

## I. INTRODUCTION

### **To Students and Parents:**

The A. A. "Nick" Kerr Middle School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Burleson Independent School District Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found in the school office. The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office and on-line at [www.burlesonisd.net](http://www.burlesonisd.net)

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

### **Nondiscrimination Notice**

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

Burleson 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.

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

#### Title IX Compliance Coordinator

Vickie Overton, Coordinator of Human Resources and Staff Development  
1160 SW Wilshire Blvd.  
Burleson, TX 76028  
817.447.5730

#### 504 Compliance Coordinator

Tana Hubbard, Director of Special Education  
1160 SW Wilshire Blvd.  
Burleson, TX 76028  
817.447.5730

## **II. ACADEMICS**

### **A. General Information**

#### **1. Grading Guidelines**

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. Half of these grades shall be taken by the end of the first three weeks of any six-week grading period. Grades shall not be reduced for disciplinary reasons, except in the case of late assignments, academic dishonesty, or as otherwise permitted by this policy [EIA (LOCAL)]. Guidelines for grading shall be clearly communicated in writing to students and parents during the first week of school.

#### **2. Promotion and Retention**

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

Please be aware that the new requirements effective for third graders in the 2002–2003 school year, for fifth graders in the 2004–2005 school year, and for eighth graders in the 2007–2008 school year will condition promotion on the student's satisfactory performance on the TAKS examinations. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance.

[For further information, see policies at EHBC, EI, and EIE.]

#### **3. Report Cards/Progress Reports/Conferences**

Written reports of absences and student grades or performance in each class or subject are issued to parents via their student at least once every six weeks.

At the end of the first three weeks of a grading period, parents are given written notice if the student's performance in any course in English language arts, mathematics, science, or social studies is near or below 75, or below the expected level of performance. If a student receives a grade of less than 75 in any class or subject during a grading period, the parents should request a conference with the teacher of that class or subject. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 75 in a class or subject.

#### **4. Student Schedules**

Students will be allowed to make necessary schedule changes **within the first two weeks of the semester**. Every effort will be made to accommodate the request, depending on class availability.

### **B. Counseling**

#### **1. Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For information, see the principal or counselor.

Under the Early High School Graduation Scholarship Program, the state provides eligible students financial credits in varying amounts, depending on the number of consecutive months in which the student completed graduation and the number of early college credits earned, to public or private Texas higher education institutions. Except for ninth graders entering high school in school year 2003-2004, the program will be limited to students who complete the Recommended or Advance (Distinguished Achievement) High School Program. The exception will apply only for a student unable to complete the Recommended or Advance High School Program because necessary courses were unavailable at the appropriate times in the student's high school due to course scheduling or lack of enrollment capacity or another reason outside the student's control. If the exception applies, the District will indicate the fact

on the student's transcript. The counselor can provide additional information about meeting the program's eligibility requirements.

[See policies at EIC and FJ.]

The District offers introductory career and technology programs at the middle school level.

## **2. Personal Counseling**

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

## **3. REACH Council Prevention Services**

REACH Council is a non-profit agency whose mission is to encourage and support safe and healthy choices vital to the well-being of our youth, families, and community.

Kerr Middle School and REACH Council are pleased to offer the following research based prevention programs to KMS students:

### All Stars & Youth Connection

All Stars and Youth Connection are programs that can help prevent substance use, fighting, and delinquency. However, the programs do more than prevent negative behaviors. All Stars and Youth Connection also enhance positive characteristics i.e. commitment to a positive lifestyle, resiliency, and a sense of belonging. All Stars and Youth Connection are fun and engaging with highly interactive activities. The programs include small group (8-10 students) activities in which students work together in pairs and participate together in games and art activities. Discussion is a common feature of all sessions and students are encouraged to express their opinions. Trained professionals from REACH Council visit the campus weekly to facilitate the All Stars and Youth Connection student groups.

### Project SUCCESS

Project SUCCESS (Schools Using Coordinated Community Efforts to Strengthen Students) is a prevention and intervention program open to **ALL** students who wish to participate. The program is designed to educate and encourage students to utilize healthy methods for coping with stress in their lives. Project SUCCESS allows students to meet individually with a licensed professional who offices on the KMS campus.

Based on the students' needs following an individual assessment, students may participate through Project SUCCESS in an educational student group or individual counseling. The REACH Counselor may offer the students and families information on other available community resources as needed or if requested.

### **How can students participate?**

Students are referred to REACH Council programs by school staff, parents, peers or self. REACH Council programs are for any student who may benefit from the programs.

### **How much class time will the student miss?**

Participation in All Stars or Youth Connection will require the student to miss 12-15 class periods over the course of the semester. A student wishing to participate in Project SUCCESS will miss classes on a rotating schedule. Every effort will be made to ensure that a student does not miss the same class more than once in the same six weeks period.

### **Does the student need permission to participate?**

For students under eighteen, parent/guardian permission is required to participate in REACH Council programs. Students will be missing class time during the school day to participate. Every effort will be made to keep students from missing core academic classes as much as possible.

Having a permission form on file allows a student to see the REACH Counselor more quickly for counseling services. *You will find a permission form attached to this handbook. Please fill out and return to the KMS Counseling Center if you would like for your student to participate.*

### **Are sessions with REACH Counselor confidential?**

Assessment and counseling sessions are **confidential**, unless the students disclose a threat to safety (e.g. abuse or neglect, threat of suicide, or threat of serious harm to someone else).

All REACH Council programs are voluntary. A student or parent may choose to stop participation in the programs at any time.

For more information, see REACH addendum in handbook or please contact KMS Counselor's Office: 817-447-5810.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining parental written consent, unless required by state or federal law for special education purposes. [For more information, refer to policy FFE.]

### C. Special Programs

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the school principal.

#### 1. 504 and Dyslexia

To be eligible under 504, a student must be "qualified" and "handicapped." "Handicapped persons" means any person who

- Has a physical or mental impairment which substantially limits one or more major life activities,
- Has a record of such impairment, or
- Is regarded as having such impairment.

"Major life activities" means "functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, learning, and working."

Dyslexia is a neurologically-based, often familial, disorder which interferes with the acquisition of and processing of language. Varying in degrees of severity, it is manifested by difficulties in receptive and expressive language, including phonological processing, in reading, writing, spelling, handwriting, and sometimes in arithmetic. Dyslexia is not a result of lack of motivation, sensory impairment, inadequate instructional or environmental opportunities, or other limiting conditions, but may occur together with these conditions. Although dyslexia is lifelong, individuals with dyslexia frequently respond successfully to timely and appropriate intervention.

Students who may need services through 504 or the dyslexia program are referred to the campus Student Assistance Team. This committee makes recommendations for services, based on the educational need of the student. Teachers often make these referrals. Parents may ask to refer their child at any time for review by the Student Assistance Team for either program. Qualification for either of these services is based on the student's educational need.

#### OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the districts over all general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

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

Director of Special Education:

Tana Hubbard  
817-447-5730

#### OPCIONES Y REQUISITOS PARA PROPORCIONAR AYUDA A LOS ESTUDIANTES QUE TIENEN DIFICULTADES EN EL APRENDIZAJE O QUE NECESITAN O PUEDEN NECESITAR EDUCACIÓN ESPECIAL.

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la

educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un periodo de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona:

Tana Hubbard

Numero de teléfono: 817-447-5730

## **2. *ESL***

Burleson ISD offers services to students who qualify for ESL instruction. Students who may need these services are assessed to determine their level of proficiency in the English language. The campus LPAC committee meets to review results of the language assessment and determine the educational need of the student. Parents are invited to this committee meeting and participate in making the decision about the student's placement into ESL classes.

## **3. *Gifted and Talented***

Parents, teachers or community members may nominate students for participation in the gifted and talented program (TAG). Nomination questionnaires are available in the school office. Parents will be notified of the timeline for nominating and screening students for the TAG program through flyers sent home with students, newsletter articles, and information found on the BISD website.

Nominated students are tested in the areas of ability, creativity, and achievement. A parent referral, teacher inventory, and samples of student work will also be used to determine placement in the TAG program. Campus committees will review screening information on each nominated student to determine eligibility. Parents are notified of the committee's decision by letter.

## **D. Testing**

To receive a high school diploma, students must successfully pass exit-level tests.

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child. [See **Protection of Student Rights** on page 12.]

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

### **1. *Credit by Exam—With Prior Instruction***

A student who has received prior instruction in a course or subject—but did not receive credit for it—may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination.

A student may not use this examination, however, to regain eligibility to participate in extracurricular activities. [For further information, see policy EEJA.]

### **2. *Credit by Exam—Without Prior Instruction***

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction.

The passing score required to earn credit on an examination for acceleration is 90.

A student planning to take an examination for acceleration (or the student's parent) must register with the principal or designee no later than 30 days prior to the scheduled testing date. The District will (will not) honor a request by a parent to administer a test purchased by the parent from a State Board-approved university.

[For further information, see EEJB.]

### 3. *Texas Assessment of Knowledge and Skills (TAKS)*

In addition to routine testing and other measures of achievement, students in grades 3<sup>rd</sup> – 11<sup>th</sup> will take state assessment tests:

#### **TAKS**

- Reading: Each year in grades 3 – 9
- Writing: Grades 4 and 7
- Mathematics: Each year in grades 3 – 11
- Social studies: Grades 8, 10, and 11
- Science: Grades 5, 8, 10, and 11
- Any other subject and grade required by federal law.

[See **Promotion** on page 2.]

## **III. GENERAL INFORMATION**

### **A. Board Meetings**

The Board of Trustees meets the second Monday of each month, with the fourth Monday reserved for meetings as needed, in the Board Room of the Central Administration Building at 6:30 p.m.

### **B. Communicable Diseases**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted. These diseases include

Amebiasis	Hepatitis, Viral A	Rubella (German Measles),
Campylobacteriosis	Impetigo	including congenital
Chickenpox	Infectious mononucleosis	Salmonellosis, including
Common cold with fever	Influenza	typhoid fever
Fifth disease	Measles (Rubeola)	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Ringworm of the scalp	Whooping Cough (Pertussis)

[Further information may be found at policy FFAD in the District's Policy Manual.]

### **What is Bacterial Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

#### **Symptoms:**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

### **How Bacterial Meningitis is spread:**

None of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

### **Prevention:**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some strains of bacterial meningitis, they are used only in special circumstances. These include when the disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups of college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

**If you think you or a friend might have Bacterial Meningitis – seek prompt medical attention.**

### **More Information:**

The school nurse, your family doctor, and staff at the local Health Department Office are excellent sources for information on all communicable diseases. You may also call the Regional Texas Department of Health Office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us)

### **District School Health Advisory Council:**

For information regarding the council, including the number of meetings scheduled or held during the year, please see the principal.

### **C. Computer Resources/Internet Use**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. The District deploys a wide-area network that will allow students to communicate with each other and throughout the world. The wide-area network is to be used by the students in a manner that is consistent with District goals.

Students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed inappropriate for classroom use; the access of those resources will not be permitted. The District will provide a computer interface to Internet services that students will use in assessing instructional and reference material on the Internet. This interface is designed so that objectionable materials are not easily available; however, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. When students inadvertently encounter inappropriate materials from the Internet, it shall be disengaged from immediately.

Students and parents should be aware that electronic communications (e-mail), using District computers are not private and may be monitored by District staff.

The following practices using District wide-area networks shall be prohibited:

- any use for political or commercial purposes;
- the use of electronic mail in any manner that is contrary to District Policy;
- the use of profanity or inappropriate language in electronic mail;
- any use that disrupts the educational goals of the District;
- any reproduction of copyrighted material without explicit permission;
- access of material that has been deemed inappropriate for school use;

Parent and student signatures on the last page of this booklet implies acceptance of the rules regarding use of District computers and Internet access. Violations of this agreement may result in withdrawal of privileges and disciplinary actions.

[For additional information, see policy CQ.]

### **D. Extracurricular Activities, Clubs, and Organizations**

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. While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating

districts—eligibility for participation in many of these activities is governed by state law as well as the following UIL rules:

- A student who receives, at the end of a grading period, a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse, however.
- The student regains eligibility when the principal and teachers determine that he or she has (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three weeks of ineligibility.
- A student must attend 90% of the days in the semester to participate in extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- Restrictions on participation related to discipline may be found in the Student Code of Conduct.
- A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The principal or designee will determine whether a student may participate.

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

[For further information, see policy FM.]

### ***1. National Junior Honor Society***

The National Junior Honor Society emphasizes scholarship, citizenship, character, and encourages leadership and service among all students. NJHS eligibility is based upon teacher evaluation and an overall grade average of 93 percent during the 7<sup>th</sup> grade year. For each Pre-Ap class, 8.75 is added to the cumulative average. Members must also have no “Us” and no more than one “N” in conduct. Members must not have any disciplinary office referrals.

### ***2. Student Council***

The purpose of the Student Council is to encourage student participation and school spirit, to represent students in school affairs, and to promote the general welfare of the school. Officers and Representatives must have an average of 75 or higher, no failing grades, no more than one “N” in conduct, and no “Us” in conduct.

## **E. Fees**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Student replacement identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.
- Fees for locks.
- Summer school courses that are offered tuition free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the school principal. [For further information, see policy FP.]

## **F. Fundraising**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus administrator and Superintendent's designee.

No outside organizations of any sort may solicit contributions of any type from students within the schools.

[For further information, see policies FJ and GE.]

## **G. Identification Cards**

ID cards will be made by Life Touch Photo at the first photo session of the year. IDs will be used for admission to dances, personal identification, and checking out library books. There will be a \$1.50 charge for replacement IDs.

## **H. Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, rubella (measles), mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[For further information, see policy FFAB.]

## **I. Law Enforcement**

### **1. School Resource Officer Activity**

The School Resource Officer at Kerr Middle School helps to maintain a safe, orderly, and secure atmosphere for learning by providing professional police services in an informative and educational manner. Whenever problems occur at school, the officer is immediately available to take necessary action. The officer has the authority to issue tickets to students who violate the law.

### **2. Questioning of Students**

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

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to notification, parents shall not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

### **3. Students Taken in Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.

- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA], and then shall deliver over the student.

The principal shall immediately notify the Superintendent and ordinarily shall notify the parents or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parents.

#### **4. Notification of Law Violations**

The District is also required by state law to notify

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

#### **J. Library**

Students are encouraged to use the library for reference work or personal enjoyment. There are special rules for reference books, magazines, and reserved books. Learning to use the library and observing its rules helps develop good citizenship.

- **Hours:** 8:00-4:00
- **Passes:** No more than three students at one time may come to the library from any teacher's class. Each student must have a pass.
- **Circulation:** Books may be checked out for two weeks at a time. They may be rechecked twice.
- **Magazines:** Magazines may not be checked out.
- **Conduct:** All behaviors should be quiet and unobtrusive.
- **Research:** Always bring paper and pencil to do research. Internet use requires a completed Internet Use Form from the teacher and is restricted to academic purposes.
- **Lost Books:** Students are financially responsible for any book checked out on their ID cards.
- **Fines:** The charge for an overdue book is \$.10 per school day past the due date. No additional books may be checked out until the overdue book is returned or payment is received.
- **Report Cards:** Report cards may be held for lost books that are unpaid.

#### **K. Lockers**

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others. Searches of lockers may be conducted at any time when there is reasonable cause to do so, whether or not the students are present. **There will be a lock fee of \$2.00, which will be collected through your homeroom teacher. Personal locks are not permitted.**

#### **L. Lost and Found**

All lost and found articles are kept in a box outside of the cafeteria doors.

#### **M. Medicine at School**

Written instructions from the doctor and parent /guardian signature are both required in order to give students any form of medication at school, including simple over-the counter medication as well as prescriptions. The nurse, or designee, will either give the medicine at the proper times or give the student permission to take the medication as directed. Students may not have any medication in their possession, including over-the-counter medication.

[For further information, see policy FFAC.]

## **N. Messages**

To maintain a healthy learning atmosphere and prevent constant interruption of classes, messages and personal items will not be delivered to students except in emergency situations.

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

The Burleson Independent School District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parents, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook (including the Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the school principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 817- 447-5810 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See **Protection of Student Rights** on page 12.]
- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child. [See also **Student Records** on pages 13 & 14.]
- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- 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 state 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. The moment of silence may involve prayer, silence, reflection, meditation or some other silent activity so long as the silent activity does not interfere with or distract others.
- Request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of the social studies classes in grades 3-12 unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- Become a school volunteer. [For further information, see policy GKG] and contact the school principal.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include the Parent-Teacher Organization.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB], and contact the school principal.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. [See policies BE and BED for more information.]

## **P. Pest Control**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application.

## **Q. Physical Examinations/Health Screenings**

A student desiring to participate in the UIL athletic competition shall submit, annually, a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program.

The District may provide additional screening as District and community resources permit.

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

## **R. Prayer**

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

## **S. Protection of Student Rights**

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

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

Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

[For further information, see EF.]

## **T. Safety**

### ***1. Accident Insurance***

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums.

### ***2. Accident Prevention***

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

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

### ***3. Drills: Fire, Tornado, and Other Emergencies***

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

#### **4. *Emergency Medical Treatment and Information***

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

#### **5. *Emergency School Closing Information***

Any change in the regularly scheduled school day will be reported on WBAP 820. Parents or students should listen to this radio for information that might affect the normal routine.

### **U. Searches**

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

#### **1. *Drug Detection Dogs***

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is currently present.

Trained dogs' sniffing of students does constitute a search and requires individualized reasonable suspicion.

#### **2. *Students' Desks and Lockers***

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of 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 at 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.

### **V. Student Records**

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is 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. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

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

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

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

maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. [For further information, see policy FL.]

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records 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, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. [See FNG (LOCAL) for the complaint procedure.] Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

A copy of student records is available to parents at no charge. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the principal to indicate his or her desire to change the original request. 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, photographs, and dates of attendance, awards received in school, and most recent previous school attended.

### ***1. 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.

### **W. Teacher Workday**

Teachers are on duty from 8:00 a.m. to 4:00 p.m.

### **X. Transfers in District**

Each district receiving assistance under Title I, Part A of the Elementary and Secondary Education Act (20 U.S.C. 6301 et seq.) must allow a student to attend a safe public elementary or secondary school within the District, including a public charter school, if the student:

- Attends a persistently dangerous public elementary or secondary school, as defined by the Texas Education Agency; or
- Becomes a victim of a violent criminal offence while in or on the grounds of the school the student attends.

A student or parent may make a request to the Superintendent or designee for a transfer on this basis within 30 calendar days.

No Child Left Behind Act of 2001, 20 U.S.C. 7912

### **Y. Vending Machines**

Information regarding vending machines in District facilities and student access to the machines is available from the principal.

## Z. Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the front office in order to sign in and receive a visitor's tag. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

### AA. Withdrawal and Transfer

Notification of intent to withdraw should be given one day prior to student's last day if possible. The procedure for withdrawal or transferring is as follows:

1. Parent must sign the withdrawal form.
2. Student will have the withdrawal form filled out by teachers. All school books and school property must be returned. All fees must be paid.
3. Student will take the completed withdrawal form to the office for final clearance.

In-district transfers are considered on a case-by-case basis. Forms for in-district transfer request are available at the campus and are to be submitted to the Assistant Superintendent located at (BISD Administrations Building).

## IV. POLICIES AND PROCEDURES

### A. Attendance

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

- A student between the ages of 6 and 18 **must** attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, from required special programs, such as accelerated (additional special) instruction assigned by the grade placement committee and basic skills for ninth graders, or from required tutorials, will be considered in violation of the law and subject to disciplinary action. Nonattendance may also result in assessment of a penalty by a court of law against the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent without excuse on ten or more days or parts of days within a six-month period in the same school year, or is absent without excuse on three or more days or parts of days within a four-week period.
- To receive credit 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 cannot receive credit for the class unless the attendance review committee finds that the absences are the result of the following extenuating circumstances:
  - Board-approved extracurricular activity or public performance subject to limitations in FDD (LEGAL) preceding.
  - Required screening, diagnosis, and treatment for Medicaid-eligible students.
  - Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
  - Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent.
  - Juvenile court proceeding documented by a probation officer.
  - Absence required by state or local welfare authorities.
  - Family emergency or unforeseen or unavoidable instance requiring immediate attention.
  - Approved college visitation.

Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered days of attendance for computing the required percentage of days of attendance.

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

If credit is lost, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent.

- When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, or a doctor's excuse that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.
- Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform the student of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. [See EIA]
- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- Parents are asked to call the school at 817-447-5810 prior to 10:00 a.m. on the first day of the absence. Report the student's name, reason for absence, and duration of the absence.
- When absent, the student must make up all work and missed tests. Upon return to school, the student has the number of days absent to complete all make-up work. For example, if the student was absent three days, the student has three days after his/her return to complete all make-up work.

## **B. Birthdays and Special Occasions**

Birthdays and other special occasions are considered family related activities. Flowers, balloon bouquets, and gifts should not be delivered to school. The office **will not** accept them for delivery. To maintain a healthy learning atmosphere and prevent constant interruption of classes, messages and personal items will not be delivered to students except in **emergency** situations.

## **C. Book Bags and Backpacks**

Book bags and backpacks are not allowed in classrooms and must be left in lockers if brought to school.

## **D. Bus Transportation**

Riding a bus is a privilege provided by the school and should be treated as such. Transportation to and from school for all students is the responsibility of the parents.

### **1. General Bus Rules**

- a) Riders are required to be outside at their designated stop 5 minutes prior to pick up time.
- b) Obey all instructions given by the driver.
- c) Board and leave the bus at your designated bus stop or campus only.
- d) Only eligible students may be transported. **NO GUEST RIDERS.**

### **2. Conduct on the Bus**

- a) Seats are assigned by the driver. Changing seats without permission is not permitted.
- b) Students must remain seated at all times. For safety reasons, students are not considered seated if they are not facing the front or if they are sitting on anything, including their legs, books, etc.
- c) Normal conversation is permitted. Loud noises may distract the driver and cause an unsafe condition. Absolute quiet is necessary when approaching a railroad crossing.
- d) Arms, head and other body parts are to be kept inside the bus.
- e) Do not mark, cut or scratch any part of the bus. Repair costs will be paid by the person responsible. If that person cannot be identified, everyone sitting in the seat will share the cost. Riding privileges will be denied until payment is made or the level of discipline is satisfied, whichever is longer.
- f) Do not throw objects inside or outside of the bus.
- g) Keep aisles clear of books, backpacks, legs etc.
- h) All items will be held in your lap.

### **3. Prohibited Bus Items**

- a) Tobacco or alcoholic beverages.
- b) Glass containers, weapons, explosives, drugs or chemicals.
- c) Cigarette lighters, matches or flammables.

- d) Any object (instrument, project, fundraiser etc) too large to be held safely in the lap.
- e) Food or drinks.
- f) Live animals or insects.
- g) Aerosol containers.

#### **4. Bus Disciplinary Action Levels**

Due to the lower maturity level and memory retention of younger students, students K – 5 will remain at a level as long as there are at least 30 school days between Safety Reports.

LEVEL ONE: At this level the student will receive a written warning report.

LEVEL TWO: If there have been 30 school days since the first referral, the student may receive another warning (6<sup>th</sup> – 12<sup>th</sup> **one time only and only at this level**). If it has been less than 30 school days, bus privileges will be suspended for 5 school days.

LEVEL THREE: Bus privileges will be suspended for 30 school days.

LEVEL FOUR: Bus privileges will be suspended for the remainder of the school year.

Students will be allowed to ride home the afternoon of the day the report is received. Parents are required to sign Safety Reports and return them to the driver before the student will be allowed to ride the bus again.

**All Students K – 12:** Durham School Services has the authority to supersede all levels of discipline and suspend a student's riding privileges for a time deemed necessary regardless of the number of Safety Reports that student has received. Although not all inclusive, some example violations that may result in immediate suspension of riding privileges (and/or notification of proper authorities) are fighting, possession of flammables, controlled substances or weapons, disrespect to the bus driver, sexual or racial harassment, abusive language or any action that poses a threat or danger to self or others.

#### **E. Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-priced lunches are available based on financial need. Information about a student's participation is confidential. Applications are available in the school office.

#### **F. Complaints by Student/Parents**

Usually student or parent complaints or concerns can be addressed simply by a phone call 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 at FNG (LOCAL) in the District's policy manual. In general, a parent or student should first discuss the complaint with the campus Principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy, available in the Principal and Superintendent's offices and on the District's Web site [www.burlesonisd.net](http://www.burlesonisd.net)

Topics and policies include:

- Discrimination on the basis of gender: policy FB.
- Sexual abuse or sexual harassment of a student: policy FNCJ. [See **Sexual Harassment / Sexual Abuse** on pages 18.]
- Loss of credit on the basis of attendance: policy FDD.
- Removal of a student by a teacher for disciplinary reasons: policy FOAA.
- Removal of a student to a disciplinary alternative education program: policy FOAB.
- Expulsion of a student: policy FOD.
- Identification, evaluation, or educational placement of a student with a disability within the scope of IDEA: EHBA and the parents' rights handbook provided to parents of all students referred to special education.
- Instructional materials: policy EFA.

- On-campus distribution of non-school materials to students: policy FMA.
- Complaints against District peace officers: policy CKE.

### **G. Make-up Work Policy**

When absent, the student must make up work and missed tests. Upon return to school, the student has the number of days missed to complete all work. For example, if the student was absent three days, the student has three days after his/her return to complete all make-up work.

### **H. Release of Students from School**

A. A. "Nick" Kerr Middle School is a closed campus. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissed or until they are picked up by the bus or parent. Students must bring a written parental request to the office, prior to first period, to leave campus, or the parent may call the office and give instructions. If it is necessary to leave school for any reason, a pass must be obtained from the office, signed by the parent, doctor, or dentist, and returned to the office when the student returns to school. Failure to check out through the office will result in disciplinary action.

### **I. Sexual Harassment/Sexual Abuse**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or Vickie Overton, Assistant Superintendent for Instruction, who serves as the District Title IX coordinator for students.

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

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than seven calendar days of receipt of the complaint. The principal (principal's designee) or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

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

If the resolution of the complaint by the principal (principal's designee) or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent or designee.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in the District's policy manual.

### **J. Tardies**

Students are expected to be in the classroom with their required materials on time. Students who are late to class will be disciplined according to the Kerr Middle School Tardy Policy. Tardies are accumulated per class and start

over every six weeks.

The policy is as follows:

1<sup>st</sup> Tardy – Warning

2<sup>nd</sup> Tardy – Parent Contact

3<sup>rd</sup> Tardy – Lunch Detention with Parent Contact

4<sup>th</sup> Tardy – Office Referral

## **K. Telephones**

One pay telephone (.25) is available for student use. It is located in the front office. Office telephones are not to be used except in case of emergencies. Telephone use is not an acceptable reason to be late for class. All students are required to have a **pass** from their teacher to use the telephone.

Cell phones are not permitted. [See **Cell Phones** below.]

## **L. Textbooks**

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

# **V. STUDENT BEHAVIOR**

## **A. Cell Phones**

Students are not permitted to have cell phones at school.

1<sup>st</sup> - Warning with parent contact.

2<sup>nd</sup> - \$15.00 fine with parent contact, student may pick up the phone from the office.

3<sup>rd</sup> - \$15.00 fine with parent contact, parent must pick up the phone from the office.

## **B. Conduct**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

### ***1. Applicability of School Rules and Discipline***

To achieve the best possible learning environment for all our students, A. A. “Nick” Kerr Middle School's rules and discipline will apply

- During the regular school day or while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

For information regarding **Searches** of student lockers and vehicles brought onto school property, see page 13.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. [See **Preface** for further information.]

## **2. Discipline**

If a student happens to make a poor choice about following the rules, certain consequences will be forthcoming. The consequences may include conferencing with students, admonishments and reprimands, teacher assigned activities, parent conferences, lunch detention, after school detention, evening detention, Saturday School, In-School Suspension, and suspension from school, being placed in the Discipline Center, expulsion to JJAEP, or a citation may be written by the local law enforcement agency/school resource officer.

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete a course needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The district may provide the opportunity to complete the coursework through any method available, including correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each regular classroom. The District may provide the opportunity by any method available, including correspondence course, distance learning, or summer school.

Students and their parents are encouraged to discuss the options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## **3. Discipline Consequences**

### Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the District's policy manual. However, school administration will honor a parent's request that discipline methods other than corporal punishment be used.

### Detention

Students may be detained outside of school hours on one or more days if a student violates the school's rules of conduct or fails to complete assignments. Parents will receive prior notification of such detention either by phone or by student-carried copy of the discipline referral so that transportation arrangements can be made. Before assigning students to detention, the teacher shall inform the student of the conduct, which allegedly constitutes the violation, and the student shall be given an opportunity to explain his version of the incident.

- **Lunch** detention is held in a classroom during the student's regular lunch period and may be assigned by teachers. Students will receive a reminder on the day they are to serve the detention.
- **After School** detention for misconduct will be held in the cafeteria, on Tuesday and Thursday, from 3:50 to 4:50 on assigned days.
- **Evening** detention will be held in the cafeteria on Monday, Tuesday and Thursday, 6:00 to 7:00 or 6:00 to 8:00 depending on the nature of the offense.

### In-School Suspension

ISS is a special class for students who need to be removed from the classroom for three days or less for disciplinary reasons. Students will complete a behavior modification curriculum. Students will obtain classroom assignments from their regular teachers and complete the assignments as work, for academic credit. Any absence from ISS must be made up when the student returns to school. Students assigned to ISS may **not** participate in extracurricular activities, including athletics, until the duration of their assignment is completed.

### Saturday School

Saturday school will be from 8 AM to 12 PM (noon) at the high school campus. Students assigned to Saturday School must bring textbooks and supplies for academic work. Students with serious or frequent misconduct or students who fail to attend Saturday School may be assigned to In-School Suspension (ISS).

## **4. Fighting**

Students are prohibited from assaulting anyone on school property or any school-related event, whether occurring on or off district property.

## **5. Gangs**

The Board has determined that the presence of gangs and gang activities cause substantial disruption of, or material interference with, school and educational activities, as well as threaten the safety of students. A “gang” is defined as any group of two or more individuals whose purposes may include the planning, incitement, or commission of illegal acts. In addition, for purposes of this policy, a gang is a prohibited fraternity, sorority, or secret society as defined, by educational Code 4.20 and 1.21. The Board prohibits the existence of gangs and gang activities on school property. Students who violate this policy shall be subject to the full range of disciplinary measures, in addition to applicable criminal and civil penalties, depending on the nature of the offense.

### **C. Disruptions**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

### **D. Dress and Grooming**

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines.

The student's dress and grooming:

1. Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
2. Shall not create a health hazard to the student's safety or to the safety of others.
3. Shall not conflict with secondary dress code guidelines listed below:
  - (a) Tank tops, tube tops, halters, or strapless dresses without a covering shirt, blouse, or jacket are inappropriate. Transparent and/or see-through materials will be considered inappropriate. Low-cut necklines are considered inappropriate at school. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts and blouses must cover the entire crown of the shoulder.
  - (b) No spandex shall be worn. Skirts, dresses, shorts, and skorts must be fingertip length. Cheerleading/drill team uniforms must comply with length guidelines or be worn only at pep rallies and games.
  - (c) Jeans and pants with holes (without patches) in them shall not be worn. Pants and jeans must be hemmed at all times. Pajama bottoms are considered inappropriate at school.
  - (d) Nonprescription sunglasses are not to be worn inside the building.
  - (e) No hats or caps are allowed in the building. Any head coverings or forehead bands are to be removed before the students enter the building.
  - (f) Any garment with decorations, patches, lettering, advertisements, etc., that may be considered obscene, offensive, or lewd are not to be worn to school. This includes, but is not limited to, any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement on the garment.
  - (g) All students must wear shoes.
  - (h) Jewelry of a dangerous nature is considered inappropriate. Any type of body piercing other than ear piercing is considered inappropriate at school.
  - (i) No degree of sag pants will be permitted. If jeans or pants are loose at the waist, a belt must be worn.

(j) Other items considered inappropriate for school include the following:

- Makeup on males, including nail polish.
- Facial painting.
- Florescent or unnatural color hair.
- Chains or wallets on chains.
- Hose or leotards with holes.
- Any gang-related item such as, but not limited to, bandanas.

(k) The school administration shall have the right to appraise any current fashion or fad and determine its appropriateness for school.

#### **E. Paging Devices**

Students shall not possess a paging device or cellular phone while on school property during the school day, unless the student is in attendance in the capacity of an active member of a volunteer emergency medical service organization. Equipment will be confiscated, and consequences will be assigned according to Board policy.

#### **F. Tobacco Use**

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 activities.

#### **G. Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to disciplinary consequences in accordance with the Student Code of Conduct

**ACKNOWLEDGMENT OF HANDBOOK RECEIPT**

I have received a copy of the A. A. "Nick" Kerr Middle School Student Handbook for 2006–2007. I understand that the handbook contains information that my child and I may need during the school year.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent or legal guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the rules for students using the Internet at school located on page 7. By signing, I give my child permission to use Internet at school.

Signature of parent or legal guardian: \_\_\_\_\_

Sign and date this page, then return it to the school by August 31, 2006.

**REACH Council Programs Permission Form  
Kerr Middle School  
2006-2007**

\_\_\_\_\_  
**Print Student Name Above**

\_\_\_\_\_  
**Print Parent Name Above**

**Student's Grade for 2006-2007: \_\_\_6<sup>th</sup> \_\_\_7<sup>th</sup> \_\_\_8<sup>th</sup>**

**Parents check (✓) one of the following:**

- I DO** give *permission for my child to participate in REACH Council programs offered at Kerr Middle School.*
- I DO NOT** give *permission for my child to participate in REACH Council programs offered at Kerr Middle School.*

*My student and I understand the REACH Council programs are voluntary and that my child or I may request to end participation at any time.*

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**