

***B. T. Wilson Student and Parent Handbook***

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## **Student and Parent Handbook**

### ***PREFACE***

This booklet contains useful information for parents and students. Students and parents are encouraged to read through this handbook together and discuss the information it contains. Taking time to do so will ensure a clearer understanding of some of the more important campus and district policies and procedures.

Students and parents also need to be familiar with the Kerrville Independent School District Student Code of Conduct. It contains information concerning behavior (both appropriate and inappropriate) and consequences. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere conducive to learning.

The student handbook is issued as a guide for parents and students and is written to be in harmony with the Board policy. If there is a conflict, the KISD Board Policies will prevail and will be accepted as final.

### ***MISSION STATEMENT***

The mission of B. T. Wilson Sixth Grade School, in partnership with the community and parents, is to help students reach their fullest potential and become lifelong learners.

### ***PARENT RESPONSIBILITIES AND RIGHTS***

The B. T. Wilson Sixth Grade School faculty and staff believe that the best educational result for each student occurs when all three partners are doing their best: the B. T. Wilson Sixth Grade staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Place education as a high priority by familiarizing yourself with your child's academic programs.
- Communicate with teachers by e-mail, phone, or attending a scheduled conference.
- Encourage your child to take advantage of the education being provided.
- Volunteer and serve through PTO committees, Campus Planning Committees, or

attending School Board Meetings.

Every parent has the right to:

- Review your child's records.
- Opt your child out of activities such as personal surveys, fundraising, or activities that conflict with religious or moral beliefs.

Parents have on-line access to their child's grades, attendance and cafeteria records through the Skyward Parent Access Program. To get a log-in and password, contact the B. T. Wilson office.

## ***SCHOOL SCHEDULES***

### STUDENT SCHEDULE

- 7:00 a.m.** Students may enter the building.  
**7:30 a.m.** Students may enter the clinic.  
**7:40 a.m.** First bell – Students go to Homeroom.  
**7:45 a.m.** Tardy bell – Homeroom begins.  
**2:50 p.m.** Students are dismissed from school.



### CLASS SCHEDULE

Homeroom	7:45 – 8:00
1 <sup>st</sup> Period	8:03 – 8:54
2 <sup>nd</sup> Period	8:57 – 9:48
3 <sup>rd</sup> Period	9:51 – 10:42
4 <sup>th</sup> Period	10:45 – 11:36
5 <sup>th</sup> Period “A” Lunch	A 11:39 – 12:08 12:11 – 1:02
5 <sup>th</sup> Period “B” Lunch	11:39 – 12:30 B 12:33 – 1:02
6 <sup>th</sup> Period	1:05 – 1:56
7 <sup>th</sup> Period	2:00 – 2:50

## ***ATTENDANCE***

B. T. Wilson Sixth Grade School is committed to providing students with the highest quality education possible. In order to accomplish this, students must have prompt and regular attendance in all classes.

In Texas, a child between the ages of 6 and 18, depending on when the child's birthday falls, is required to attend school unless otherwise exempted by law. School employees must investigate and report violations of the state's compulsory attendance laws. A student absent from school without permission will be considered in violation of the law and subject to disciplinary action. If a child is required to attend school and fails to do so on 10 or more days or parts of days within a six-month period in the same school year or on 3 or more days or parts of days within a four-week period, the parent(s) and the student are liable to criminal prosecution. Nonattendance may result in assessment of penalties by a court of law against both the student and his or her parents.

It is the parents' duty to monitor their child's school attendance and require the child's attendance at school. Conferencing promptly with school officials regarding your child's absences is recommended.

To receive credit in any class, a student must attend 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary depending on whether the class is for a semester or for a full year. If credit is lost, the attendance committee will decide if and how the student may regain credit.

### **STUDENT ABSENCE NOTIFICATION BY PARENT**

Parents are asked to notify the attendance secretary, by telephone (257-2207), the morning of the day their child is absent.

Upon returning to school the student must bring a note, signed by the parent or a medical professional, that states the student's name, date(s) of absence, and describes the reason for the absence.

If no written reason is provided within three school days after the student returns **to classes, or the reason stated is not an acceptable excuse, the absence shall be recorded as unexcused.**

### **EXCUSED ABSENCES**

Excused absences may be approved for the following reasons:

- Personal illness
- Illness or death in the family
- Medical or dental appointments
- Quarantine
- Weather or road conditions making travel dangerous
- Documented educational travel with prior approval of the principal
- Other unusual cause acceptable to the principal

Acceptable unusual causes shall be approved by the principal and shall include, but are not limited to: an unavoidable family emergency and court-ordered absence for legally related absence.

All other requests for excused absences under the “unusual cause” category beyond the two specified immediately above must be submitted in writing to the principal at least two (2) days in advance of the absences.

### TARDY POLICY

Students are considered tardy after 7:45 a.m. In order for the tardy to be excused, a note from a parent/guardian stating the reason for the tardy must be submitted to the attendance secretary upon the student’s arrival at school.



### MAKE-UP ASSIGNMENTS

Students are expected to make up assignments and tests after absences. Students are allowed by the District two days for each day of absence for completion of make-up work. Students will receive the grade earned on the make-up assignment. Assignments not turned in on the date due will have 20 points deducted from the grade earned if submitted within five school days. After five days, a zero will be recorded in the grade book. The zero can be made up prior to the last week of the grading period, up to a maximum grade of an 80.

### REQUESTS FOR ASSIGNMENTS DURING A STUDENT’S ILLNESS

If a student is absent three (3) or more days and the parent wishes to pick up the student’s assignments, please phone the office before 8:30 a.m. on the morning of the third day of absence. **These assignments will be available for pickup by 3:30 p.m. on the day the request is made.**

### HEALTH CARE APPOINTMENTS AND ATTENDANCE

If a student begins classes the same day as an appointment or returns to school on the same day as an appointment, the student will be counted as present for those classes s/he did not miss and absent for any classes s/he misses in excess of 20 minutes. The student or parent must provide documentation from the health care provider.

### LEAVING SCHOOL DURING HOURS

To ensure the safety of all students, parents must sign their child out in the office before leaving school. Photo identification is required of anyone allowed to pick up your child. Students who become ill during the school day should, with teacher permission, report to the school nurse. The nurse will notify the student’s parent/guardian to determine if the student should remain at school or be picked up.

### UNEXCUSED ABSENCES

Students are expected to make up work missed from an unexcused absence.

## TRUANCY

Missing school all or part of a day without approval of either the parent or school is considered truancy. The student will be given an unexcused absence and additional consequences may be given.

## APPEALS

A decision by the principal regarding an absence may be appealed to the Superintendent or his designee. This appeal must be made within fourteen (14) days of the unexcused absence. A decision by the Superintendent or his designee may be appealed to the school board.

## CLOSED CAMPUS

Students must remain on campus from the time they arrive at school until the end of the school day. If a student must leave during the school day, he or she must be signed out in the office by a parent or guardian. Students who leave campus without permission during the school day are subject to disciplinary action.

# ***SCHOOL PROCEDURES***

## BEFORE SCHOOL

Students who walk to school or are brought to school in private vehicles are discouraged from arriving before 7:40 a.m. Monitors are not provided before 7:30 a.m. except in the cafeteria. Morning cafeteria monitors are on duty at 7:00 a.m. Students will report to the cafeteria immediately upon arrival at school. They will remain seated inside the cafeteria, or upon directions from a school staff person, go outside to the courtyard area. No students are allowed to play on the playground or basketball court before school. Students are to remain in the designated area outlined above until the 7:40 a.m. bell.

## DURING LUNCH

All students who are not assigned by a teacher to a lunch tutorial or other alternative lunchtime activity will go directly to the cafeteria during their designated lunch period. Students are to walk to the cafeteria. After eating, students will remain seated in the cafeteria until dismissed by a staff person. Level Two voice is required unless lights are turned out. At that time, students will stop talking, Level Zero voice. Students are not allowed to share or play with their food. Upon being dismissed, students will empty their trash in the proper trash receptacle in the cafeteria and place their tray on the counter next to the kitchen.

Students will go to the practice field area for a brief recess. It is important that all students stay in the designated practice field area. Students will be dismissed by bell to return to their classes. Upon hearing the signal, students are to proceed in an orderly fashion back to class. In inclement weather, students will remain in the cafeteria until dismissed by a staff member.

## AFTER SCHOOL

Students must leave school immediately at the end of the school day unless required to remain for detention, tutorials, or other prearranged business. Students who walk home are expected to leave the campus immediately. Students transported by K.I.S.D. buses are to report immediately after school to the bus loading area behind the gym. Bus students are not allowed to be in any other area of the campus after school. Violators will be subject to disciplinary action. Students who are picked up by a parent or guardian in a private vehicle are to go immediately to the practice field located behind the gym. Cars will line up on North and Gilmer Streets along the practice field curb. Students will walk to their vehicles.

**For safety reasons, any student needing to cross the street to get into a vehicle must cross at a monitored intersection or be escorted by a parent/guardian.**

At 3:15 p.m., all remaining students will be escorted to the office to phone parents.

## BAD WEATHER PICK UP

In case of severe weather, pick up will be through the gym parking lot. Children will be under the breezeway in front of the gym.

## ***DISCIPLINE MANAGEMENT***

The staff at B.T. Wilson 6<sup>th</sup> Grade School considers discipline management essential to the success of the educational process. We believe all students have a responsibility to conduct themselves in a manner that allows teachers to teach and student to learn. In order to provide a calm, safe environment, the following guidelines have been established:

### TEACHER RIGHTS

- To have a classroom that provides the best possible learning environment.
- To determine and request appropriate behavior from students.
- To ask for help from parents, the principal, and other school personnel when assistance is needed with a student.

### STUDENT RIGHTS

- To be provided with a classroom atmosphere that is most conducive to learning.
- To have a teacher who will provide support for a student's appropriate behavior.
- To be provided with a teacher who will help the student limit his/her inappropriate behavior.

## CLASSROOM EXPECTATIONS

- Turn in completed assignments on time.
- Bring materials to class.
- Sit in your seat unless you have permission to leave it.
- Do what your teacher asks immediately.
- Keep hands, feet, and objects to yourself.

## STUDENT CODE OF CONDUCT/OFF CAMPUS POLICY

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, which apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

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. 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.

B.T. Wilson is a gang-free, smoke-free, drug-free, and weapon-free zone.



## CONDUCT IN THE CAFETERIA

Students are expected to conduct themselves in a manner that is appropriate for dining in public. Courtesy should be extended at all times to other students, adult monitors, visitors, and custodial and cafeteria staff.

Students who do not behave properly may be required to perform clean-up duty during their lunch/recess period.

## RULES FOR HALLWAYS, SIDEWALKS, RESTROOMS, AND CAFETERIA

Loitering in the halls or bathrooms before, between, or after classes is not permitted.

Inappropriate conduct in the cafeteria may result in disciplinary action.

When traveling around campus, please remember the following:

- Walk on the right hand side of the halls and sidewalks.
- Always walk.
- Keep hands, feet, books, and other objects to yourself.

- Keep moving to avoid congestion in the hall or on the walkways — **Walk and Talk**.
- Use classroom voices.
- Follow directions from any staff member.

### CONSEQUENCES FOR VIOLATION OF RULES

The teacher and/or principal may assign any appropriate consequence, but typically a teacher will first provide verbal warnings to a child who violates rules. If violations persist, a team detention\* may be issued.

\*Team Detention- Detention issued by the teacher that could be served before, during, or after school. A parent must be contacted if the detention is before or after school. If detention is served during lunch, students will have an opportunity to eat.

Detentions issued by an administrator most likely will need to be served after school. Transportation arrangements are the responsibility of the parent and student.

### REMOVAL OF A STUDENT FROM CLASS BY A TEACHER

Discretionary Removal (Routine misbehavior) - A teacher may remove a student to a supervised area to maintain effective discipline in the classroom. Appropriate discipline management techniques consistent with the Student Code of Conduct may be used as a result.

Discretionary Removal (Serious misbehavior) - A teacher may remove a student from class whose behavior is so unruly, disruptive, or abusive that it repeatedly interferes with the teacher's ability to teach effectively, and with other students' opportunity to learn. Documentation by the removing teacher must accompany such a removal.

If a teacher removes a student from class under this provision, the principal may place the student into another appropriate classroom, into in-school suspension, or into an appropriate alternative education program. The principal may not return the student to the teacher's classroom without the teacher's consent unless the campus Placement Review Committee determines that such a placement is the best or only alternative available.

The terms of removal may prohibit the student from attending or participating in school-sponsored or school related events.

Mandatory Teacher Removal of a Student from Class (Extremely Disruptive) - A teacher must remove from class and send to the principal for expulsion or alternative education placement a student who commits a felony, i.e., possesses, uses, sells, or distributes marijuana, dangerous drugs, alcoholic beverages, inhalants, or engages in public lewdness or indecent exposure.

### SEVERE CLAUSE

Students will be sent to the principal's office for such infractions as fighting, smoking, dipping, profanity, possession of or being under the influence of alcohol or drugs, and any other infraction

as deemed severe by the teacher.

### DISCIPLINE GUIDELINES

An administrator, according to the severity and frequency of a student's misbehavior, determines consequences. The following consequences may be utilized when misbehavior occurs:

*Detention* – Students may be detained during or outside of school hours on one or more days. A faculty member/administrator assigns detention. Failure to serve a detention or violation of detention rules will result in further disciplinary action. A parent will be notified in advance if their child is to serve an after-school detention. It is the responsibility of the parents to make arrangements for their child to be picked up on time from detention.

*In-School Suspension* – A student placed in In-School Suspension (I.S.S.) will not be counted absent from class. The student must turn in all work assigned to him/her during the time assigned to I.S.S. Failure to complete assignments in I.S.S. will result in homework and a possible reduction of 20 points for late assignments. Behavior curriculum will be assigned along with academic assignments. The behavior curriculum will allow the students to reflect on their behavior.

*Out of School Suspension* – A student placed on suspension will be counted absent from class, but the absence will be excused. The student must turn in all work assigned during the suspension.

*Alternative Education Program* – This program provides a restrictive setting for a student who displays the inability to comply with general campus procedures, rules, and guidelines. Students are placed in the Alternative School setting for a period of no less than ten (10) successive school days of attendance.

Students engaged in conduct punishable as a felony may be placed in a Juvenile Detention facility for a time determined by the administration (Senate Bill 1, Chapter 37). Curriculum at the Alternative School and Juvenile Detention facility is reinforced in math, science, language arts, and social studies.

### DISRUPTIONS BY STUDENTS OR OTHERS

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

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

- Disrupts classes, activities, or assemblies while on District property or on public property that is within 200 feet of District property. Class or assembly disruption

- includes making loud noise; trying to entice a student away from, or prevent a student from attending, a required class or activity; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with transportation of students in District vehicles.
  - Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator

## ***ACADEMICS AND GRADING***

### ASSIGNMENT NOTEBOOK (Agenda)

Students are given an assignment notebook at the beginning of the school year. This notebook is a valuable tool for students to develop organizational skills as well as serve as a form of communication between teachers and parents. Parents are encouraged to look at their child's assignment notebook each day to see if homework has been assigned and check the child's work to be sure it has been completed. It is the student's **responsibility** to write their class assignments in the assignment notebook each day.

### HOMEWORK

Homework is an integral part of the educational process and should have a positive influence on student achievement. Homework may be assigned for the following reasons:

- To reinforce skills and concepts taught that day
- To assign additional reading to prepare for future lessons
- To develop student responsibility and good study habits.

The following maximum time allotment guidelines will be considered to avoid overburdening students with homework on any given night. However, students who do not use study time wisely may consistently exceed the following time allotment guidelines. A parent-teacher conference is advised when this occurs.

- 10 minutes per night, per subject (60 minutes total). Plus, 2 hours per **week** for reading.

### GRADING LATE ASSIGNMENTS – NOT DUE TO STUDENT ABSENCES

Assignments not turned in on the date due will have 20 points deducted from the grade earned if submitted within five school days. After five days, a zero will be recorded in the grade book. The zero can be made up prior to the last week of the grading period, up to a maximum grade of an 80.

## NUMERICAL GRADES

When letter grades are transferred in, the following conversion table shall be in effect:

98 = A+	95 = A
92 = A-	88 = B+
85 = B	82 = B-
78 = C+	75 = C
72 = C-	

- All grades recorded for individual assignments and tests will reflect the actual grade earned.
- Grades recorded shall not exceed 100.
- The semester grade will be derived by averaging equally the three six-weeks' grades, or by appropriately weighing and combining the three six-weeks' grades and the semester exams, where applicable. (See SEMESTER GRADES AND EXAMS.)
- A student who demonstrates 70% mastery of the course contest, including TEKS, basic learning activities, and enrichment activities, will be assigned a passing grade for the subject/course.
- Teachers shall clearly communicate classroom grading procedures to students and parents at the beginning of each course.
- It is recommended that essay and problem solving questions that test higher order thinking skills be included in major assessments. No single grade can count more than 25% of the six-week average. A minimum of three major and five minor assignments is required for each grading period.

## ACADEMIC DISHONESTY

Academic dishonesty, cheating, and plagiarism are not acceptable. Cheating includes the copying of another student's work—homework, class work, test answers, etc.—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

## REPORT CARDS/PROGRESS REPORTS

Report cards with your child's grades, conduct, and absences will be issued once every six weeks. Report cards will be sent home with students. All students will receive a progress report at the mid-point of each six-week grading period.

If your child receives a grade lower than 70 in any class during a grading period, you will be requested to schedule a conference with the teacher of that class.

**Report cards and progress reports must be signed by the parent and returned to the student's homeroom teacher.**

### SEMESTER GRADES AND EXAMS

During the last five days of each semester, student may take cumulative semester exams in some of their classes. For many students this will be their first time to take a semester exam. So, we ask that you help your child prepare for these exams by helping him with his homework throughout the semester and helping him review prior to his semester exams. Dates and details of subjects tested will be posted on our school's website, under the "calendar" tab. Each six-week's grade counts 30% of the semester grade. Any final exam will count 10% of the semester grade.

### HORIZONS CLASSES

Advanced classes are offered at B.T. Wilson Sixth Grade School in language arts and math for gifted and talented students and high-ability students. Students identified as gifted and talented must also meet two additional criteria. If they are not identified as gifted, they must meet three criteria to be placed in a 6<sup>th</sup> grade HORIZONS cluster group.



#### BTW Horizons Math Criteria

- Commended status on TAKS math
- A cumulative 90 average of the 1<sup>st</sup> – 5<sup>th</sup> six weeks grades
- 90% (27 out of 30) or above on math placement pre-test
- A ranking of 5 out of 6 on a performance and motivation survey.

#### BTW Horizons Language Arts Criteria

- Commended status on TAKS reading
- A cumulative 90 average of the 1<sup>st</sup> – 5<sup>th</sup> six weeks grades
- 7 or above on the STAR test
- A ranking of 5 out on 6 on a performance and motivation survey.

Students must demonstrate continued academic success to remain in the HORIZONS/GT cluster classes. Students whose report card grade is 79 or below are required to have a conference with the teacher and parent to discuss a plan for improvement.

If the student receives a grade of 79 or below on a second report card, the student will be removed from the HORIZONS/GT cluster class and reassigned to an on-level class. Students

may be reassigned to an on-level class by parent request at any time.

The principal, teacher, and parents may agree to override the exit criteria and have the student remain in the HORIZONS/GT cluster group under special circumstances.

### 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 the campus counselor. B.T. Wilson 6th Grade School has a program for identified gifted and talented students in the core academic areas. Each year in January, new nominations of students who may qualify for this program are sought.

### LEARNING DIFFICULTIES

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 support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the school counselor or the principal (257-2207).

Please note: The school will not conduct a psychological examination, test or treatment without first obtaining the parent's written consent.



## PROMOTION AND RETENTION

For grades pre-K through 12, the District recognizes that the retaining of students is not an effective strategy. Therefore, students should not be retained more than once in grades Pre-K through 5 and once in grades 6 through 8. (Exceptions to this regulation are subject to Student Success Initiative, SSI, regulations.)

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level standards (essential knowledge and skills) for all subject areas, and a grade of 70 or above in three of the following areas, two of which must be language arts and math: language arts, math, science, and social studies.

A decision to allow an over-aged student to skip a grade level requires the student's, principal's, teachers', and parents' unanimous agreement. If skipping a grade level places the student on a different campus, the receiving principal must also be included in the decision-making process and must be in agreement.

Students must meet attendance standards in order to be promoted.

## ADVANCED PLACEMENT/CREDIT BY EXAM

Advanced placement testing is available upon parent's request. To advance one grade level, the student must score at least at the 90th percentile on an approved achievement test at the grade level to be skipped and score 70 or above on an assessment of the Texas Essential Knowledge and Skills at the grade level to be skipped. These requirements must be met in the core areas of language arts, math, and either science or social studies. In addition, the student may not have exceeded the number of allowed absences. Parental and district approval is required for advanced placement.

Parents must apply for “credit by exam” in writing 30 working days before the testing date so those exams may be ordered and secured by the testing date. A certified staff member will administer the tests.

## STUDENT RECORDS



A student's records are confidential and are protected from unauthorized inspection or use. Cumulative records are maintained in the counselor's office for each student from the time the student enters a district school until he or she withdraws or graduates. The record moves with the student from school to school as the student advances through the grades. By law, both parents, whether married, separated, or divorced, have access to the school records of their child who is under the age of 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is the custodian of all records for currently enrolled students at the assigned campus. Records may be reviewed, by parents or legal guardian, during regular school hours upon completion of the written request form available in the school Counseling Office. Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the

parent or guardian objects to the release of any or all directory information about their child. This objection must be made in writing to the principal within ten (10) school days after issuance of this handbook.

### TEXTBOOKS



State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Students will be charged a fine for damaging or losing a textbook. Any student failing to return a textbook issued by the school will not be issued another until the book is returned and/or paid for. **However, the student will be provided with a textbook for use at school during the school day.**

### PARENT CONFERENCES WITH TEACHERS

Parents are encouraged to contact their student's teacher(s) in regard to academic or behavioral issues. Parents may telephone the school secretary at 257-2207 or use teachers' e-mail accounts to request a conference. Please bear in mind that when you make your request, it may be after school before the teacher can contact you.

Conferences are usually set for a teacher's conference period or at a time before or after school that is mutually convenient for the teacher and parent.

### DELIVERY OF FLOWERS, BALLOONS, AND OTHER ITEMS



Deliveries of flowers, balloons, etc., will not be accepted during Tivy High School Homecoming week or on Valentine's Day. At other times of the year, such deliveries will be accepted, but will be held in the office until the end of the school day. The student may then pick up the item after school.

Delivery of pizza or other edibles by eating establishments will not be accepted in the office.

Sometimes students forget their lunch or lunch money. Sack lunches or lunch money brought to the office will be delivered to the student as soon as possible.

### DRUGS AND ALCOHOL

Any student who comes onto campus or to a school function after drinking an alcoholic drink or taking an illegal drug, or who brings any kind of alcoholic beverage or illegal drug onto campus, is subject to disciplinary action and/or placement in an alternative educational program, as deemed appropriate by the administration. Drug and alcohol detection dogs will be used to help prevent drug and alcohol from being brought or used on campus.

B.T. Wilson is a drug-free, gang-free, weapon-free, and smoke-free campus.

## FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to the 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
- Admission fees to extracurricular activities
- Voluntarily purchased pictures, publications, student accident insurance
- Musical instrument rental
- Fees for lost, damaged, or overdue library books or textbooks
- A fee for the costs of providing an educational program outside of regular school hours



## DRESS AND GROOMING STANDARDS FOR STUDENTS

The Kerrville I.S.D. Dress Code for B.T. Wilson 6th Grade School is established to teach grooming, hygiene, and respect for authority, instill personal discipline, prevent disruption, avoid safety hazards, and establish a career-pathway, business-like atmosphere. In general, students should wear clothing that would be appropriate for most job situations.

1. HAIR must be clean and neatly groomed. Only natural hair colors are acceptable. Any hairstyle which disrupts the learning atmosphere is prohibited (e.g., shaved patterns, asymmetrical designs).
2. CHAINS as part of a wallet, watch, or as a visible part of any clothing are prohibited.
3. PIERCED JEWELRY may be worn only in the ears; no other visible pierced jewelry/decoration is allowed. Visible tape or other coverings may not be worn over prohibited jewelry; the jewelry must be removed.
4. SHIRTS with split sides, crop tops, tank tops, and clothing with spaghetti straps are prohibited as sole outer garments. SHOULDER STRAPS on shirts and blouses must be at least 3" in width (about 4 finger-widths).
5. Proper UNDERGARMENTS must be worn at all times and must not be visible at any time. The TORSO (waist section) of the body must be covered at all times. With arms extended to either side horizontally (parallel to the ground), the torso must remain covered.
6. PANTS, SHORTS, SHIRTS, AND SWEATERS must be an appropriate size and length. OVERSIZED OR BAGGY clothing is prohibited. Baggy pants are defined as pants which have seams that touch at the knee when pant seams are pulled to the front.
7. SHIRTS AND T-SHIRTS that visibly extend below the wrist when hands are at your side may not be worn—regardless of the number of shirts worn.
8. The WAISTBAND for pants, shorts, skirts, and skorts must be worn at the top of the hipbone. Sagging pants and shorts are prohibited. Pant legs must not drag the ground.
9. The test of the acceptable LENGTH OF SHORTS, SKIRTS, and SKORTS is at the

fingertips with arms extended and hands at the side. Any slits in skirts or shorts may not extend up past the fingertips.

10. Spandex shorts or other SKIN-TIGHT lower body coverings are not allowed as outer garments.
11. CUT-OFFS (short pants with un-hemmed legs) are not permitted.
12. Students must wear SHOES OR BOOTS—house shoes, metal-toed boots or shoes, and roller shoes are prohibited.
13. CAPS/HEADWEAR are not to be worn on campus.
14. BANDANAS may not be worn or carried.
15. TRANSPARENT CLOTHING is prohibited as sole outer garments.
16. Clothing that is GANG-RELATED is prohibited. "Gang-related" is determined by the school administration and may include caps (color, style, and position), logos, jewelry, artifacts, slogans (words), symbols, colors, shapes, or any other signal that identifies gang affiliation.
17. Clothing and accessories that ADVERTISE or hint at alcoholic beverages, tobacco, drugs, or violence, that are sexually explicit, or that exhibit suggestive pictures or statements are prohibited. Any clothing exhibiting crude, vulgar, profane, or occult pictures, words, signs, or symbols is prohibited. Any clothing that disparages, criticizes, or otherwise promotes negative attention to/toward any race, religion, nationality, age group, or sexual orientation is prohibited.

Students inappropriately dressed will be provided zip-ties for baggy clothing, wear clothing that is provided by the school for the remainder of the school day, or call home for appropriate clothing. The school administration at the campus has the right to determine whether a student's dress is acceptable if this dress code does not specify applicable guidelines. The dress code applies to any school related event. School sponsors can regulate dress according to the outing.

### FOOD OR DRINK IN THE CLASSROOM

In order to maintain a clean and functional environment, food and/or drinks will not be allowed in the classroom except when coordinated by the teacher.



**Students are not allowed to chew gum at school.**

### LOCKERS AND BACKPACKS

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



For health and safety reasons, backpacks and book bags are allowed on campus, but must remain in student lockers during the day.

## COUNSELING AND TESTING

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

## PLEDGES OF ALLEGIANCE AND A MOMENT OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A moment of silence will follow recitation of pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## HUMAN SEXUALITY CURRICULUM

The Kerrville ISD Human Sexuality Curriculum is based on the Texas Essential Knowledge and Skills, which has been adopted by the Texas Education Agency for all Texas public schools. B.T. Wilson School's curriculum is abstinence based, per state requirement. The "Worth the Wait" curriculum has been approved by the Kerrville ISD Board of Trustees at the advice of the KISD School Health Advisory Council, comprised of local teachers, parents, and community representatives.

An information letter describing the basic content of the instruction is available in the first day packet. Parents will have the option for their child to not participate in the Worth the Wait program. Parents are always welcome to preview curriculum materials at any time and have the right to remove their child from any part of the instruction. If you are interested in previewing the curriculum, please contact the school counselor.

## PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. B.T. Wilson Sixth Grade School observes a moment of silence at the beginning of first period each school day.

## ROCKS AND OTHER DANGEROUS OBJECTS

Throwing rocks/pebbles and other objects not intended to be thrown is prohibited. (See District Code of Conduct Level 1 Misconduct Violations.) Disciplinary action can be taken.

## SEARCHES

In the interest of promoting student safety and attempting to ensure that school is 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 are school property and

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

## ***MEDICAL AND HEALTH***

### MEDICINE AT SCHOOL

Students may not possess prescription or non-prescription drugs or medications at school.

Kerrville I.S.D. policy states that if a prescription or over-the-counter medication must be taken by a student at school, the medication must be kept in the school clinic and be administered by specified school personnel according to the following regulations:

- All medications must be brought to the school clinic by the parent or guardian.
- The medication must be FDA approved, in its original container and be labeled with the student's name and directions for the dosage to be administered, the time to be given, and duration of time the medicine is to be given.
- A written request signed by the parent or guardian to administer the medication must be received by the school prior to school personnel giving medication.
- At the end of the school year, any medication not used by the student will need to be picked up by the parent. Medication not picked up will be destroyed.

**A student with asthma may be permitted to possess and use prescribed asthma medication at school or school-related events only if he/she has written authorization from his/her parent and physician or other licensed health-care provider.** This completed documentation is required by the Asthma Action Plan. The student must also demonstrate to his/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 medication for use during the school day, the student and parent should discuss this with the school nurse or principal.

Medications routinely given to a child during the school day will also be given during field trips and other off-campus school-related activities occurring during the school day.

### IMMUNIZATIONS

A person claiming exclusion for reasons of conscience, including a religious belief, from a required immunization must obtain the required affidavit by submitting a written request to the

Department of State Health Services in Austin at 1100 West 49 Street, Austin, TX 78756 Attn: Immunization Division. The request must include the child's full name and date of birth. The original affidavit must be on file in the nurse's office.

The immunization boosters generally required on or before the student's 12th birthday are:

- Second measles booster
- Varicella or proof of the chickenpox disease. The school nurse has the appropriate forms for parents/guardians to fill out for proof of the chickenpox disease.
- Series of 3 Hepatitis-B immunizations given over a 6-month period. Therefore, this series needs to be started 6 months prior to the student's 12th birthday so the series can be completed on time.

Immunizations currently required by law are:

diphtheria	rubeola (measles),
rubella	mumps,
tetanus	Haemophilus influenza type B,
poliomyelitis	hepatitis-A,
hepatitis-B	varicella (chickenpox).

Check with your family physician, local health department or school nurse for individual information for your student.

**Any student not in compliance with these immunization laws will not be allowed to attend school until needed immunizations are brought up to date.**

The school nurse can provide information on age-appropriate immunizations or on an acceptable physical-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

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

#### COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases. Parents of a

student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted.

## ***BACTERIAL MENINGITIS***

***The following information on bacterial meningitis is being provided to you as required by Senate Bill 31:***

### 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 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 drink 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 freshman 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 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention and the Texas Department of State Health Services.

### EMERGENCY MEDICAL TREATMENT

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

## ***OTHER HEALTH-RELATED MATTERS***

For information regarding the District's School Health Advisory Council, information regarding Foods of Minimal Nutritional Value (FMNV) and/or vending machines and student access to the machines please contact the school office. Our school follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

The District and its staff strictly prohibit the use of tobacco products by students and others on school property, at school-sponsored events, or at school-related activities. Students shall be disciplined as outlined in the Student Code of Conduct.

## ***CAFETERIA AND FOOD SERVICES***



### CAFETERIA/CHILD NUTRITION/FOOD SERVICES DEPARTMENT

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. **Information about this program can be obtained by contacting the Director of Food Service at 257-2215.**

Applications for free or reduced price meals are available at the school office or at the Food Service office at 1313 Stadium Drive (behind the football stadium).

ALL SCHOOL MEALS OR A LA CARTE PURCHASES MUST BE PAID IN ADVANCE. CHARGING IS NOT ALLOWED.

Prepayment of several days, weeks, or months is encouraged. The system is a descending balance account and parents and students must prepay to the cafeteria any amount of money for cafeteria purchases. Payments may be made before school or through Parent Access on Skyward. Payments may be made at any cafeteria for any student with proper ID numbers. Student's name and ID number must be on the check or on an envelope to ensure proper credit to the correct account. A printout of a student's account is available at the school cafeteria or on Parent Access through Skyward.

Students will receive milk and a sandwich if they have not paid for lunches. No alternate meal will be offered at breakfast.

CASH WILL BE ACCEPTED AT MEALTIME. NO CHANGE WILL BE GIVEN; ALL MONEY SENT WILL BE DEPOSITED TO THE STUDENT'S CAFETERIA ACCOUNT.

All student accounts must be accessed with their ID number. An ID number will be given to each student to be used with every meal or money transaction in the cafeteria. An ID is the same as cash and should be treated as cash.

Special diet requests must be accompanied by a physician's note.



#### INFORMATION REGARDING FREE OR REDUCED MEALS

Free-reduced lunch forms are available in beginning-of-the-year student packets and throughout the school year at the school office and Food Service Office, 1313 Stadium Drive.

**Students who qualified for Free or Reduced meals and were enrolled in Kerrville ISD at the end of last school year are automatically qualified for the first 30 days of school.** During that time, one (1) new application must be filled out listing all school students and other members of the household to determine the new year's level of benefits. Applications will be processed in the order they are received in the Child Nutrition Office. All applications will be processed within the first 30 days of school and a written notice will be sent home with the youngest child.

Students new to the District must submit an application on a current form and be processed before benefits can be extended. Until the application is approved, the student must pay full prices for meals. Applications from other districts are not transferable.

Parents of new students needing urgent approval should go to the Child Nutrition Office at 1313 Stadium Drive and fill out the necessary form in order to get priority processing.

## DIRECT CERTIFICATION

Some families are directly certified for meal benefits. Letters are mailed to those families the first part of August informing them that they do not need to fill in an application for the current school year. Only students whose names appear in the letter will automatically qualify. Any student whose name is not listed in the Direct Certification letter must fill out an application and wait until they receive notice of the level of benefits they qualify for. Until they receive notice of qualifying for free-reduced price meals, the full price must be paid for meals eaten.

## **MISCELLANEOUS INFORMATION**

### ACCIDENT INSURANCE

Under state law, the District cannot pay for medical expenses associated with a student's injury. However, the District does make available an optional, low-cost accident insurance program for students. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the District's Central Office.

### COMPLAINTS BY STUDENTS OR PARENTS

Parents can contact teachers through e-mail or phone to express concern and set up conferences. If further assistance is needed, please contact the school counselor or principal. If the outcome of that conference is not satisfactory, a conference with the Superintendent or his designee can be requested. At this point, if a student or parent feels the situation has not been resolved, he may appear before the Board of Trustees, in accordance with Board Policy.

### FUND-RAISING

Student clubs, classes, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made in advance to the principal. Fund raising by outside organizations is not permitted according to Board policy.

### HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal. A student who believes he or she has been harassed by another student is encouraged to report the incident to the principal or his designee. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.



## LAW ENFORCEMENT

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

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

### Students taken into custody

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

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

Before a student is released to a law enforcement officer or other legal 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.

Because the principal does not have the authority to prevent or delay custody action, notification to parents of a removal will most likely be after the fact.

## PESTICIDE NOTICE

B.T. Wilson Sixth Grade School periodically applies pesticides as a part of an integrated pest management program. All persons applying pesticides at this school are required to receive special training in pesticide application and pest control. In addition, B.T. Wilson School management program has a policy that requires use of non-chemical pest control tactics

whenever it is possible. It is possible that pesticides may be periodically applied. Information regarding pesticide use, timing, and treatment can be obtained by contacting the District Maintenance Department at 1313 Stadium Drive or by telephone at 257-2216.

## POSTERS

Signs or posters that students want to display or distribute must first be approved by a principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval of the principal is subject to disciplinary action.

## SEXUAL HARASSMENT/SEXUAL ABUSE

The District encourages parent and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about expectations in this area with a teacher, counselor, principal, or the District Title IX Coordinator. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The District will notify parents of all students involved in sexual harassment by student(s) when allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is of the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than seven calendar days after receipt of the complaint. The principal (principal's designee) or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the principal (principal's designee) or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent or designee. If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office. For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNC3 (EXHIBIT) in the District's policy manual.

## SAFETY/ACCIDENT PREVENTION

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures and the 6th grade campus has an individualized safety plan for various crises/emergencies, the cooperation of students is essential to ensure school safety. A student should:

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

For the safety of all students, photo identification is required to enter the school building or remove a student from campus.

## SCHOOL CLOSING DUE TO INCLEMENT WEATHER (OUTSIDE OF SCHOOL HOURS)

Occasionally, severe weather conditions may exist that for safety reasons, school must be closed. If weather conditions arise outside school hours that threaten to disrupt operation of the school, the Superintendent will make the decision concerning whether or not school will be cancelled for the day. This decision will be made shortly after 6 a.m. The Superintendent's decision will be relayed to KERV (1230 AM) and KRVL (94.3 FM) radio stations.

## TORNADO, FIRE, 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.



## TOYS AND OTHER ITEMS BROUGHT TO SCHOOL THAT CAUSE DISRUPTION

Students shall not bring toys, stereos, radios, CD or tape players, iPods, MP3 players, paging devices, video games, or other items to school that could cause distractions. Anything brought to school (that is not specifically needed for school assignments or activities) that could be used to disrupt classes or distract students or teachers is prohibited and can be confiscated. Items taken up by teachers or staff may be sent to the principal's office and will not be returned to the student until an administrator has had a conference with the parent. If the item is confiscated a second time, it will not be returned until the end of the school year.

## TELECOMMUNICATIONS

Students shall not display, turn on, or use cell phones or other telecommunications devices after arriving on campus. Students are allowed to use cell phones after school in the pick-up area. Devices of violators will be picked up by school personnel and put into the possession of a campus administrator who will notify the parent/guardian. Devices may be returned after 24 hours. Should devices be confiscated on a Friday, administrative discretion may be applied as to whether the school retains possession of the device for 24 hours. Second, third, and fourth violations will result in the school retaining possession of the device for 48 hours. After 48 hours, the device may be released to the student, parent/guardian with payment of a \$15 fine. On the fourth occurrence, the violation also becomes a behavioral referral. Consequences may consist of any range of discipline management technique described in the Student Code of Conduct.



## TRANSPORTATION – SCHOOL SPONSORED TRIPS

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 information may be obtained by calling 257-1344. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, 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 in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus before crossing in front of the bus.

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.

If a student plans to ride the bus of another student, a written note from the parent/guardian must be signed by the principal or designee. Transportation reserves the right to deny the request.

### **Transportation to school events by parents or others:**

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian will be taking their private vehicle and makes a written request to the Principal or team leader

that the student is allowed to ride with the parent. Although discouraged, exception may also be made if a parent presents, **a day before** the scheduled trip, a written request that their student be permitted to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

### VANDALISM

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

### VISITORS TO CAMPUS

Parents and others are welcome to visit B.T. Wilson Sixth Grade School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. At no time is a student visitor permitted to attend classes with a B.T. Wilson student.

### WITHDRAWAL OF A STUDENT FROM SCHOOL

A parent or guardian who withdraws a student from school will need to notify the counselor at B.T. Wilson at least one day in advance of the intended withdrawal date. On the day the student withdraws, all books and equipment issued to the student must be turned in or paid for. All cafeteria charges, library fines, etc., must be paid prior to withdrawal of the student. Withdrawal forms will not be issued unless all obligations are cleared.

### NON-DISCRIMINATION STATEMENT

It is the policy of the Kerrville Independent School District to make employment, programs, services, facilities, activities, and accommodations in the district accessible to all persons.

Kerrville Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in its education services, activities, and programs as required by Title VI of the Civil Right Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

For Services for the Homeless and for Title I Participants, please contact the District's Liaison for Homeless Children and Youths and Parent Involvement Coordinator at 257-2200.

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 Learning Difficulties and contact Keely Vanacker at 257-2207.

Kerrville ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Dr. Dan Troxell, Superintendent, at 1009 Barnett Street, Kerrville, Texas 78028, (830) 257-2200 and/or the Section 504 Coordinator, Ron Chew, at 729 Tivy Street, Kerrville, Texas 78028, (830) 257-2203.