 9th grade must have been promoted (not placed) to that grade. A student in grade 10 must have earned at least 5 units of credit toward graduation, a student in grade 11 must have earned 10 units, and a student in grade 12 must have earned 15 units.
2. During subsequent three-school-week periods, an ineligible student who is earning an average grade below 70 in any course or subject, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities during the following three-week period. However, an ineligible student may practice or rehearse. The suspension from extracurricular

ular activities goes into effect seven days AFTER the last day of the three-week period. A student regains eligibility at the end of any three-school-week period in which a grade of 70 or above is earned in all courses or subjects.

3. Eligibility will be based on the six week report card grades, not progress report, semester or final grades.
4. A student is allowed up to twelve activity-related absences during the year to participate in school-related or school-sanctioned activities on or off campus.

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence. Suspended or expelled students as well as students assigned to Alternative School will not be permitted to participate in or attend extracurricular activities for the duration of their suspension or assignment. Students assigned In-School-Suspension will be permitted to attend after school practices. See CLUBS AND ORGANIZATIONS for information regarding extracurricular codes of conduct.

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code or by local policy apply in addition to any consequences specified by the organization.

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned

FEES/COSTS TO STUDENTS

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies, and may be required to pay certain other fees, deposits or replacement costs, including:

1. Club dues
2. Security deposits
3. The materials for a class project the student will keep
4. Personal physical education and athletic equipment and apparel, and towel service fees
5. Voluntary purchases of pictures, publications, class rings, etc
6. Student accident insurance and insurance on school-owned instruments
7. Instrument rental and uniform maintenance
8. Replacement of school agendas
9. Replacement of school netbooks
10. Replacement of uniforms
11. Replacement of district owned band instruments
12. Replacement of lost or damaged textbooks
13. Parking permits \$10.00 and replacement identification cards \$5.00
14. Fees for damaged library books and school-owned equipment

Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal or sponsor designee.

FIGHTING

Students are prohibited from fighting at school or at school-related activities. Bandera ISD reserves the right to refer to law enforcement for criminal prosecution a student in grades 6-12 involved in a fight during the school day on school grounds, on school transportation, or while attending any school-related activity, regardless of time or location.

FOOD ALLERGY INFORMATION

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 key elements identified as being fundamental in the development of a comprehensive food allergy management plan for Bandera ISD include the following:

1. Identification of Students with Food Allergies At-risk for Anaphylaxis;
2. Development, Communication, Implementation and Monitoring of Food Allergy Action Plans, Emergency Care Plans, Individualized Health Care Plans, and/or 504 Plans;
3. Reducing Risk of Exposure Within the School Setting;
4. Training for School Staff on Recognition of Anaphylaxis and Appropriate Emergency Response, and
5. Post Anaphylaxis Reaction-Review of Policy and Procedures.

The District Management Team shall include administration, athletic director, school nurses, counseling coordinator, teacher representative, food service manager, transportation manager, custodial manager, and extracurricular club representative and/or any person identified as a designee. The nurses in collaboration with administration, will review TASB resources and develop Food Allergy Action, Individualized Health Care and Emergency Care Plans, decide on training materials that will be used to communicate and implement the plans and monitor the plans throughout the year.

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the Superintendent at least ten days before the event.

It is the philosophy of the District that students are not in school for moneymaking projects and such activities can interfere with their education and may be in competition with local businesses.

Except when approved by the Superintendent, fund raising is not permitted on school property.

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GIFTED/TALENTED PROGRAM

A teacher, administrator, parent, or community member may make nominations for student entry into the District's gifted/talented program at-large. Nominations may occur at any time for any grade level throughout the school year. Transfer students who have participated in other districts' gifted programs will be screened, using Bandera ISD entry criteria, within 20 working days of the receipt of complete student records. Students who were nominated in the prior year may be reconsidered for selection. Screening for entry into the program is done only through written parental permission. Notice of acceptance of nominees is made known by letter to parents.

GRADE CLASSIFICATION

Each of the four classes of the High School is composed of students who have the required number of credits. After the 9th grade, students are classified according to the number of units earned toward graduation at the beginning of the fall semester. The only group of students who can be re-classified after the fall semester will be graduating juniors who are on schedule to graduate the following spring and who have earned 18 or more credits.

Units of Credit Earned	Grade Placement
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

A student transferring to Bandera High School from a school that offers only six or seven classes per day will receive special consideration. Specific information may be obtained from the principal or counselor.

GRADING

Purpose of Grading. Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. Questions about grade calculations should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (local policy).

The purpose of grades is to:

- Evaluate the achievement of students at the end of and/or during a lesson, assignment, unit, project, or grading cycle;
- Provide a concise report of student progress for parents, students, and school records; and
- Report at the end of a grading cycle, semester, or year to what degree the student has achieved the required objectives.

To these ends, each teacher will be responsible for:

- Having fair, valid, and consistent grading procedures;
- Using those procedures to encourage student success;
- Exercising a high degree of professional judgment in evaluating student achievement; and
- Documenting the resulting grades in the grade book

Basis for Grading

Student grades will be determined by teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given grading period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade or course-level objectives. The following indicators may be used (as appropriate) to verify that the student has mastered the required objectives in a subject area:

- Standardized test performance,
- Notebooks and other class work,
- Projects
- Performances
- Observations
- Teacher-made tests

This information will be documented in the teachers' class record and be available to parents upon request or through the Parent Portal. As an important part of the evaluation process, effective teachers identify performance standards, communicate specific expectations for achieving objectives, and provide ongoing feedback as a student works to complete a task. They plan time for in-class conferences, make corrective comments applica-

ble to all students, and provide private conversations and written comments on papers. English as a Second Language students (Bilingual/ESL) will be assessed on progress, in the primary language as well as in English. Students with disabilities are assessed on their progress toward their IEP goals and objectives as set forth by the ARD committee. The superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. Guidelines for grading shall be clearly communicated to students and parents.

Bandera ISD Grading Guidelines

The elementary and secondary principals shall ensure that each grade, team, department, campus as a whole, develops a grading system that is in accordance with Board policies, administrative regulations, state prescribed TEKS, and locally-adopted academic performance standards along with coordination between the two elementary schools and the two secondary schools.

BHS/BMS Grading Guidelines

1. Minimum Number Of Grades Per Three Week Period:
Daily Grades - 3
Major Grades - 1
2. BHS - Weight Of Daily & Major Grades Are:
Regular Daily 50% Major 50%
AP/Pre-AP Daily 33 1/3% Major 66 2/3%
3. BMS Weight of Daily & Major Grades Are:
Regular Daily 50% Major 50%
Pre-AP Daily 33 1/3% Major 66 2/3%

Elementary Grading Guidelines

1. Minimum Of Number Of Grades Per Six Week Period:
6 Grades Per Subject
2. Weight Of Daily And Major Grades
Individual Grade Levels Will Decide The Weight Of Daily And Major Grades On Each Campus.

Grade Changes

Under normal circumstances, grades that have been recorded on report cards are not changed. However, there are occasions when a teacher must change a grade after that grade has been recorded on the student's record. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy (Policy EIA). For a student to gain eligibility, the ONLY allowable reason for changing a student's grade from failing to passing are:

- There was an error in the teacher's computation of the grade, or
- There was an error in data input

The principal must review any such change and the rationale for the change kept on file. A teacher must initiate the grade changes. A principal may not arbitrarily change a grade that has been assigned by a teacher. The correction must be made before the end of the next grading period. However, upon occasion there is yet another reason for a teacher to change a grade. When the grading period ends before a student has had the opportunity to complete make-up work, the teacher may change a student's grade to reflect that incomplete work that has been made up.

GPA/Grade Point Averaging

All grades are recorded numerically in grades 1-12. Transfer grades are recorded using the numerical equivalent on the grade scale of the sending school. **GPA (grades 9-12) is calculated on a 4.0 un-weighted scale:**

A	90-100	= 4 pts
B	80-89	= 3pts
C	75-79	= 2 pts
D	70-74	= 1pt
F	0-69	= 0

GPA is recalculated at the end of every semester. Class Rank reporting information is located in the student handbook.

Middle School

All grades are recorded numerically in grades 6-8.

Elementary

Core subject grades are recorded numerically in grades 1-5. Transfer grades are recorded using the numerical equivalent on the grade scale of the sending school.

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

Specialist Classes

Music, P.E., Art, or Fine Arts at the elementary level will use the following system for reporting each student's level of participation.

E	Exceptional Performance
S	Standard Performance
N	Performance Needs Improvement
U	Unacceptable Performance

Homework Policy

Homework has a definite place in the learning process. Skill mastery in the basic and fundamental subjects is essential to the student if he/she is to attain the stature that the world, community and home expect. These study habits may originate in the school but must be developed in the home, on the student's own initiative and with the wholesome support of parents and community. As the student progresses into the higher grades, the need increases for extended study to attain competency as well as breadth and depth of knowledge. In the natural development of a student's activities, the time necessary to complete homework becomes greater as the pupil moves into areas of higher learning.

Make-Up Work – Elementary

Students are permitted to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. Students who are absent will receive the actual grade earned. Teacher(s) may assign additional work to ensure students who have been absent have sufficient opportunities to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work

Make-Up Work – BHS/BMS

Students are permitted to make up assignments and tests after absences. Teachers may require that students turn in work prior to an extra-curricular activity. Students shall receive a zero for any assignment or test not made up within the allotted time. For every class day the student is absent, the student will have the same number of class days to make up the missed assignments. Students shall be permitted to take tests administered in any class missed because of absence. For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student. Make-up work should be used in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

Unexcused Absences - BHS/BMS Only

The maximum grade for make-up work after an unexcused absence, other than truancy, shall be 70. Absence due to truancy will result in a grade of zero for work done that day.

Suspension

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

Truancy

If the absence was unexcused due to truancy, the student may complete the work for correction, but it will be recorded as a grade of zero.

Late Work

Late work is defined as work not turned in at the time specified by the teacher.

Late Work – Elementary

Department or grade level may accept late work; however, teachers may assign a late penalty. Students will be given an allotted amount of time to turn in late work. Teachers will have the option of providing an alternative assignment. If the student does not turn the late work in within the allotted amount of time, the late work will not be accepted.

Late Work – Secondary

Late work may be accepted however; secondary teachers will provide additional information on class syllaby at the beginning of the course about grade penalties.

Late Projects

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

Teacher Responsibilities

In order to ensure equity and consistency in the implementation of the school's grading guidelines, each teacher will be responsible for:

- Ensuring that the TEKS are taught
- Evaluating student performance through a variety of assessment related to the TEKS
- Ensuring that appropriate pacing occurs throughout the year
- Ensure that all students have adequate opportunities to achieve the TEKS
- Award grades based upon student progress toward the achievement of TEKS
- Ensure a minimum # of grades recorded in the grade program
- Utilize student progress reports, Parent Portal and report cards to communicate student progress or lack of progress toward achievement
- Ensure that grades are not reduced because of conduct, tardiness or other non-academic reasons, except where permitted by Board rules or statutes.

- Clearly communicate grading guidelines to parents and students.

Recording Failing Grades - Elementary/BMS

The District shall record a 60 in the permanent record for any average numerical grade that is lower than 60 during the first two six-week grading periods of a semester. However, the comment section will report that the actual grade is below 60. During the third six-week grading period of a semester, the actual grade earned shall be recorded. The student can challenge passing the course by passing the STAAR exam at the end of the school year.

Recording Failing Grades – BHS

At BHS, the actual numerical average grade shall be recorded for each six weeks grading period, and the permanent record will reflect the semester average only. A student whose actual numerical average for the third six weeks is 85 or above yet who failed the semester due to an average below 70 for the first and/or second six weeks may challenge the course by requesting credit by exam.

Incomplete Grades

Under extenuating circumstances, a student may be given the grade of incomplete (I) for the course on their six-week report card. Students must understand that a grade of “I” is considered a failing grade under UIL guidelines until the appropriate make-up work is graded and recorded. Therefore, students who receive an “I” on their report card will have no more than two (3) calendar weeks to make up an incomplete grade unless there are further extenuating circumstances granted by the principal. UIL Guidelines: A student with an “incomplete” grade is ineligible at the end of the seven-day grace period unless the “Incomplete” was replaced with a passing grade prior to the end of the seven-day grace period. Students with an “Incomplete” grade either within or beyond the end of the seven-day grace period may regain eligibility if the work is made up within two weeks of the end of the six weeks reporting period when the student received an “Incomplete.” However, during the final seven days of the two-week allowance for making up work, the student is still ineligible to compete in any UIL-sanctioned activity.

New Students/Transfer Grades

Students who are new to BISD may or may not bring transfer grades from a previous district. Campus administration will assist the teacher in determining the % of weight to be given due to the number of days enrolled and present for the student during that six weeks as to the final grade received. BISD will request an official record from the transferring school and will accept credits from that school that are accredited by the Texas Education Agency or for an out of state school, the state organization responsible for the accreditation of schools.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties on assignments or tests. Academic dishonesty includes cheating or copying work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Protecting Confidentiality of Grades

Under no circumstance shall students grade test papers, record grades of other students, or handle documents on which grades are recorded.

Grade Requirements

The following grade requirements should be observed:

- All grade records must be compliant with state guidelines
- Teacher’s names, course titles, and period numbers must be recorded
- Absences must be recorded on appropriate days and documented as excused, unexcused, or extra-curricular.

- Entry and withdrawal dates must be posted.
- All students enrolled must be recorded, even if enrolled for one day.
- Instructional modifications for students with disabilities must be documented to determine that the modifications recommended by the ARD/IEP committee
- At the end of the school year, grade records must be retained.

Report Card Information

The following information is printed on each computerized report card:

- School Year
- School Name
- Principal's Name
- Teacher's name, and
- School Telephone number.

Averages - Individual Subjects

The computer automatically calculates a final average for each subject if grades were reported in each of the six-six week grading cycles. A final average in a subject is determined by dividing the sum of the six-week numeric grades by the number of grading periods in which grades were reported. At middle school and high school additional calculations by semester would include the semester/final exam.

Notice To Parents Of Unsatisfactory Grades/Excessive Absences

Senate Bill I and TEC 28, 022, states that parents or legal guardians MUST be notified at least once every 12 weeks of unsatisfactory grades. In Bandera ISD, notice of progress reports shall be distributed to parents/legal guardians after the third week of the six weeks' grading period.

Honor Roll - Elementary Honor Roll

At the elementary level, the determination of the criteria for eligibility for the Honor Roll is an elementary administrative decision followed at Alkek and Hill Country Elementary. The following specials classes do not count for Honor Roll: PE, Art, Music, Library, Computer, and Conduct grades.

Honor Roll - Secondary Honor Roll

At both the middle school and high school campus, all subjects count for Honor Roll.

Promotion Standards

In 1997, the state legislature effectively ended social promotion in Texas. Schools now focus on providing special help to students as soon as they begin to have difficulty with their academic progress, developing plans in order to diagnose academic deficiencies and employ appropriate instructional intervention early in the year. Teachers encourage parents to help their children study more effectively. District personnel recognize that students want to be successful and teachers and parents want to help them be successful. As soon as a student's performance indicates the student might fail, the classroom teachers and support staff at the school will take steps to help the student improve. Teachers will communicate with parents regarding student progress as soon as they see problems. Parents need to remind their children of the importance of doing their best and asking for help when they do not understand.

Student Success Initiative

A fifth grade student must pass both the STAAR Reading and Math exams in order to be advanced to the sixth grade; and an eighth grade student must pass both the STAAR Reading and Math exams in order to be advanced to the ninth grade.

Promotion Guidelines – Kindergarten

Teachers shall make recommendations based on the following criteria: 1) Mastery of objectives in the Texas Essential Knowledge and Skills. 2) Social development and work habits. 3) assessment results.

Promotion Guidelines – Grade 1-2

1) An overall average of 70 or above (calculated by averaging yearly grades for reading, language arts, mathematics, social studies, and science/health). 2) A yearly average of 70 or above in mathematics. 3) A yearly average of 70 or above in reading. 4) A yearly average of 70 or above in language arts. 5) Testing requirements: Successful completion of a local assessment in reading, math, and successful completion of the assessment results.

Promotion Guidelines – Grade 3-5

1) An overall average of 70 or above (calculated by averaging yearly grades for reading, language arts, mathematics, social studies, and science/health). 2) A yearly average of 70 or above in mathematics. 3) A yearly average of 70 or above in reading. 4) A yearly average of 70 or above in language arts. 5) A student must also meet the passing standard established by the State Board on the applicable assessment instrument in the subjects required under state law.

Promotion Guidelines – Grade 6-8.

1) An overall average of 70 or above (computed by averaging yearly grades for reading, language arts, mathematics, social studies, and science). 2) A yearly average of 70 or above in mathematics. 3) A combined yearly average of 70 or above in reading and language arts. 4) A yearly average of 70 or above in science. 5) A yearly average of 70 or above in social studies. A student must also meet the passing standard established by the State Board on the applicable assessment instrument in the subjects required under state law. A student below grade 9 enrolled in a course with an End of Course assessment (EOC) cannot be retained due to EOC performance.

Promotion Guidelines – Grade 9-11

1) Testing requirements: Students must meet minimum expectations (passing standards) for all state assessments (STAAR TELPAS). 2) Credits required for grade level classification - **Sophomore** (10th) 6 to 12 credits and entering 2nd year in an accredited high school - **Junior** (11th) 12 to 19 credits and entering third year in an accredited high school - **Senior** (12th) 18 or more credits and entering at least third year of high school and declaring their intent to graduate during the current school year. End of the year report cards do not indicate whether the students was promoted or retained. Promotion is based on the total number of credits on the student's transcript. Also see End of Course Assessments

Promotion Guidelines – Grade 12

1) Student must meet all state and local graduation requirements.

Report Cards

Written reports of student grades and absences are issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, the parent will be notified if the student's grade average is near or below 70 or below the expected level of performance. If a student receives a six-week grade below a 70, a parent is requested to schedule a conference with the teacher. Report Cards and Progress Reports are hand carried by students to parents.

Retention

The District recognizes that the retaining of students because of academic deficiencies is not an effective strategy. Therefore, the District shall establish procedures designed to accelerate instruction for students with academic deficiencies to reduce retaining students at a grade level. (EHBC)

Kindergarten Retention

Students may not be retained in kindergarten unless requested by the parent and approved by the Campus Grade Placement Committee.

Grade Placement Committee (MS or Elementary only)

The Grade Placement Committee (GPC) on each campus will make the decision on promotion or placement for:

- Students who failed any/all STAAR tests in a grade level but scores were very close to passing, except for those who failed a course in which an EOC was administered.
- Students whose failure was due to extenuating circumstances
- Students who did not attend ESP if suggested by Bandera ISD Campus Administration
- Students whose parents request a review
- The Grade Placement Committee must conclude that the student is likely to perform at grade level the following year and must specify interventions to be made to support the student's achievement.

Graduation Plan

A Personal Graduation Plan (PGP) will be prepared for all high school students and any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or who is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor or staff member designated by the principal. The Plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [Ed. Code 28.0212]

Alternate Assessment Instrument Standards For Promotion Upon Appeal (Elementary and MS only)

If the parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law and shall apply the following standards in deciding to promote or retain the student: (EIE-Local)

1. Evidence of satisfactory student performance, including grades, portfolios, work samples, local assessments, or individual reading or mathematics, diagnostic tests or inventories, as appropriate;
2. Improvement in student test performance over the three testing opportunities, or;
3. Extenuating circumstances that may have adversely affected the student's participation in either the required assessments or accelerated instruction.

If all members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year, the student shall be promoted. Whether the GPC decided to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan. (EIE-Local)

Transfer Students (Elementary and MS only)

When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decision regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student. If a parent initiates an appeal for promotion when a student transfers into the District, having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion. (EIE-Local)

Transfer From Non-Public Schools and End of Course Testing Requirements

Students who transfer from accredited non-public schools will provide evidence of prior schooling outside of the district and shall initially be placed at the discretion of the principal, pending observation by the classroom teacher, guidance personnel, and the principal. On the bases of these observations and results of tests that may be administered by appropriate district personnel, the principal shall determine final grade placement or course credit. Before granting credit, the district shall validate, by testing and/ or other evidence, that any course taken

by a student at an accredited or non-accredited public, private, or parochial school meets State Board requirements. High School students are required by law to take End of Course tests when they enroll in the public school district, regardless of where they earned the credits for the courses that the End of Course tests cover.

Credits earned through a summer school program at a non-public school will not be accepted.

Transfer Of Grades And Absences

The counting of all absences, excused and unexcused, begins with the day a student is enrolled in a Bandera ISD school for the first time for that school year. If a student transfers from one BISSD school to another during the school year, all absences, both excused and unexcused should be transferred with the student. Likewise, it is the responsibility of the school to combine current grades with grades reported by the sending school. Grades must be given if a student has been in attendance for ten (10) days or more.

Assignment Of Retained Students

In the event a student is not promoted or placed to the next grade level, the District shall assign the student nevertheless to an age-appropriate campus, unless:

1. The student's parent requests that the student be assigned to the same or similar campus setting; or
2. The student's GPC determines that it would be in the student's best interest to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:
 - a. Recommendations from the student's teachers
 - b. Observed social and emotional development of the student (EIE-Local)

UIL Guidelines – Effect on Eligibility

1st Day of School Students who have successfully completed the previous grade level are eligible (middle school students must have been promoted; high school students must have earned sufficient number of credits during previous 12 months. NO student may regain eligibility during the first six weeks grading period.

WINTER BREAK: ALL STUDENTS ARE ELIGIBLE FROM THE BEGINNING TO THE END OF WINTER BREAK

SPRING BREAK: ALL STUDENTS ARE ELIGIBLE FROM THE BEGINNING TO THE END OF SPRING BREAK



P.O. Box 727 • Bandera 78003

First Day of School by Law: August 27, 2018
Last Day of School:
Students: 175 days, Teachers: 187 days

First Semester

1st 6 Wks.	8/27	10/5	29 days
2nd 6 Wks.	10/9	11/16	29 days
3rd 6 Wks.	11/26	1/18	28 days
Total			86 days

Second Semester

4th 6 Wks.	1/21	3/1	29 days
5th 6 Wks.	3/4	4/18	29 days
6th 6 Wks.	4/23	6/5	31 days
Total			89 days
Yearly			176 days

Grade Check	Loss of Days of Eligibility (at the end of school day)	Days Eligibility (at the end of school day)
October 3	October 12th	
October 20th		November 2nd
November 16th	December 3rd	
December 14th		December 21st
January 18th	January 25th	
February 8th		February 15th
March 1st	March 8th	
March 29th		April 5th
April 18th	April 25th	
May 10th	May 17th	

Progress Reports:	Report Cards:
September 20, 2018	October 11, 2018
November 1, 2018	November 29, 2018
December 20, 2018	January 24, 2019
February 14, 2019	March 7, 2019
April 4, 2019	April 25, 2019
May 16, 2019	June 5, 2019

LEGEND:

	Student and Teacher Holiday
	Student Holiday & Teacher Workday or In-Service Day
E	Early Release Day (12:00 PM for students) Minutes must be made up if district falls under 75,800 minutes.

BANDERA ISD TELEPHONE NUMBERS

Aikek Elementary (830) 460-3900
 Hill Country Elementary (830) 460-3901
 Bandera Middle School (830) 460-3899
 Bandera High School (830) 460-3898
 Transportation Department (830) 460-3897

Bandera ISD Communications • (830) 460-3890 ext.2003
 • Board Approved: February 12, 2018

2018-2019 BISD SCHOOL CALENDAR

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

GRADUATION REQUIREMENTS

In order to graduate from high school in Bandera ISD, a student must successfully complete a certain number of units and pass 5 EOC assessments. The State of Texas requires all students to complete a certain series of courses. Three-year graduates must apply to the counselor by August of the year they plan to graduate. Students who have satisfactorily completed all coursework requirements for graduation but have failed to meet applicable testing requirements shall be allowed to participate in commencement activities and ceremonies.

END OF COURSE ASSESSMENTS

Beginning with 2013-2014 school year, EOC assessments will be administered for the following courses: English I, English II, Algebra I, Biology, and United States History. If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met prior to a retake opportunity. For more information, contact the high school counselor.

GRADUATION REQUIRED COURSES [4 X 4 Plan]

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/ Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies	2.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1	1	1
Academic Elective	One credit must be selected from W. History, W Geogra- phy or any SBOE ap- proved science course. (If substituting Chemis- try or Physics for IPC, must use the other as ac- ademic elective credit here.)	None	None
Electives	6.5	5.5 credits	6.5 credits
Miscellaneous			Completion of 4 Ad- vanced Measures
TOTAL	*22 credits	*26 credits	*28 credits

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program will be distributed to students annually in order to enroll in courses for the upcoming school year. A course description manual is available on www.banderaisd.net

Special Education

Upon the recommendation of the ARD committee after involvement of the parent, a student in special education may be permitted to graduate under the provisions of his or her IEP.

Transfer Students

A student transferring to Bandera High School from a school that offers only 6 or 7 periods per day will receive special consideration. Specific information may be obtained from the principal or counselor.

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

INSTRUCTIONAL MATERIALS

State-approved instructional materials are purchased and owned by the district and are provided free of charge. The student must cover books in order to prevent damage. Any student who turns in a damaged book or fails to return a book issued by the school shall be assessed a fine for the cost of the damage or the book. Classroom sets of books are available for use at school during the school day.

INSTRUCTIONAL TELEVISION

Through a contract with Whittle Communications, Bandera ISD provides the opportunity for students in grades 6-8 to view a twelve-minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his or her child not view any commercial broadcast at school should notify the principal. An appropriate alternative supervised assignment will be made for the student.

INSURANCE

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Premiums will be paid by the parent and submitted through the principal's office, and the parent directly to the insurance company will submit claims. Bandera ISD is not responsible for costs of treating injuries nor does the District assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of other accident insurance, or (3) signed a form rejecting the insurance offer.

LAW ENFORCEMENT AGENCIES

Questioning of students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal/designee will verify and record the identity of the officer/authority and ask for an explanation of the need to question or interview the student at school.
- The principal/designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal/designee considers to be a valid objection. If the legal authority will not allow the school administrator to contact the parent, the authority must sign the BISD form for interviewing a student without notification.
- The principal/designee ordinarily will be present unless the interviewer raises what the principal/designee considers to be a valid objection.

- The principal/designee will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students taken into Custody

State law requires the District to permit a student to be taken into legal custody.

- The principal/designee will verify the officer's identity and to the best of his/her ability verify the official's authority to take custody of the student. The administrator will attempt to notify the parent by all phone numbers listed on the student emergency card unless the officer or other authorized person raises what the principal/designee considers to be a valid objection to notifying the parents. Because the principal/designee does not have the authority to prevent or delay a custody action, notification could be after the fact.

Questioning of alleged students or witnesses

School administrators will interview the witness and "alleged" student who committed act. Witnesses and alleged student will be informed that a written statement is a legal document.

Parent Discipline Notification

School administrators will mail copies of student discipline referrals for major offenses unless the parent requests that all notifications be mailed.

LIBRARY

The school library provides students with books, electronic databases, and other materials for study. A student is responsible for all materials he or she borrows and will be expected to pay for lost or damaged materials. The following regulations apply:

1. A student must have a teacher or librarian-issued pass to come to the library at any time during the school day.
2. Once in the library, a student should stay until the time designated by the teacher to return to class.
3. Students may use the library to study, to research, or to read - school assigned activities take top priority. Students not working on priority projects will be sent back to class.
4. Students must follow the District's Acceptable Use Policy when accessing computers.
5. Books may be checked out for a two-week period.
6. Reference books, except for the newest editions of encyclopedias and periodicals, may be checked out for overnight use only.
7. Fines for overdue books at the secondary campuses will be charged after the book is due with a one-day grace period. The charge is \$.10 a day, excluding weekends and holidays with a maximum fine of \$2.00. The due date may be found on the "Date Due" slip in each book.
8. Students who return books with damages will be charged a fee as determined by the librarian on the basis of age and condition of books returned damaged. All previously charged damages shall be noted on the inside cover of the book.
9. Students who lose a book will be charged all replacement costs.
10. Failure to return books or pay fines and losses will result in the holding of the student's records.
11. Food and drinks are not allowed in the library.
12. Campus library hours: Hill Country, 7:15 to 3:15; Alkek, 7:30 to 3:45; Middle School, 7:30 to 4:00; High School, 7:30 to 4:30 (and later as needed).

MILITARY FAMILY ACCOMODATIONS

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

National Honor Society

All 10th, 11th, and 12th grade students who are on the recommended plan, or distinguished achievement program and who qualify academically become candidates for induction into NHS. Candidates are rated on leadership and character by knowledgeable teachers and on self-reported service. A faculty selection committee determines which students are to be inducted, based upon the students' ratings and scholarship. Membership in NJHS does not automatically qualify a student for membership in NHS. More specific information may be obtained from the principal or NHS sponsor.

National Junior Honor Society

Students in grades 7 and 8 who meet rigorous academic standards become candidates for induction into NJHS. Knowledgeable teachers rate candidates confidentially on leadership, character, and service standards. These ratings are averaged with academic ratings to determine eligibility. More specific information may be obtained from the principal or NJHS sponsor.

University Interscholastic League (UIL) Awards

A student may earn one letter jacket during his or her high school career at Bandera by meeting lettering standards in athletics, band, and/or academic events. The coaches, directors, or sponsors determine these standards in each activity.

NURSE INFORMATION

Should your child feel ill and have accompanying fever before school, please do not send them to school. A child should be free from fever (less than 100°F) for 24 hours before returning to school. Should your child experience a serious illness or injury, please notify your campus nurse. Also notify your campus nurse concerning all major health issues or any change in the medical status of your child. Students who are ill, should check out through the campus clinic and have a nurse contact parents for pick up.

Nurse information and procedures are provided in the separate Health Services Handbook.

PARENT INVOLVEMENT POLICY

Research indicates that parent involvement activities increase student academic success. Parent involvement activities are hosted throughout the school year by BISD staff. Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include: [Policy EF]

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the education opportunities the school provides
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district
- Become aware of the school's on-going bullying, intimidation and harassment prevention efforts
- Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring our child's academic progress and contacting teachers as needed
- Attending scheduled conferences and requesting additional conferences as needed

- Becoming a school volunteer
- Participating in campus parent organizations
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement
- Serving on the School Health Advisory Council (SHAC), Campus Improvement Committees, or District Improvement Committee
- Attending board meetings to learn more about district operations

The Parent Involvement coordinator, who works with parents of students participating in Title I programs is Tracy Thayer and may be contacted at 830-460-3890 or emailed at tthayer@banderaisd.net

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instruction. Policy EF [legal]

Opting Out of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [Policy EF and FFAA]As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child

PERSONAL PROPERTY

To reduce loss and theft of personal property, it is strongly suggested that the student keep up with his or her own property items. Skateboards, MP3's, iPODS, laptops recorder devices should not be brought to school without special permission from the campus administration. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. See Searches on page 36 and policy FNF.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Student must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your student to be excused from participation in the required moment of silence or silent activity that follows. (Policy EC)

PEST CONTROL/ASBESTOS INFORMATION/TOBACCO PROHIBITED

Pest Control

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the principal.

Asbestos Plan

The District's Asbestos Management Plan designed to be in compliance with state and federal regulations, is available at the maintenance department. If you have questions, please contact the Bandera ISD Maintenance Coordinator at 830-460-3895.

Tobacco Prohibited

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related events. A person under 18 years of age is prohibited from possessing, purchasing, consuming or accepting a tobacco product. Texas law states that 'a minor in possession of tobacco products or cigarettes may face up to a \$250.00 fine, and possible loss of their driver's license as well as be required to attend an 8 hour tobacco awareness class.' (SB55, 1977) Students 18 years old and older are not permitted to possess or consume tobacco products on school property or at school events.

PHYSICAL EDUCATION

In order to take physical education in the Middle School or High school, a student must wear appropriate physical education clothing. A Middle School or High School student is required to suit up for and shower after every PE class unless excused by the teacher in charge. A student may be excused from PE activities for medical reasons for a period not to exceed three days if he or she brings a note from a parent. In order to be excused from PE activities for a longer period, a student may be required to bring a note from a physician or health clinic. A student who does not have the required PE clothing or who does not suit up for other reasons may be given other assignments, which, if not completed, will result in a zero being given to the student for the day. High School students may substitute the fall semester of Band for one-half unit of the PE credits required for graduation.

Physical Activity for Students in Elementary and Middle School

In accordance with TEC 28.002, all students enrolled in full-day kindergarten or grades 1-8 are required to participate in "structured physical activity" for a minimum of either 30 minutes of moderate or vigorous physical

activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters under the following conditions:

1. Participation must be in a TEKS-based physical education class or a TEKS based structured activity and
2. Each school district shall establish procedures for providing the required physical activity that must consider the health-related education needs of the student and the recommendations of the local health advisory council.

Fitnessgram

Every public school student must participate in the Fitnessgram assessment. This assessment is composed of several measures of fitness: aerobic capacity, measured by a one mile run/walk or a paced activity at elementary; muscle strength and endurance, measured by short sessions of push-ups, curl ups and trunk lifts, flexibility measured by a shoulder stretch; and body mass composition, generated through height and weight data. Reports generated by this assessment will be sent home with the students for parent information. If a parent does not receive the information, contact your campus office to request a copy. Yearly reports will allow parents to evaluate their student's fitness over time. Fitnessgram assessments will only be used as a method of tracking overall student fitness and will not impact student grades, For more information on Fitnessgram and its background, access www.fitnessgram.net/faqparents/.

Foods of Minimum Nutritional Value

The campuses have federal restrictions on providing foods of minimum nutritional value to students during the school day. The restrictions apply to parents, teachers, and administration. Although, a parent or grandparent of a student may provide any food product of the parent's or grandparent's choice to children in the classroom of the child of the parent or grandparent on the occasion of the child's birthday or children at a school-designated function such as a field trip or special days designated by the school. You are required to make arrangements with the classroom teacher in preparation for a birthday or designated special day celebration.

PHYSICAL EXAMINATIONS

A student desiring to participate in the UIL athletic program shall submit a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program This examination is required to be submitted annually to the district. A student may be required to have a physical examination based on answers to the appraisal form.

POSTERS

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

PROTECTION OF STUDENT RIGHTS

Parents have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation of information in any area below. In order to ensure that parent and student rights are protected, the school will ask for written parental consent before allowing a student to participate when an educational program requires such information.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave.

REQUESTING QUALIFICATIONS OF STAFF

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

SAFETY TRANSFERS

As a parent, you have a right: To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. [Policy FDB]

To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.

To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [Policy DE]

SATURDAY SCHOOL

A student in grades 1-12 may be assigned to Saturday School for violations of the Student Code of Conduct, to make up work missed due to a suspension, or to comply with requirements of the attendance committee. Saturday School may be held at a designated location on each campus. Each campus assigns times. The door is locked at the beginning time and late students are considered to have missed Saturday School. If a student leaves prior to the end, he or she is considered to have missed Saturday School. A student is required to have sufficient materials (pencils, pens, paper) to complete all assigned work. If sufficient materials are not brought to Saturday School, credit may be denied for that day. When a student is assigned to Saturday School, attendance is mandatory. If a student misses Saturday School, the student will be assigned to the next two scheduled Saturday Schools.

SCHOOL HEALTH ADVISORY COUNCIL

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information regarding the district's School Health Advisory council is available from Director of Federal Programs at 830-460-3890.

SCHOOL PROPERTY

Band uniforms and instruments, athletic equipment, theatre arts costumes, calculators, and other property that belongs to the school that a student is allowed to use becomes the responsibility of that student. A student is responsible for the care of the property and is responsible for turning in the property in good condition and in a timely manner upon the teacher or sponsor request. A student's records may be held until all school property is turned in. Damage to school equipment can be the financial responsibility of the student and parent.

SEARCHES

Trained Dogs

Bandera ISD uses specially trained dogs to sniff out and alert to the presence of prohibited items, illicit drugs, alcohol, guns, and gunpowder. Visits to schools are unannounced. Lockers and vehicles parked on school property may be sniffed at any time whether or not students are present. If contraband of any kind is found, the student shall be subject to disciplinary action and referred to legal authorities, if appropriate.

Student Desks and Lockers

Student's desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked and that the combination is not available to others. Searches of desks or lockers may be conducted any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

SERVICE CONTACTS

In its efforts to promote nondiscrimination, the District makes the following statement:

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Regina Howell
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Bonnie Hale
- All other concerns: Superintendent: Regina Howell
- Services for the Homeless and for Title I Participants: Bonnie Hale
- Services for Students with Disabilities: Patricia Galm

SEXUAL HARASSMENT

The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. A student and/or parent in a conference may present a complaint that alleges sexual harassment by another student or sexual harassment or sexual abuse by a staff member with the principal or designee or with the Superintendent. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Superintendent will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

SOCIAL MEDIA GUIDELINES

Parents/Guardians/Guests who choose to photograph or video record Bandera ISD school related events or activities and subsequently distribute or otherwise publish the photographs or video recording through any means, including but not limited to CDs, Facebook, or YouTube, assume any and all potential risk in the event of any complaint from other students who may appear in the photographs or video recording and whose families do not wish for their student's image to be distributed or otherwise published. Bandera ISD is obligated to uphold the federal law, Family Educational Rights and Privacy Act (FERPA), which requires that no student's educational record, which includes their photograph, be distributed without the express written consent of the parent or for any purpose other than that which is educational in nature. Parents or guests, who visit during a campus or district "**public**" event, may take pictures or video record their child's participation without permission of the

school administrator. However, if parents wish to take a picture of their student during an instructional activity which *does* include lunch periods on campus, please visit with the teacher or campus administrator to ensure that parents are taking a picture of their child only and not of children who may not have permission to have their picture taken during the school day for public release.

Please feel free to contact your campus administration for clarification about Social Media guidelines.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities 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.

SPECIAL EDUCATION GRADUATION INFORMATION

Upon the recommendation of the admission, review, and dismissal [ARD] committee, a student with disabilities may be permitted to graduate under the provision of his or her IEP.

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

SPECIAL PROGRAMS

Bandera ISD provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the principal; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Patricia Galm at 830-460-3893. If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus.

STUDENT OFFICES AND ELECTIONS

Class officers and student council members are self-nominated and elected by a majority vote of class members. Officers of school organizations are elected by a majority vote of the organization's members. Campaigning for school-wide positions will consist only of placing posters, which have been approved by the principal, on the walls of the main hallway. Each club/organization or UIL sponsored activity may have additional by-laws, constitutions, regulations or UIL rules that set a higher standard for acceptable student behavior. These expectations will be in addition to any expectation outlined in the Student Code of Conduct and/or the Extra-curricular Code of Conduct. To be elected to a leadership position, a student must have no failing grade for the semester immediately preceding the election. In addition, a student must have at least a 70 average of all grades, excluding P.E., for the semester immediately preceding the election. The Extracurricular Code of Conduct will be followed for these leadership positions.

All decisions regarding eligibility, probation, or dismissal will be the responsibility of the sponsor and principal.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated.

Certain officials from various governmental agencies may have limited access to the records. Bandera ISD forwards a student's records, including disciplinary records with respect to suspension or expulsion, on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age or enters a postsecondary educational institution, only the student has the right to consent to release the records. Certain information about Bandera ISD students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Display of your child's artwork, projects, and other special work products

As a parent, if you choose that your child's artwork, special projects, photographs and the like not be displayed to the community on the District's Web site, in printed material, by video, or any other method of communication, you must notify the principal in writing. FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR 99.10)
- Seek to amend education records (34 CFR 99.20, 99.21 and 99.22)
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR 99.30 and 99.31)
- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. A parent also has the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To review your child's student records when needed: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admissions, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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.
- To remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by TEA.

- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless [1] you provide a written statement requesting that your child be excused, [2] the District determines that your child has a conscientious objection to the recitation, or [3] you are a representative of a foreign government to whom the US government extends diplomatic immunity.
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

STEROIDS

Parents and student should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

STUDENT'S RIGHT TO PRAY

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

STUDENT SCHEDULES

Each student is charged with the responsibility to study the graduation requirements and to assist the counselor in reaching his or her objectives. During the early part of each semester, it is always necessary to do some changing of classes. In elementary, some adjustments may be required due to state mandated class size of 22:1. Despite all planning, there will be too many students in some classes and too few in others and this will be corrected.

Middle School-Courses are added or dropped through the office of the counselor.

SURVEYS

A parent or guardian has the right to **receive notice and opt your child** out of participating in:

1. Any survey concerning the private information as listed:
 - Political affiliations or beliefs of the student or the student's parent.
 - Mental or psychological problems of the student or the student's family.
 - Sexual behavior or attitudes
 - Illegal, antisocial, self-incriminating, or demeaning behavior
 - Critical appraisals of individuals with whom the student has a close family relationship
 - Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
 - Religious practices, affiliations, or beliefs of the student or parents

- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program
2. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
 3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

SUSPENSION

It is the sole responsibility of the student to make arrangements for make-up work. Any student who is suspended will not be allowed to participate in school related or school sponsored extra-curricular and non-curricular activities thru the duration of the suspension.

TARDIES

A student who reports to school or a class after the tardy bell has rung is tardy. Each campus will have their set of tardy rules to follow. Please refer to the appropriate campus for their specific procedures. Excessive tardies will be reviewed and ruled on by the administrator and or attendance committee.

TELECOMMUNICATIONS DEVICES

Students are allowed to have a cell phone, as long as it is turned off, out of sight and does not interfere with instruction. Students may not use their phone without prior approval. Approval and use of the cell phone should occur in the school office. There are prohibited guidelines for the use of cell phones: text messaging, taking pictures, recording information and any other use that may be invasive of someone else's privacy. The misuse will result in confiscation and disciplinary action under the student code of conduct and parents may retrieve the phone from the office administration during the next school day.

TESTING

STAAR and Alternate Assessments

Students in grades 3-8 will take the State of Texas Assessments of Academic Readiness (STAAR). Students receiving special education services may be assigned by the ARD committee to take one of the alternative assessments as long as they meet the criteria.

STAAR

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. See Promotions and Retentions for further information.

<i>Domain Tested</i>	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
<i>Reading</i>	STAAR	STAAR	STAAR	STAAR	STAAR	STAAR
<i>Math</i>	STAAR	STAAR	STAAR	STAAR	STAAR	STAAR

<i>Writing</i>		STAAR			STAAR	
<i>Science</i>			STAAR			STAAR
<i>Social Studies</i>						STAAR

TELPAS

All limited English proficient students in grades 2-12 will take the state-mandated Texas English Language Proficiency Assessment System (TELPAS) in the spring.

College Entrance Exams

All high school students are encouraged to take either the Scholastic Aptitude Test (SAT) or the American College Tests (ACT), or both, during their junior and/or senior year. Freshman, sophomore and juniors may take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualify Test (PSAT/NMSQT) and/or the Preliminary ACT. Details on how to apply for and prepare to take any of these exams may be obtained through the High School Counselor. All test results are given to parents as the school receives them. The ACT or SAT may be available to students who participated in the Free or Reduced Lunch Program at a reduced fee.

For more information, check with your campus counselor.

TSI (Texas Success Initiative) Assessment

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

TOBACCO POSSESSION OR USE

A student shall not possess, smoke or use tobacco products, including electronic cigarettes, on school property or at any school-related or school-sanctioned activity, on or off school property, as provided by law. When a student is referred for smoking or possession of tobacco products, the student code of conduct, the extracurricular code of conduct and club by-laws or constitutions will be reviewed for consequences and legal authorities may be called.

TRANSCRIPTS OF CREDIT

A graduating senior who plans to attend a college or university should request that his or her transcript be sent to that college or university before leaving school in May. This service is provided at no cost to the student.

TRANSFER STUDENTS

No student shall be enrolled in Bandera ISD who is under suspension or expulsion from another school system until his or her term of suspension or expulsion has ended in the prior district. Any student enrolling in Bandera ISD who is assigned to an alternative education program in another school system must remain in the alternative

education program in Bandera ISD. This policy remains effective for students who withdraw from the prior district before the term of suspension, expulsion, or assignment to an alternative program is over.

TUTORIALS

Parents are responsible for confirming arrangements for tutoring with the teacher. Additional information on tutorials can be obtained from the teacher, counselor, or the school administrator.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his or her vehicle and will make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in his or her car and will be subject to disciplinary action by the District as well as referral for criminal prosecution. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. All vehicles should carry liability insurance and all drivers should be licensed. A student must register vehicles that he or she may bring to school in order to identify the driver in case of emergency. The office will issue a parking permit and it must be displayed as directed. The school parking lots are off limits to all students during the school day. The school day means from the time a student arrives on campus until he or she is scheduled to leave for the day. Motor vehicles may not be moved during the school day without permission of the principal. At the High School, the southwest parking lot is reserved for faculty and may not be used by students {except at designated times or events}. Middle School students are not allowed to drive a motor vehicle to school or school related activities.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. The Principal will review the video/audio recording routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS AND VOLUNTEERS

Parents and other visitors are welcome to visit District schools. All visitors must first report to the main office to present verification of identification in order to receive a visitor's badge. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors or volunteers that spend time working with students or chaperoning field trips will be asked to fill out a background form in the principal's office before working in the classroom or chaperoning the field trip.

Former students will not be allowed to visit teachers during the regular school day without prior notice and must make an advance appointment with the teacher during their conference period. The teacher will be required to meet the former student at the school office and escort them to the classroom. Former students may not visit other students at any time. A student expelled, suspended, or on holiday, or absent from his/ her own school may not visit Bandera schools. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave. The Sheriff's office will be notified if the request to leave the campus is not acknowledged.

VOTER REGISTRATION (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

WITHDRAWAL FROM SCHOOL

When it becomes necessary for a student to move outside Bandera ISD, the school should receive prior notice. To properly process grades, papers, etc., the school should be notified at least three days before the student intends to leave. After notifying the registrar and the appropriate teacher(s) three days in advance, the student should obtain a withdrawal form from the principal's office at the start of the last day and return it to the principal's office at the end of the day. A student under 18 may be withdrawn from school only by a parent/guardian. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature. The campus administrator will attempt to contact the parent or guardian about the 18-year-old student's intention to withdraw.