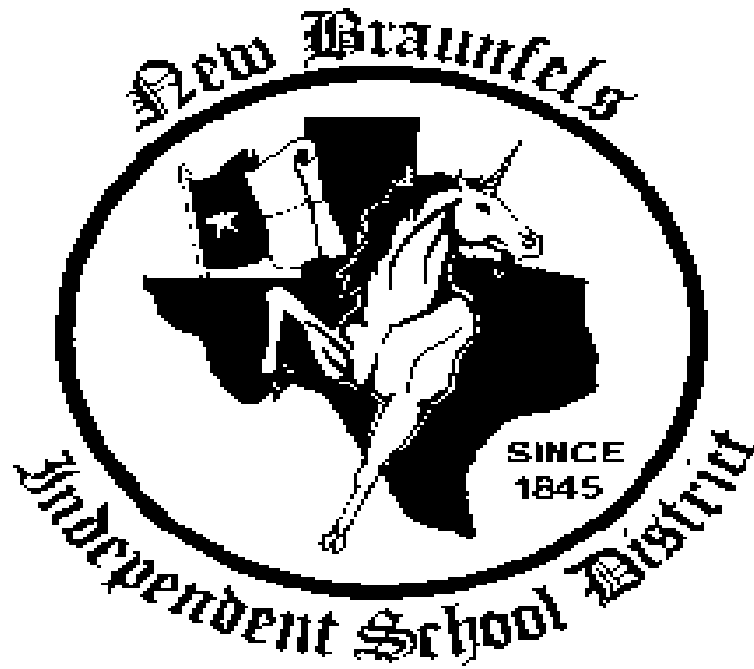


2008-2009



Elementary Student Handbook

Approved 6/16/08

New Braunfels ISD Elementary Campus Directory

Carl Schurz Elementary

633 W. Coll St
New Braunfels, TX 78130
830-627-6680
Principal: Wendy McMullen

Memorial Elementary

1191 S. Walnut
New Braunfels, TX 78130
830-627-6470
Principal: Duane Trujillo

Walnut Springs Elementary

1900 S. Walnut
New Braunfels, TX 78130
830-627-6540
Principal: Kathy Kenney

County Line Elementary

1200 County Line Rd
New Braunfels, TX 78130
830-627-6610
Principal: Deborah Cary

Lone Star Elementary

2343 W. San Antonio St
New Braunfels, TX 78130
830-627-6820
Principal: Curtis Wubbena

Lamar Elementary

240 N. Central
New Braunfels, TX 78130
830-627-6890
Principal: Shana Behling

Seele Elementary

540 Howard
New Braunfels, TX 78130
830-627-6750
Principal: Cris Vasquez

Klein Road Elementary

2620 Klein Way
New Braunfels, TX 78130
(830)
Principal: Kara Bock

ATTENDANCE POLICY

Absences/Tardiness-The Academic Excellence Indicators from the Texas Education Agency (TEA) is schools will achieve 97% overall attendance. In addition to earning a passing grade a student must attend class 90% of the time the class is offered in order to pass to the next grade or receive course credit. [Policy FEC (Legal)] The Campus Attendance Committee may review the records of all students whose attendance drops below 90% of the days the class is offered, whether or not a petition is filed. Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee. [Policy FEC (Local)]. Non-compliance may result in legal action. [Policy FEA]

StudentSignature _____ Parent/GuardianSignature _____ Date _____

NBISD STUDENT AND PARENT ACKNOWLEDGEMENT OF THE STUDENT CODE OF CONDUCT AND STUDENT HANDBOOK

My child and I have received a copy of the New Braunfels ISD Student Handbook [and the Student Code of Conduct] for 2008-2009. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

NBISD STUDENT AND PARENT ACKNOWLEDGEMENT OF ELECTRONIC DISTRIBUTION OF THE STUDENT HANDBOOK

My child and I have been offered the option to receive a paper copy or to electronically access at www.newbraunfels.txed.net the New Braunfels ISD Student Handbook [and the Student Code of Conduct] for 2008-2009.

- Receive a paper copy of the Student Handbook and the *Student Code of Conduct*
- Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*. If I have any questions regarding this handbook or the Code, I should direct those questions to my campus principal.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

CONSENT OPT OUT

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) for your child’s participation in certain school activities. A parent must sign and return this consent form no later than September 1, 2008 if you would permit your child to participate in this activity. (see page 3)

StudentSignature _____ Parent/GuardianSignature _____ Date _____

NOTICE REGARDING DIRECTORY INFORMATION AND PARENT’S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

State and federal law require the District to notify parents that you may object to the release of certain information about your child. Please circle your choice below if you want the following directory information released for school-sponsored purposes and for purposes other than school-sponsored purposes: Name, Date and place of birth, Address, E-mail address, Photograph, Participation in officially recognized activities and sports, Dates of Attendance, Honors and awards received in school, Telephone listing, Weight and height of members of athletic teams, Grade, Most recent previous school attended, and Enrollment status.

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without consent of the parent or eligible student.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Use of Student Work in District Publications

Occasionally, the New Braunfels Independent School District wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: _____

Date: _____

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PREFACE

To Students and Parents:

Welcome to school year 2008–2009! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a successful year for our students.

The New Braunfels ISD Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

Section II—INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the New Braunfels ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document is included in this handbook and posted on the New Braunfels ISD website www.newbraunfels.txed.net.

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the campus principal.

Also, please complete and return to your child’s campus the required acknowledgment form on the back of your child’s AGR Card:

[See **Obtaining Information and Protecting Student Rights** on page 2 and **Directory Information** on page 8 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at www.newbraunfels.txed.net.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the NBISD Elementary Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, New Braunfels 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 Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments 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 legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Director of HR and Student Services, 830-643-5700.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: _____.
- All other concerns regarding discrimination: See the Assistant Superintendent, 830-643-5700.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.

- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Programs** on page 13.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office phone number located at the front of this book for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 39.]
- Becoming a school volunteer. Volunteers must attend orientation yearly. [For further information, see policies at GKG and contact the principal.]
- Participating in campus parent organizations such as PTA.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Stephanie Ferguson, Public Information Officer at 830-643-5720.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 31.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

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 instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

“Opting Out” of Surveys 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 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. [See policies EF and FFAA.]

Displaying a Student's Artwork and Projects

As a parent, you have the right to provide consent before the district can display your child's artwork, special projects, photographs taken by your child, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication. [See Page IV: Use of Student Work in District Publications]

Requesting Professional Qualifications of Teachers and 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.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Inspecting Surveys

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

Accessing Student Records

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

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

[See **Student Records** on page 7.]

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may 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 minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 37 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may 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 United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Requesting Notices of Certain Student Misconduct

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

Requesting Transfers for Your Child

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 Campus Principal 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. See the Campus Principal for information. [See 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. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 43 and contact Martie Rodriguez at 830-643-5700.

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 district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Martie Rodriguez, Director of Special Education at 830-643-5700.

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. [See policy FDB(LOCAL).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Assistant Superintendent and may be contacted at 830-643-5700.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address(s) of the principals' offices are located on the front of the Elementary Student Handbook.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the campus principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 39 and **Student or Parent Complaints and Concerns** on page 14 for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office or on the district's website at www.newbraunfels.txed.net.

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

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

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in this handbook and on the back of your child’s AGR card.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: honor roll, school newspaper, yearbook, recognition activities, and news releases.

For these specific school-sponsored purposes, the district would like to use your child’s Name, Address, telephone listing, grade level, e-mail address, date and place of birth, dates of attendance, photograph, participation in officially recognized activities and sports, honors and awards received in school, weight and height of members of athletic teams, and most recent previous school attended. This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is 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.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a 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.

- How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. 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 cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a 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 for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school office.

ABSENCES & ATTENDANCE STANDARDS

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, 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 thereafter would be unauthorized and may be considered trespassing. [See FEA]

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 the reading diagnosis test.

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) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or

- Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

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 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, if appropriate.

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

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

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG LOCAL).

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

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days or 7 cumulative days in a semester 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. [See FEC (LOCAL).]

ACADEMIC STANDARDS

Academic Integrity—See NBISD Student Code of Conduct

State Curriculum

Curriculum content is prescribed by the Texas Education Agency through the Texas Essential Knowledge and Skills (TEKS). Local instructional plans are based upon this State curriculum frameworks and state recommended program standards. Curriculum content is not prescribed in detail by the Texas Education Agency, but provides a framework to draw upon for the development of local curriculum.

Local Curriculum (EIA Local)

The District shall establish a curriculum scope and sequence to clarify and simplify the Texas Essential Knowledge and Skills (TEKS) for grade-level subjects or courses. Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the grade level TEKS objectives and targets. The student's mastery level of their grade level TEKS shall be a major factor in determining the grade for a subject or course.

Each elementary school maintains a balanced curriculum. Curriculum offerings include Reading, Language Arts (oral language development, composition writing, handwriting, spelling, mechanics), Science, Mathematics, Social Studies, Physical Education/Wellness, Fine Arts (Art, Music, and Theater Arts), Technology Applications, and if desired, Languages Other Than English (Texas Education Code).

The NBISD curriculum scope and sequences are developed from the Instructional Planning Guides (IPGs) created by professional staff in coordination with the NBISD Department of Instruction curriculum specialists. The development, alignment, revision, and review of District curriculum is carried out under the direction of curriculum specialists with teams of teachers. The **scope** of the objectives under the curriculum documents reflects the TEKS and cannot be waived, altered, or portions eliminated, unless otherwise recommended by an Admission, Review, and Dismissal (ARD) Committee.

Instructional Materials

State-adopted textbooks and electronic media serve as instructional resources to meet course and curriculum objectives. In Texas, textbooks and electronic media are currently provided by the state from an approved list. District-adopted textbooks are selected through a formal committee process (19 TAC 67.107). Requests to select alternate textbooks or systems must be based upon analysis of alternate resources and student performance data; and must follow the applicable textbook waiver process. Locally-purchased instructional materials are selected by the District, campus or individual

teachers to further meet the needs of students. Some instructional materials and resources, both state-adopted and locally-purchased, may be available to students only in an on-line format. These materials are considered to be an integral part of the instructional programs and may not have access denied through a waiver.

Instructional Practices

Instructional strategies and practices to ensure student success are based upon campus and teacher analysis of student needs, effective teaching practices, student learning styles, and demonstrated success through the assessment process.

Student academic achievement shall be based on the degree of mastery of the instructional objectives that reflect the Texas Education Agency TEKS and address the skills and concepts needed for successful performance in the current grade and in subsequent grade levels. Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated TEKS. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Achievement grades should be fairly determined from a wide variety of information, which could include student performance on daily assignments/homework, tests, and/or special projects. The information used in grading should be appropriate to the grade level and subject being considered. Prior to instruction, students should be informed of the class or course expectations, and the teacher must be prepared to document and explain how grades are determined.

AWARDS AND HONORS

Contact the campus for list of awards and honors.

BULLYING

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 that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FDB(LEGAL).]

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at www.newbraunfels.txed.net. In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not

resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

[For additional information, see policy CQ.]

Copyrighted Materials

Employees and students are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Acceptable Use

The district's electronic communications systems, including its network access to the Internet, are to be used primarily for administrative and instructional purposes. Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management should contact the technology department.

- i. The use of any technology (including, but not limited to, computers, network-delivered services, the Internet, audio-visual equipment, telephones, televisions, and VCRs) must support the educational goals of New Braunfels Independent School District (NBISD). Use must be authorized by a NBISD staff member and must lie within the bounds of NBISD curriculum.
- ii. Students and employees are *not* to bring network-capable electronic devices to the school district buildings and connect to the district network.
- iii. Accessing or transmitting any material that is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secrets.

- iv. Individual(s) involved in any of the following will be subject to disciplinary action in accordance with the NBISD Student Code of Conduct:
 - a. Any involvement in, or attempt to access, alter, or change the data of another user (trespassing or vandalism)
 - b. Any involvement in, or attempt to access, alter, or change the configuration of a computer in such a way that would disrupt use or interrupt instruction (vandalism)
 - c. Any involvement in, or attempt to access, alter, or change network configuration, security, or administration without written permission from the NBISD Director of Technology or his/her designee (trespassing or vandalism)
 - d. Spamming (sending unsolicited email to a large number of people), flaming (profane, obscene or harassing) or participating in chain letters.
 - e. The Department of Technology reserves the right to confiscate equipment that is threatening to compromise the integrity of the district's network.
- v. NBISD computers, telephones, the Internet, and other network-delivered services should not be used for personal profit.
- vi. When placing, removing, or restricting access to specific databases, the Internet, or other network-delivered services, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources.
- vii. Parents who have objections to the Internet or other network-delivered services may assume responsibility for imposing restrictions only on their own child(ren). Any parent wishing to restrict his/her child's access to such services must provide the school with this restriction in writing. For details, see the NBISD board policy governing the selection and adoption of instructional materials.

User Responsibilities

All users are expected to abide by the generally accepted rules of network etiquette. In addition to regular classroom rules, network etiquette rules include the following:

- a) **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b) **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do on your computer can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) **PRIVACY.** Do not reveal any personal information, including your name, home address or personal phone numbers, or those of students or colleagues. Do not share passwords with others. You are responsible for the activity that takes place under your password.
- d) **ELECTRONIC MAIL.** Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities.

- e) **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others. This includes non-instructional chat, chain letters, instant messaging, online non-instructional games, downloading software, and social networking sites such as MySpace.com.
- f) **OWNERSHIP.** Any data, or communication placed on district equipment will become the property of NBISD. Network servers are provided for instructional purposes, and permission to store documents, etc. on these servers must be obtained. Only software that is owned/purchased and approved by the district may be installed on district computers. Software that is not owned by the district must be approved by the Director of Instructional Technology before it can be installed. Videos/DVD's that are not owned by the district must be approved by the campus administration before viewing.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules. The Student Code of Conduct is located at the end of the student handbook.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

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.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.

- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Radios, CD Players, Other Electronic Devices and Games, and Cell Phones

Students are not permitted to possess such items as pagers, radios, MP3 players (IPOD's, etc), CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal.

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 before or after school within two school days.

For safety purposes, the district permits students to possess cell phones; however, cell phones must not be visible and remain turned off during the instructional day anywhere on school grounds, including during all testing. Students may possess and use paging and telecommunication devices while attending school-sponsored or school-related activities on or off school property [See policy FNCE.] If students need to contact a parent, they must use an office phone or nurse's phone with permission.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner an administrative fee of not more than \$15 before the release of certain telecommunications devices [See policy FNCE.] The school is not responsible for damage, theft, or loss of prohibited items at school. Failure/refusal to surrender listed items will be considered insubordination and may result in further disciplinary action.

Social Events

School rules apply to all school social events. All guests must be authorized by campus administration prior to the event. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. A list of excludable diseases is maintained on the Department of State Health Services Web Site. See the Texas Guide to School Health Programs, Chapter 8, at www.dshs.state.tx.us/schoolhealth/chap8.pdf. Schools must exclude a student from attendance while the disease is contagious and until the re-admittance criteria have been met. See FFAD(LEGAL).

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

COUNSELING

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. A student who wishes to meet with the counselor should communicate with their teacher or office personnel.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher.

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

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

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2008–2009 school year include:

Dates Scheduled:

July 15-17, 2008

June 9-11, 2009

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. [For further information, see EEJB(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Harassment

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

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.

Sexual Harassment

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. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited 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.

Retaliation

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

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is 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 person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts official to whom to make a report.

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. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event 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.

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 20]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newspaper and the yearbook are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

[See **Directory Information for School-Sponsored Purposes** on page 9.]

Non-school Materials...from students

Students must obtain prior approval from the Assistant Superintendent before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal will designate a location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the ***Student Code of Conduct***. Materials displayed without the principal's approval will be removed.

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Assistant Superintendent for prior review. The Assistant Superintendent will approve or

reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

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

- Clothing should be appropriate to weather conditions and daily school activities.
- Tennis shoes are required for PE. Shoes should be comfortable with consideration being given to safety and gym activities. For safety reasons, flip-flops, crocs or shoes with wheels are not allowed. Shoes must have a strap across the back.
- Girls are allowed to wear earrings. No visible body rings may be worn. Boys are not allowed to wear earrings.
- All headgear like caps, hats, and scarves are not allowed to be worn inside the building except on special occasions or situations as designated by the campus principal.
- Hair will be clean, neat and out of the student's eyes. The student's hair will be of natural hair color and hairstyle that does not cause a distraction or disturbance to the educational setting. Hair modifications such as symbols shaved on the head, spikes, Mohawks, multi-colors, or dreadlocks are prohibited in the educational setting.
- Hemlines should be below the fingertips when a student is standing with arms hanging by the side. Girls may wear shorts under skirts for physical education activity.
- Tattoos must be covered.
- Clothing and accessories not permitted:
 - frayed or mutilated;

- advertise alcohol, drugs, tobacco products, sex, violence or including Southpark;
- display profane or obscene language, gestures, or pictures;
- display gang names or symbols;
- baggy, sag, or hanging below the waist;
- see-through clothing with holes, or clothes that reveal bare midriffs;
- tight-fitting;
- Tank tops, halter tops, spaghetti straps, tube tops, muscle shirts and biker pants and wind shorts worn as outer garments are not permitted.
- Undergarments will be worn under outer garments, i.e.: boxer shorts, white undershirts, muscle-style athletic shirts, tank tops, camisoles, spaghetti strap tops, halter-tops, pajamas, and sports bras.
- Mouth Grills

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in 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.

Eligibility for 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. The following requirements apply to all extracurricular activities:

- 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 honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of 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 of Conduct*

or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO.]

FEES

Materials that are part of the basic educational program are provided with state and local funds 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.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 45.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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 principal. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal by the 1st of August and December. [For further information, see policies at FJ and GE.]

GRADING GUIDELINES

Calculating Nine Weeks Averages

Scale for Grades K-1

E	Excellent or Above Grade Level	100 to 90%
S	Satisfactory or On Grade Level	89 to 75%
I	Improvement needed or Slightly Below	74 to 70%
N	Not Yet At or Below Grade Level	69 % or less

Weight of Grades 2-5

All numeric averages reported on Progress Reports and Report Cards will be determined using a percentage based on 100. Grades should come from all 3 areas of grades: daily, major and homework using the following percentages:

Daily Grades	50%
Major	45%
Homework	5%

The NBISD writing rubric will be used for portfolio writing assignments. Other compositions may be numerically graded using the following percentages:

Composition content	80%
Spelling/Mechanics	20%

- When calculating a nine-week average, **no single assignment/assessment grade may count more than 20%** of the total average regardless of the grade category. It should be noted, however, that some major projects may comprise more than one assignment. Calculated averages reported on Progress Reports or Report Cards will not exceed 100%.
- A **minimum of 9 daily** grades (special assignment/projects may be used as daily grades segmented into stages of completion for incremental grades) should be given in **each core academic area** (Reading, Language Arts Mathematics, Science, and Social Studies) during each nine-week grading period. For Language Arts, a minimum of **four** compositions during each grading period will be given.
- Teachers must have a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the grade level TEKS.

- When an elementary student receives a daily grade below 50, the actual grade will be recorded in the teacher grade book and averaged with rest of the grades. **The lowest grade for the nine-week average on the Report Card will be a 50.**

Grades for Specials: Fine Art, Music and Theater Arts, Technology Applications and Physical Education/Wellness will default to an “S”. The specials teacher or after collaboration the classroom teacher may change the student’s grade to above or below grade level performance based on the TEKS. Grades are determined using the following scale for all students in the elementary grades:

E	Excellent or Above Grade Level	100 to 90%
S	Satisfactory or On Grade Level	89 to 75%
I	Improvement needed or Slightly Below	74 to 70%
N	Not Yet or Below Grade Level	69 % or less

- Students, parents/guardians should contact the teacher **first** for all questions relating to evaluation of daily assignments, tests, homework, grades and grading procedures.
- Students will not be penalized for failing to include header, footer, or cover sheet format for any assignment, unless the sole objective for the assignment is format.
- Students new to the District or who enroll in a school after the start of a grading period shall be treated fairly in awarding grades. Grades shall be computed using a combination of grades from the former school and grades earned for the time the student has been enrolled in the new school. Grades from other public or accredited private schools may be weighted differently than grades from non-accredited learning environments.
- Since Specials grades are converted to standardized numeric grades at year’s end, they will not be used to exclude a student from Honor roll.

Homework (K-5)

Homework is an effective tool for practicing learning /skills, developing study habits, and demonstrating increasing levels of responsibility. It is an extension of the instructional process and involves the home in the student’s curriculum.

- Homework must be purposeful, related to classroom experiences, and be age and grade appropriate.
- The directions for the assignment must be clearly communicated and preceded by instruction that adequately prepares the student to do the task independently and successfully.
- Homework is not an appropriate venue to introduce new concepts to students. Students are expected to complete all homework assignments.
- Homework is not to be assigned on weekends or during school holidays with the exception of make-up work, previously scheduled special reports, and/or projects.
- Because students work at different paces, it may take some students more or less

time to complete assignments. Teachers must use discretion about the amount of work given, so that homework does not frequently nor consistently exceed time limit guidelines.

- Following parent notification, students may be required to come before or after school to complete late homework assignments.

Homework Guidelines

Grades K-1

- Each student is expected to read, or be read to, 20 minutes each school night.
- Additional homework may be assigned not to exceed 15 minutes.
- Homework is **not counted** as an academic grade.

Grades 2-3

- Each student is expected to read, or be read to, 20 minutes each school night.
- Additional homework may be assigned not to exceed 20 minutes.
- Homework **may not be counted as more than 5%** of academic grades.

Grades 4-5

- Each student is expected to read at least 20 minutes each school night.
- Additional homework may be assigned not to exceed 40 minutes; total homework should never exceed one hour.
- If two or more teachers are working with a student, the homework shall be coordinated to adhere to the one-hour time frame limit.
- Homework **may not be counted as more than 5%** of academic grades.

Grading Homework

Homework will be graded in a variety of ways depending upon the purpose or intent of the assignment.

- At times, checking for completion is appropriate.
- At other times, a complete analysis of procedure, content, and/or correct answers is appropriate.
- Graded assignments should be returned to the student in a timely manner.

Reteach and Reassess: Mastery of Texas Essential Knowledge and Skills

New Braunfels Independent School district has provided a well-balanced curriculum scope and sequence based on state prescribed Texas Essential Knowledge and Skills (TEKS). Students who participate in this curriculum will have the opportunity to master the knowledge, skills and competencies established by the district curriculum and the state standards.

NBISD will utilize ongoing assessment to determine which students are in need of value-added strategies (remediation, reteaching and intervention). The use of formative assessments, teacher-made tests, performance assessments, and/or teacher observations will determine which students are not mastering instructional objectives.

- Teachers will monitor and identify students who need reteaching.
- Teachers will provide interventions, including but not limited to, reteaching as necessary.
- Students will be reevaluated after reteaching has occurred. Reevaluation may include, but is not limited to, oral examination, special assignments or formal testing.
- For a student that makes a below average grade on a major project, test or assessment, the student will be given an opportunity for reteach-reassess or redo a part of the major project. At teacher discretion a grade of up to 70 or an average of the first assessment grade and the reassessment, but not higher than a 70, will be assigned.

Intervention

Intervention is an integral part of the instructional program and is an ongoing process. Frequent evaluation, both formal and informal, will determine the need for intervention to accelerate student learning.

- Provides frequent reinforcement and review so that a student does not “get too far behind”
- Occurs at the time the need is identified
- Allows the student to progress systematically through content without experiencing extended, frustrating periods of non-achievement
- Offers a variation in instructional approaches – uses a new technique, strategies, materials, opportunity for review, and practice
- Includes, but is not limited to, targeted small-group instruction, tutorials, and extended day, week or year.

Extra Credit

All extra credit is to be **academic** and intended for enrichment in a class or course.

- Extra credit may be offered at the discretion of the teacher.
- If extra credit is offered, it must be **offered to all students** in the class.
- Extra credit will not cause an excessive financial burden on the family or be given for bringing in basic school supplies.
- Extra credit awarded **will not account for more than 5%** of any one grading period average.
- The actual grade earned on any assignment may exceed 100% to reflect extra credit; however, the calculated average on a Progress Report and/or Report Card may not exceed 100%.
- Any assignment may exceed 100% to reflect extra credit; however, the calculated average on a Progress Report and/or Report Card may not exceed 100%.

Late Work/Homework

Homework is assigned only as an important reinforcement to the “learn-practice-apply” knowledge cycle. Zeros (O) should not be acceptable since this indicates that a critical step in the process was not completed by the student. Therefore, every effort is made to ensure that students consistently complete all homework assignments.

Late work is graded in the same manner in all classes and courses. The table below represents the maximum penalty that may be imposed for turning in late work:

Days Late	Percent of Grade Received by Student	Example(s)
1 day or class periods late	90% (take off 10% of actual grade)	100 records as 90 ($100 \times 0.10 = 10$ points off) 80 records as 72 ($80 \times 0.10 = 8$ points off) 60 records as 54 ($60 \times 0.10 = 6$ points off)
2 days or class periods late	80% (take off 20% of actual grade)	100 records as 80 ($100 \times 0.20 = 20$ points off) 80 records as 64 ($80 \times 0.20 = 16$ points off) 60 records as 48 ($60 \times 0.20 = 12$ points off)
3 days or class periods late	70% (take off 30% of actual grade)	100 records as 70 ($100 \times 0.30 = 30$ points off) 80 records as 56 ($80 \times 0.30 = 24$ points off) 60 records as 42 ($60 \times 0.30 = 18$ points off)
4 or more days or class periods late	0%	No credit will be given; a grade of zero will be recorded. Chronic abuse, more than three late assignments during any one grading period, may result in additional consequences.

- Extenuating circumstances may occur that are out of the control of the student and which prevent him/her from completing and returning homework assignments. The student is to inform the teacher of any such circumstances that prevented the completion of the homework. Teachers or administrators may grant exceptions to this policy, as appropriate or necessary.
- Following parent notification, may be required to come before school or stay after school to complete late homework assignments.

Make Up Work

Students shall be permitted to make up assignments and tests following any absence. All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences and absences due to suspension.

- Makeup work after an unexcused absence shall be no higher than a 70.

- Makeup work is available to all students. Secondary students are responsible for asking teachers for the makeup work upon returning to class.
- A student will be given as many days as he/she was absent to make up tests and other missed assignments. The time allowed for high school makeup work to be completed for full credit at the will be equal to the number of times a class was missed.
- Students shall receive full credit for satisfactory makeup work after an absence received within the allotted time. If a student does not complete the work assigned after the allotted number of days/class periods has passed, then the assignment is considered late work (see Late Work Policy).
- Teachers may provide assignments prior to an absence, but are not required to do so unless the absence has been approved by the building principal with two weeks advanced notice.
- Makeup work, including tests, may be of an altered version to assess what the student has learned to assure that students who have been absent have sufficient opportunity 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.
- Students should not be required, on the day of returning to school to take a quiz or test that was announced during the student's absence.
- **Exceptions** may be granted by the Administration in extenuating circumstances.
- **Suspension:** A student suspended from his /her regular classes is to request makeup work when he/she returns to school. The student will receive an excused absence, and the student is expected to satisfactorily complete the assignments for the period of suspension within the time designated by the makeup work policy. The district shall not impose a grade penalty for makeup work after an absence because of a suspension. (See *District Policy EIAB Local*)

HARASSMENT

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 20]

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary School

In accordance with policies at EHAB, EHAC, [and FFA], the district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held 2 meetings. Additional information regarding the district's School Health Advisory

Council is available from the NBISD website www.newbraunfels.txed.net. [See also policies at BDF and EHAA.]

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. [See policies at CO and FFA.]

Recommendation for Food Brought to School

According to the Comal County Health Authority, all food brought into Comal County schools to be shared or sold should be commercially prepared and/or commercially packaged. Many diseases are spread by food being prepared improperly or by hands or food not being cleaned before preparation. To prevent the spread of disease and infection, home-baked or home-prepared foods are not allowed in the schools.

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the support services office. If you have any questions, please contact 830-627-6740.

Pest Management Plan

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

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Maria Cendejas at 830-643-5700.

HOMEWORK

[See Grading Guidelines page 26]

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, (DSHS) Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), 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 Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Provisional policy

According to the Texas Department of Health immunization law, any student entering, attending, enrolled in, and/or transferring from one school to another must present a validated document verifying completion of the required immunizations; however, a student may be enrolled on a provisional basis for no more than 30 calendar days while waiting for the transfer of the immunization record. If a student's immunization records should become delinquent while enrolled during the school year, then the student is allowed (30) calendar days to provide immunization records or proof that the child has begun immunizations and is receiving them as rapidly as medically feasible. If the district does not receive complete immunization records or proof that immunizations have begun within 30 days of the delinquency notification, then the district will withdraw the student.

Tuberculosis

Tuberculin Skin Testing Protocol for 2007-2008 School Year

The local Protocol for TB Skin Testing and follow-up is changing for the 2007-2008 school year.

Protocol for TB Skin Testing in Comal County:

Residents in Comal County must have proof of TB testing following these guidelines per Comal County Medical Authority, Dorothy Overman, MD:

All public and private school students entering school for the first time must have **one** of the following:

- a. a past Tuberculin Skin Test (TST) with validated reading on record,
- b. a completed Tuberculosis Screening Form. The school nurse or healthcare professionals may require a TST depending on answers to the Screening Form. Persons with high risk conditions or symptoms are at the highest risk of developing TB.

These Comal County mandated requirements take precedence over any other city, county, region or state recommendations or guidelines.

Any student may be required to have a Tuberculin Skin Test if considered high risk as recommended by the Texas Department of State Health Services guidelines.

The Tuberculosis (TB) Screening Form should be used in the school if a student or employee does not have a TB Skin Test on the immunization record.

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 will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective 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.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been 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, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

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

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.

- Herbal or dietary supplements prescribed by a physician and provided by the parent only if required by the student’s individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district’s medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district’s form.

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

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

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

Psychotropic Drugs

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

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

The school shall keep on file the required physical examination signed by a health care provider. Any student may be required to have a tuberculosis-screening test or complete a tuberculosis questionnaire as recommended by the Department of State Health Services or the Comal County Health Authority.

Screenings required by the Texas Department of State Health Services include: Vision and hearing screening to all students new to NBISD. Vision and Hearing screening in grades pre-K, kindergarten, first, third, fifth, and seventh. Scoliosis screening in grades

six and ninth. Acanthosis Nigricans screening in grades first, third, fifth and seventh. Blood pressure screening in grades third, fifth, and seventh. Dental screening may be done in grades pre-K, kindergarten, first, second, and third. Height and weights will be checked annually. Parents will be notified if screening results warrant further evaluation. Screenings are not intended to replace regular health care and check-ups by a physician or healthcare provider.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

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

PROMOTION AND RETENTION

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

In grades 1-8, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards for all subject areas and a grade of 70 or above in Language Arts, Mathematics, Science, and Social Studies [refer to your EIE(LOCAL).]

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Promotion, grade-level advancement, and course credit shall be based on mastery of the Texas Essential Knowledge and Skills (TEKS) curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See *District Policy* EHBC]

- Course assignments and regular evaluations shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade unless specifically modified by the identified student's ARD committee.
- Mastery of the skills necessary for success at the next level shall be validated by both formative and summative assessments. Mastery of at least 70 percent of the objectives shall be required.
- Successful performance may be documented on progress reports, report cards, report card supplements, and results of applicable NBISD and state assessment instruments.

Grades K-2: Promotion to the next grade level shall be based on meeting the District grade-level standards for language arts and mathematics, and meeting the 90 percent state minimum attendance requirement.

Grades 3-5: Promotion to the next grade level shall be based on students meeting **all** of the following criteria:

- Earn a yearly average of 70 or above in each of the subjects of Reading **and** Mathematics.
- Earn a yearly average of 70 or above in at least two of the following contents: Language Arts, Science **or** Social Studies.
- Earn an overall average of 70 when all 5 core subjects are averaged together.
- Meet the 90 percent state-mandated requirement for attendance.

In addition to local standards for mastery and promotion, students in **grades 3 and 5** must meet the State Board of Education passing standard on TAKS (TAKS Reading at 3rd grade and TAKS Reading and TAKS Math at 5th). Parents of a student who does not perform at state mastery level will be notified that their child will participate in instructional programs designed to improve their understanding and performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a Grade Placement Committee (GPC), consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the GPC. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Unless the principal has granted approval because of extenuating circumstances, a student will not **regularly** be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Progress Reports

During the fourth week of a nine-week grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 1 for how to schedule a conference.]The purpose of the Progress Report is to inform students, parents/guardians, and campus administrators regarding progress in a subject, in conduct, or in both. The Progress Report reflects both satisfactory and unsatisfactory student progress. Progress Reports are sent home with the student at elementary levels.

- All elementary students will receive a Progress Report at the mid-point of the nine-week period.
- It is imperative that parents be contacted at any time the student is in danger of failing, or if there is a significant drop in grades or attendance issues. It is strongly suggested that parents/guardians be contacted at the time it becomes apparent that failure is possible or if a student's grade drops by 10 or more percentage points.
- If a student's grade falls below 70 after the sixth week of a nine-week grading period, every effort will be made to contact the parent/guardian by phone or in writing.

Report Cards-- Online GradeSpeed Portal

The Report Card is a communication tool for parents/guardians and students. Report Cards provide information regarding academic progress as well as attendance information. Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 9 weeks.

- Report Cards are sent home with the student and require a parent/guardian signature on the report card jacket.
- Parents/guardians and students may also access student progress information through the GradeSpeed portal.
- The GradeSpeed portal displays Progress Report averages, Report Card

averages, and individual assignment grades posted by teachers into GradeSpeed.

- Teachers will update grades **weekly** to the GradeSpeed portal to keep students and parents informed of ongoing progress. Complex projects and lengthy written assignments may take up to 2 weeks to be evaluated and posted.
- Parents may access the GradeSpeed portal by logging on to www.newbraunfels.txed.net clicking on the “parent connection” link, and following the directions to apply/register for access. **GradeSpeed portal registration must be completed by parents year.**
- Parents/guardians may contact the school for additional access information.

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student’s academic achievement for the grading period, semester, or course. 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. [See policy EIA(LOCAL).]

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school.

RETALIATION

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 20]

SAFETY

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student 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 to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals. Posters indicating this information are located in each classroom.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

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.

Fire Drill Bells

Fire Alarm	leave the building
1 bell	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

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 would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

If weather conditions or other factors threaten normal school district operations, the superintendent or designee will decide if closings or delays are necessary. For emergency information, listen to New Braunfels radio stations: KGNB 1420 AM or KNBT 92.1 FM, and San Antonio television news and radio news stations; turn to Cable Channel 98; or visit the district's web site: www.newbraunfels.txed.net. To receive e-mail updates regarding school emergencies/bad weather, e-mail nbisinfo@newbraunfels.txed.net. If school is closed, the school day must be made up later in the year on one of the dates designated as a "bad weather" day.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The school cafeteria and gymnasium are open to students before school forty-five minutes prior to school start time.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

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.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the *Student Code of Conduct*.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact food service at 830-627-6742 to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Breakfast and lunch eating schedules are set and maintained by each campus. Menus are available at each campus and posted on the district's website: www.newbraunfels.txed.net, as well as recorded on the NBISD information phone line after 5 p.m. and before 8 a.m. each day, (830) 643-5700.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use check with your campus librarian for days and times.

Meetings of Non-curriculum-Related Groups

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

A list of these groups is available in the principal's office.

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless 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 your campus principal.

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events:

Students are eligible to introduce these events if they (add eligibility criteria).

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events. [See FNA(LOCAL)]

SUMMER SCHOOL

New Braunfels ISD will host summer school, parents and students are encouraged to visit with the school's counselor.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

TARDINESS

A student who is tardy is missing important instructional time. Repeated instances of tardiness will result in a court warning letter and possible filing with the district attorney's office in accordance with state law.

TEXTBOOKS

State-approved textbooks are provided to students 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, the student will be provided textbooks for use at school during the school day.

TRANSFERS

Students shall be assigned to schools in the attendance areas in which they reside. applications for transfers are available on the NBISD website www.newbraunfels.tx.ed.net.

[See **Other Parental Rights**, on page 2, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 6, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 830-627-6150 or by accessing bus route information through the NBISD website www.newbraunfels.txed.net by clicking on Trans-finder.

See the ***Student Code of Conduct*** for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- When students ride in a district van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended.

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 for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior 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 recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

VISITORS TO THE SCHOOL

General Visitors

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

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

WITHDRAWING FROM SCHOOL

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

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

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

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.