

Braswell High School
2018-2019
Bengal

Student/Parent Handbook



Phone: 972-347-7700

FAX: 972-347-6259

76250 E. University Dr.

Aubrey, TX 76227

Grades 9, 10, 11, 12

www.dentonisd.org/braswellhs

To Braswell Families:

This handbook contains information that you are likely to need during the school year. The handbook is organized alphabetically by topic. Students and parents also need to be familiar with the Denton ISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning.

It is a separate document that is available to families. The Student/Parent Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an on-going process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

MISSION

Empowering lifelong learners to be engaged citizens who positively impact their local and global community.

CORE VALUES

Embracing transparent communication
Growing together
Developing the whole child
Collaborating to improve learning
Celebrating common successes

FEEDER SCHOOLS

Navo Middle School
Rodriguez Middle School
Bell Elementary
Cross Oaks Elementary
Paloma Creek Elementary
Providence Elementary
Savannah Elementary
Union Park Elementary (opening 2019)

District Leadership

Superintendent	Jamie Wilson
Deputy Superintendent	Richard Valenta
Area Superintendent- Braswell Zone	Jeff Russell
Area Superintendent- Ryan Zone	Gwen Perkins
Area Superintendent- Denton Zone	Daniel Lopez
Area Superintendent- Guyer	Susannah O'Bara
District Athletic Director	Joey Florence
Asst. Superintendent of Curriculum/Instruction	Mike Mattingly
Asst. Superintendent of Human Resources	Robert Stewart
Asst. Superintendent of Admin Services	Debbie Monschke
Executive Director of Operations	Paul Andress
Executive Director of Special Education	Debbie Roybal
Executive Director of Curriculum/Instruction	Dan Ford

Campus Office & Support Staff

Principal	Lesli Guajardo
Principal's Secretary	DeAnn Roberson
Associate Principal	Laura Ice
Associate Principal Secretary	Wendy Smith
Assistant Principal (A-C)	Eliseo Moreno
Assistant Principal (D-H)	Keith Brackett
Assistant Principal (I-M)	Nicole Bradford
Assistant Principal (N-Sh)	Dawn McCullough
Assistant Principal (Si-Z)	Zephaniah Smalley
AP Office Assistant	Shawna Howell
SRO	Chris Daigle
Campus Athletic Director	Cody Moore
Lead Counselor (A-Da)	Nicole Dampman

Counselor (De-K)	Kanika McClary
Counselor (L-Rh)	Amy Williams
Counselor (Ri-Z)	Dee Carter
All Freshman Counselor	Sarah Morales
Student Assistance Counselor	Brandi Brooks
Career Counselor	Kim Rhodes
Counseling Secretary	Nancy Casey
Registrar	Mary Beth Bartels
Assistant Registrar	Elena Perez-Ojeda
Nurse	Tami Carson
Receptionist	Capi Charity
Attendance Liaison	Amy Myers
Attendance Secretary	Elizabeth Hutchins
Bookkeeper	Carol Cook
Diagnostician	Amy Rodriguez
Diagnostician Clerk	Jolanda Pegues
Testing Coordinator	Rebecca Falola
Hub Master	Robyn Warren
Instructional Technology Specialist	Joshua Tabor
Information Technology	Patrick Herrera
Cafeteria Manager	Christina Young

Department Heads

Air Force JROTC

Athletic Coordinator- Boys' Sports

Athletic Coordinator- Girls' Sports

Career & Technology

English / ESL

Fine Arts

Health/PE/High School 101

Mathematics

Science

Social Studies

Special Education

World Languages

David Lee

Cody Moore

Allison Irvin

Chad Hodges

Sara Zimmerman

Michelle Greene
Ben Oehlschlaeger

Ricky Trujillo

Sherry Dieterich

Stephanie Garcia

Jennifer Wyman

Sabrina Carlile
Annamaria Archuleta

Yuri Franco

SOME IMPORTANT DATES

Wednesday, August 15th - First Day of School

Monday, September 3rd- Labor Day Holiday (No School)

Thursday, September 6th- Spirit Walk

Monday, September 17th- Open House

September 17-21- Homecoming Week

Friday, September 21st- Homecoming Pep Rally

Saturday, September 22nd- Homecoming Dance

Thursday, October 11th- Spirit Walk

Friday, October 12th- Secondary District PD- Student holiday

Monday, October 15th- PLC Day- Student holiday

Friday, October 26th- Pep Rally

Friday, November 9th- Pep Rally

November 19-23- Thanksgiving Break

December 19/20- Early Release Days (End of Semester)

Friday, December 21st- Employee Exchange Day- Student holiday

December 24-January 4- Winter Break

Monday, January 7th- PLC Day- Student holiday

Monday, January 21st- Martin Luther King, Jr. Day (No School)

March 11-15- Spring Break

Monday, March 18- PLC Day- Student holiday

Friday, April 19th- School Holiday

Saturday, April 27th- Senior Prom

May 22/23- Early Release (End of Semester)

May 23rd or May 24th- Graduation TBD

AFTER SCHOOL PROCEDURES

Our after school expectations for students are based upon safety and available supervision of students outside the building at the end of our school day. Any student, outside our building and still on our campus after 4:30 pm is without adult supervision. Because we know that safety is one of the most important issues in a school setting, we feel like the following expectations will help us easily provide a secure environment as the school day ends.

Students who are in the building without adult supervision will be subject to disciplinary action.

Students not involved in after school programs

- 1) School staff will supervise students from 8:00 am – 4:30.
- 2) Parents should pick up students by 4:30 pm or have a back-up plan for emergencies so that students, not involved in after-school programs, will leave the campus by 4:30 pm.
- 3) Students walking home and not involved in after-school activities will be expected to leave the campus grounds by 4:30 pm.

Students involved in athletic or fine arts practices/events

- 1) All students involved in extracurricular programs should be with a teacher, coach, director, or someone from the school staff. They should remain in the school building without ever needing to exit or re-enter the building, as the doors will lock at 4:30 pm.
- 2) Students exiting from an athletics or fine arts practice will be supervised for 15 minutes after the end of the practice. Parents should pick up students within this time frame and have a backup plan in place for emergencies. Students who are walking or driving home will exit the campus grounds within 5 minutes of being released.

Students remaining after school for tutorials or scheduled club meetings

- 1) Students should call parents for a ride before leaving the school building after being released from their tutorial or meeting.

2) Parents will be expected to pick up these students within 15 minutes and students walking or driving will leave the campus grounds immediately.

ASSEMBLIES

Braswell High School has 5 scheduled spirit assemblies:

September 6th- Spirit Walk 3:45 pm (porch)

September 21st- Homecoming Pep Rally 10:15 am (large gym)

October 11th- Spirit Walk 3:45 pm (porch)

October 26th- Pep Rally 10:15 am (large gym)

November 9th- Pep Rally 3:45 pm (large gym)

Spirit Walks are short spirit rallies intended for the Braswell students and staff.

Outside spectators are welcome for pep rallies and will enter through the gymnasium entrance.

ATTENDANCE

90% Attendance Rule

A student between the ages of 6 and 18 **must** attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student who is absent from school without permission, from any class, is subject to disciplinary action. There are 5 different times during the school day when a student can be counted absent.

Regular attendance usually results in success and academic achievement.

To receive credit in a class, a student must attend at least 90% of the days the class is offered. An absence is missing 1 or more class periods in a day. For questions regarding LOSIT assignments, you may contact your student's designated Assistant Principal.

Truancies

Missing any class without permission from a parent or school personnel is truancy. Any time a student is absent without the school hearing from a parent, the student is considered truant.

Absences

When a student is not in school, s/he is absent. When a parent takes a student out for part of the day, the student is absent for the classes s/he has missed. Parents must sign out a student at the front office when taking a student out of school during the day. Only parents or legal guardians with a picture ID will be allowed to sign out a student from school unless approved by an administrator. Any time a student is absent, parents are obligated to contact at attendance clerk.

According to state law and district policy, absences may be **excused** only for the following reasons:

1. Personal illness or serious illness of a family member (excessive illnesses will require medical documentation)
2. Funeral
3. Student's health related services
4. Participation in court proceedings
5. Family emergency requiring immediate attention- approved by Administration

6. An absence required by welfare authorities
7. Making application for U.S. Citizenship and U.S. Naturalization Oath Ceremony

When a student must be absent from school, the parent must notify the school within 3 days. Report the student's name, reason for absence, and duration of the absence. Notification can also be made by the student bringing a parent note to the attendance office upon return to school.

Unexcused Absences/Tardies

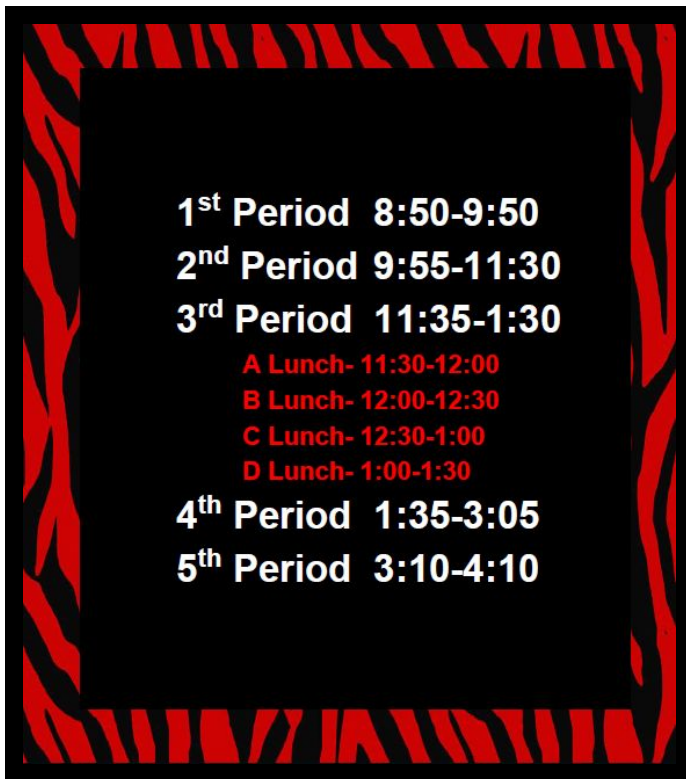
1. Oversleeping
2. Car trouble/No ride to school
3. Family vacation
4. Family "emergency" not approved by school administration
5. Family members in hospital
6. Translating for family members' appointments

ADMINISTRATORS

School administrators are available to students and families for a variety of reasons. For immediate assistance with a student or classroom issue, contact your student's Assistant Principal.

Assistant Principal	Eliseo Moreno	A-C	emoreno@dentonisd.org	972-347-7903
Assistant Principal	Keith Brackett	D-H	gbrackett@dentonisd.org	972-347-7795
Assistant Principal	Nicole Bradford	I-M	nbradford@dentonisd.org	972-347-7849
Assistant Principal	Dawn McCullough	N-Sh	amcullough@dentonisd.org	972-347-7720
Assistant Principal	Zephaniah Smalley	Si-Z	zsmalley@dentonisd.org	972-347-7722
Associate Principal	Laura Ice		lrice@dentonisd.org	972-347-7702
Principal	Lesli Guajardo		lguajardo@dentonisd.org	972-347-7701

BELL SCHEDULE



BOOKS

Students will be provided textbooks for use during the school day via a classroom set. They will also have access to “online textbooks” and supplementary materials to support academic success as appropriate. In situations where a student needs access to an individually assigned textbook, provisions will be made accordingly at no charge. In such instances, students are completely responsible for issued textbooks and are subject to fines for damages or loss while the book is assigned to them. Any student failing to return an issued book loses the right to free textbooks until the book is returned or paid for by the parent. For inquiries/concerns regarding your student’s classroom textbooks, first contact should be with the student’s teacher.

BRING YOUR OWN DEVICE (BYOD)

Braswell High School is committed to developing a technologically relevant and engaging learning environment for all students by providing them with the opportunity to develop the resource sharing, innovation, communication skills, and tools that are essential to both life and work in the 21st Century.

Students are encouraged to BYOD (Bring Your Own Device) at Braswell High School. The device can be any piece of technology that allows students to access the Internet through the Denton ISD WiFi. Suggestions for devices include:

Smart phones

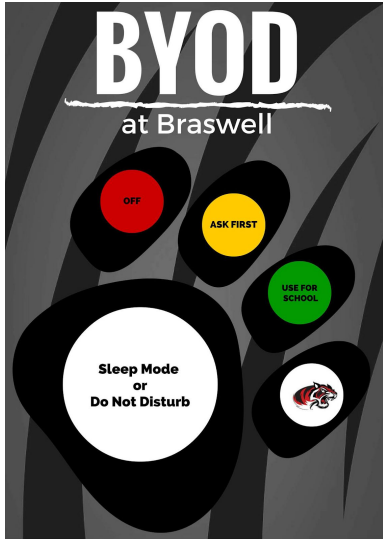
iPads

Laptops

Chromebooks

Please note: Old cell phones without a calling plan will work as long as they can connect to WiFi.

Teachers and students will use web-based applications like Google Drive and Google Classroom to enhance student learning and collaboration. Teachers will communicate with the students daily regarding their expectations for BYOD.



This poster is located in each classroom to help remind students of the BYOD expectations.

BULLYING

What is bullying?

Bullying is a pattern of repeated, intentionally cruel behavior towards someone else. There are three main types of bullying:

- Physical- hitting, punching, kicking, scratching, tripping, spitting, pushing, bumping, pinching, vandalizing
- Verbal- name calling, put downs, making fun of, teasing, threats, mocking, racial or sexual comments
- Psychological- spreading rumors, stalking, dirty looks, hiding or damaging property, alienating, excluding from groups, shunning

What is Cyber bullying?

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. (Email, text messages or posting on social network sites) Four areas include:

- Sending threatening messages to classmates or school personnel
- Spreading rumors about classmates or school personnel
- Sharing fake or embarrassing photos or videos of classmates or school personnel with others via a cell phone or the web
- Stealing classmates or school personnel login and password to send mean or embarrassing messages from his/her account or posting a social page in the name of another person.

What will Braswell do to help?

- Administrators investigate allegations of bullying and take them all seriously
- Counselors will work with students on an individual basis as needed

- When necessary, the Little Elm Police Department will be notified.

BUSES

Denton ISD Transportation 972-347-7649

Transportation is provided to students who live outside of a 2-mile radius from the school. Families can sign up to receive transportation services during registration. Students are expected to follow the same rules as the classroom when riding school buses. In addition, students are held to the following behavioral standards – students must:

- Follow the driver's directions at all times
- Enter and leave the bus in an orderly manner
- Keep feet, books, instrument cases and other items 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 and before crossing in front of the bus

Failure to adhere to these behavioral standards may result in the removal of a student from bus services.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. The following is a link to the application: <http://food.dentonisd.org/Register.aspx>

A regular breakfast costs \$1.35. A regular lunch costs \$3.00. Students and/or parents may put money into a student's lunch account at any time (<http://www.schoolcafe.com/>). However, it is the student's responsibility to keep up with how much is spent.

Braswell High School is a **closed** campus and students may **not** leave for lunch. Students who leave campus for lunch without permission from the school are subject to disciplinary action.

CELL PHONES

Braswell High School is a BYOD school. We recognize the need for students to carry cell phones to be used before and after school for safety reasons. However, the following guidelines must be followed:

1. Phones must be placed on silent or do not disturb during the school day
2. Phones must not be used in any capacity other than instruction
3. Students must use their phones as directed to by a teacher or another adult in the building

If a student is using his/her phone for anything that is considered disruptive, the phone may be confiscated, and the student subject to disciplinary action.

CREDITS

Credits per Grade Level:

Freshman	9 th Grade	0-5 ½ Credits
Sophomore	10 th Grade	6 Credits
Junior	11 th Grade	12 Credits
Senior	12 th Grade	18 Credits

For the 2018-2019 Course Catalog & Planning Guide, see:
<https://www.dentonisd.org/site/Default.aspx?PageID=55570>

COMMUNICATION WITH PARENTS

Braswell High School is Denton ISD’s 4th comprehensive high school. We work very hard to keep the lines of communication open so that parents are kept informed of what’s going on at Braswell. The following is a list of ways we communicate with you:

1. web page – www.dentonisd.org/braswellhs
2. school messenger (phone calls and emails)
3. PTA newsletter
4. notes/letters home
5. conferences
6. “Like” us on Facebook- www.facebook.com/braswellhs
7. Home Access Center

COMPUTER RESOURCES (Also see BYOD)

Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Student Email Addresses

The district provides each student with a school email address: (student ID)[@g.dentonisd.org](mailto:studentID@g.dentonisd.org). For example, a student’s email address may look like: 123456[@g.dentonisd.org](mailto:123456@g.dentonisd.org)

Students are encouraged to check their school address account every day. Some school communication will be done through email to students. Students must follow the district’s user agreement guidelines when using this email address. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

COUNSELING CENTER

Braswell High School has four Academic Counselors, one Student Assistance Counselor, and one Career Counselor.

Academic

Academic Counselors are available to student by appointment and, in an emergency, on a walk-in basis. Academic Counselors work with students’ schedules, credits, and course planning for graduation.

Nicole Dampman	10-12 A-Da	ndampman@dentonisd.org	972-347-7862
Kanika McClary	10-12 De-K	kmccclary@dentonisd.org	972-347-7713

6. The BHS student must complete the approval process prior to purchasing tickets.
7. The guest must be a student in good standing at his/her current high school.
8. Braswell High School administrators reserve the right to refuse and/or remove any student from the dance with no refund.
9. The Denton ISD Code of Conduct and Dress Code will be enforced at all BHS dances. Students dismissed from the dance for behavior or dress will not receive a refund.
10. The Braswell student will be notified by school email when approval has been granted for the guest to attend.
11. A BHS junior/senior who wishes to bring a BHS freshman or sophomore must fill out this form.

DELIVERIES

The front office staff will make every reasonable attempt to deliver items to students that are curriculum and school related. Due to the volume of office traffic and other responsibilities, frivolous deliveries (flowers, stuffed animals, etc) will not be delivered to students nor will students be notified of such delivery.

Third party food deliveries will not be accepted. This means students CANNOT order a pizza, Uber Eats, or any other food delivery service for breakfast, lunch, or any other time during the day.

DISCIPLINE

Although each AP has designated students, any AP may deal with any student who is sent to the office at any time.

Relationship building is the foundation of any good classroom management plan. The expectation is that teachers and staff are working to build relationships with students and their families. To achieve the best possible learning environment for all students, Braswell rules and discipline will apply:

- during the school day or while on District transportation
- within 300 feet of school property
- while a student is in attendance at any school-related activity, regardless of time or location

Wednesday Detention 4:15-5:15 pm

Lecture Hall

Students with minor infractions (tardy, minor classroom disruption) may be assigned a Wednesday Detention by an administrator.

The administrator will have a conversation with the student and call or email a parent notifying them of the student's detention.

The administrator will give the student a Detention Notice at the time of the conversation. The Detention Notice will also be emailed to a parent.

A designated teacher will supervise detention. An administrator will meet students at the beginning of detention.

Saturday School 8:00-10:00 am and/or 10:00 am – 12:00 noon

Enter through *Auditorium* entrance

Students may be assigned a Saturday School for 2 or 4 hours for the following reasons:

- More significant classroom disruptions
- Failure to attend Wednesday Detention
- Repeated tardy infractions
- Make up seat time for excessive absences

The administrator will have a conversation with the student and call or email a parent notifying them of the student's Saturday School assignment.

The administrator will give the student a Saturday School Notice at the time of the conversation. The Saturday School Notice will also be emailed to a parent.

A designated teacher and one administrator will supervise Saturday School.

Students may also be assigned to the following:

- In School Suspension (ISS)- usually 1 – 5 days in length; students are assigned to a designated classroom in the building where socialization is prohibited; students are only allowed to work on the work teachers have sent them. Students assigned to ISS may not attend any after school activities on the days of their ISS placement.
- Out of School Suspension (OSS)- usually 1 - 3 days in length; students are required to leave campus and are not allowed to be on any school district property during the OSS placement
- AEP for persistent or serious infractions; students are required to leave campus and are not allowed to be on any school district property during the OSS placement

Note: Students and parents need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

DISTRIBUTION OF MATERIALS

School Materials

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

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed without the prior approval of the principal. Disapprovals may be appealed by submitting the disapproved material to the Area Superintendent or her designee. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS CODE

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards.

- Students' hairstyles and student dress/attire shall not cause a health or safety hazard or cause a disruption to the educational process.
- No half-length or bare midriff shirts/blouses shall be worn.
- Tank tops or shirts that reveal too much shall not be worn.
- Skirts and any garment with legs, regardless of what it is called, **must be at least at fingertip length when arms are at the side**
- Athletic (Nike) shorts are generally not allowed, unless they meet the required length.
- Torn, cut or slashed pants/jeans/leggings, etc. are allowed as long as there is no visible skin above mid-thigh.
- Pants should be worn at the natural waist. Undergarments should not be visible.
- Students are prohibited from wearing any kind of sleepwear, including slippers.

- Biking shorts/tights (spandex) or athletic shorts are not to be worn except during athletic activities as approved by coaches.
- Leggings and tight yoga pants may be worn, but a student's outermost layer must cover areas to the upper thigh.
- Students are not to wear t-shirts or other items of clothing with pictures, logos, phrases, letters, or words printed on them that are obscene or disruptive. This shall include but not be limited to clothing with satanic expressions/symbols on them, nude/semi-nude figures, pictures or logos of alcoholic beverages/tobacco, obscene gestures/words, words/pictures that depict prohibited substances or figures in sexually suggestive postures, or words words/pictures that may imply sexually suggestive material.
- Students are prohibited from gang involvement or gang activities to include wearing or possessing any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership or affiliation in a gang.
- Students are not to wear hats of any kind within the school building unless approved by the administration for special occasions. Hats shall include caps, visors, hoods, scarves, and other items that cover the whole head.
- **Students are not allowed to 'wear' blankets during school hours.**
- The District Code of Conduct also prohibits the wearing of bandanas, accessories applied to the facial area, tongue, or body such as safety pins to the eye area, studs, or rings through the nose.

The school administrators will assume responsibility for ruling on specific items of clothing and general appearance. Dress code changes throughout the year may be implemented as needed by Braswell HS Administration and Department Heads.

ELECTRONIC DEVICES (DIGITAL)

Students are allowed to bring electronic devices to school as long as the device is not disruptive to the learning environment. Students who use electronic devices for purposes other the learning are subject to disciplinary action.

Students are 100% responsible for their own electronic devices at school.

ELIGIBILITY

While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts—state law as well as UIL rules governs eligibility for participation in many of these 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 advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.

- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes and (2) completed the three weeks of ineligibility.
- Students may not participate in any extracurricular activities while they are assigned to ISS, AEP, or suspended from school.

The UIL Eligibility Calendar 2018-2019 is as follows:

All Students meeting the UIL requirements of promotion or earned credits toward state graduation are eligible.

Requirements: Middle School – student promoted from previous grade

Soph – student has earned five (5) credits

Junior – student has earned ten (10) credits or five the previous year

Senior – student has earned fifteen (15) credits or five the previous year

Aug. 15 – Oct. 11 - 1st Grading Period

Oct. 16 – Dec. 20 - 2nd Grading Period - End of 1st Semester

Jan. 8 – March 8 - 3rd Grading Period

March 19 – May 23 - 4th Grading Period - End of 2nd Semester

Sept. 21 Mandatory eligibility check required after 6 weeks of school

Sept. 28 Failing students lose or gain eligibility at the end of the school day.

Oct. 11 End of 1st Grading Period – All grades must be checked.

Oct. 18 Students can gain or lose eligibility at the end of the school day.

Nov. 2 Three-week grade checks for all ineligible students

Nov. 9 Ineligible students can gain eligibility at the end of the school day.

Nov. 16 – Nov. 26 All students are academically eligible to participate.

Nov. 30 Three-week grade checks for all ineligible students

Dec. 7 Ineligible students can gain eligibility at the end of the school day.

Dec. 20 End of 2nd Grading Period – All grades must be checked.

Dec. 20 – Jan. 8 All students are academically eligible to participate.

Jan. 15 Students gain or lose eligibility at the end of the school day.

Jan. 28 Three-week grade checks for all ineligible students

Feb 4 Ineligible students can gain eligibility at the end of the school day.

Feb. 15 Three-week grade checks for all ineligible students

Feb. 22 Ineligible students can gain eligibility at the end of the school day.

Mar. 8 End of 3rd Grading Period – All grades must be checked.

Mar. 8 – Mar. 19 All students are academically eligible to participate.

Mar. 26 Students gain or lose eligibility at the end of the school day.

April 5 Three-week grade checks for all ineligible students

April 12 Ineligible students can gain eligibility at the end of the school day

April 26 Three-week grade checks for all ineligible students

May 3 Ineligible students can gain eligibility at the end of the school.

May 23 End of 4th Grading Period

If you have any questions please call the Denton ISD Athletic Department @ 940-369-0069.

Academic Waivers

Students who become ineligible because of grades in an HONORS or AP course may apply for an academic waiver.

Students with a grade lower than 50 will not be granted a waiver. Requesting student must be currently passing all classes in order to obtain an academic waiver for a class. A student may only ask for one waiver per semester. Students may only ask for one waiver for a class.

Students may get a waiver form from the front office.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student 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

- Art fees
- Admission fees to extracurricular activities
- Personal physical education and athletic equipment and apparel
- Choir fee
- Voluntarily purchased pictures, publications, clothing, yearbooks, etc.
- 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
- Replacement student ID cards (\$3)
- Fees for lost, damaged, or overdue library books
- Summer school courses for credit recovery

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

FIELD TRIPS

On occasion, a group or class (other than athletic teams) may participate in an off-campus learning experience. When students enroll at Braswell High School, parents/guardians are offered the opportunity to sign a permission slip for field trips.

GRADING PRACTICES

Braswell High School's grading practices are grounded in the understanding that the primary goal of grading and scoring is communication through effective feedback. Grades shall reflect what a student knows and is able to do based on a clearly established standard, our Texas Essential Knowledge and Skills (TEKS).

It is the belief of the faculty at Braswell High School that effective instruction depends on high quality assessment. The primary purpose of assessment is to improve student learning. It is the expectation of this school that all assessments will be directly linked to specific instructional targets, use assessment methods appropriate for the type of instructional target, and allow for effective communication of results.

Braswell High School acknowledges that assessment can serve as a powerful form of instruction. By involving students in the assessment process, teachers can help students progress toward our state standards and enhance their post-secondary readiness. Our staff has been provided extensive professional development in order to support the best use of assessment for students.

As a result of extensive study, including input from students, teachers, parents and other professionals, Denton ISD has recently designed modifications to our secondary grading practices. Beginning this school year, 2018 – 19, the following modifications will be in effect:

1. Students receiving a 90 or higher have demonstrated adequate mastery and will not have the opportunity to reassess.
2. Students scoring below a 90 may reassess one time, for a possible final score of 90.
3. In order to reassess high school students must have completed all homework, classwork, labs, etc. as assigned by the teacher prior to the administration of the first assessment opportunity.
4. The student engages in additional learning opportunities/assignments as determined by the teacher.
5. The student must reassess within 4 days of the student receiving the original grade.

It is the constant focus of Braswell High School to ensure that our students achieve mastery of rigorous standards in order to best prepare them for college and career. As we begin this school year, let me reiterate, that we are always here to answer your questions or address concerns you may have regarding grading, instruction or any other school practice. Our campus takes the education of our students very seriously, and it is our mission to empower lifelong learners to be engaged citizens who positively impact their local and global community.

HOME ACCESS CENTER (HAC)

HAC is the parent portal for student data in all grade levels. You must have a current email address to have an account. Parents can access the following in HAC:

1. Report Cards
2. Student Demographic Information
3. Student Schedules
4. Attendance Information
5. Discipline Information
6. Transportation

To access HAC: <http://bit.ly/2kBdYr0>

IDENTIFICATION BADGES

Denton ISD requires all students, faculty, and staff to wear a photo ID badge during school hours. Students received a free ID badge during picture days (August 28th and 29th). New IDs may be purchased in the HUB for \$3.

Students who habitually forget to wear an ID will be subject to discipline consequences.

IMMUNIZATIONS

A student must be fully immunized against certain diseases to be enrolled in school. Contact the school nurse for the correct forms.

In order to start the school year, state law requires that all school children in Texas be fully immunized against the following:

9th Grade Students:

3 doses DPT/DtaP/Td/Tdap (with one dose on or after the 4th birthday – 1 dose must be within the last 10 years)

3 doses Polio (with one dose on or after 4th birthday)

2 doses MMR (or 1 dose of Measles and 1 MMR)

3 doses Hepatitis B

1 doses of Varicella (if the student has not had the chickenpox disease)

INSTRUCTIONAL NORMS

Instructional Norms are the foundation on which all good classroom practices should be built. The expectation is that every classroom (regardless of content) practices the Instructional Norms during every class period. Ongoing professional development will be available for teachers throughout the school year. The Instructional Norms are:

1. Learning Targets- standards based, kid-friendly language, learning based (not activity)
2. Assessment of/for Learning- standards based grading, summative/formative
3. Technology Integration- Learning management system (Google Classroom), BYOD
4. Higher Order Thinking- Critical Thinking, Rigor, Problem Solving
5. Student Engagement- Transitioning, relevant learning, technology, strengths

LAW ENFORCEMENT

Braswell High School has an SRO (School Resource Officer) on campus to assist the administration in situations concerning the law. The SRO does not handle school administered discipline but can issue tickets for the Town of Little Elm for various reasons, such as theft and other criminal acts. In addition, when other law enforcement officers wish to question or interview a student at school:

- The principal or her designee will verify and record the identity of the officer.
- The principal or her designee ordinarily will make reasonable efforts to notify parents unless the interviewer raises a valid objection.
- The principal or her designee ordinarily will be present unless the interviewer raises a valid objection.
- The principal or her designee will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

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

- 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 Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

The principal will ordinarily attempt to notify the parent unless the officer raises a valid objection. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

LUNCHES

Third party food deliveries will not be accepted. Students may not order pizza, Uber Eats, or any other food delivery service for breakfast, lunch, or any other time during the school day. Only parents/guardians of students may drop off food for students. Once parents/guardians drop off food for students, students will not be notified nor will the food be delivered to the student.

Parents/guardians and students will have to communicate before school.

Parents/guardians who wish to have lunch with their student, may do so by checking in at the front office. Parents/guardians and students may eat at a designated table.

MEDICINE AT SCHOOL

The nurse and school personnel are to administer only prescribed medication. The school does not dispense over the counter medication, such as Tylenol or Advil. Students receiving daily prescribed medicine must have an authorization form signed by their physician as well as their parent. All students will receive their medication in the clinic.

**** A student who shares his/her over the counter and/or prescription medication with another student will be subject to disciplinary action.**

OPEN HOUSE

Open House is an opportunity for parents and guardians to meet their student's teachers. Due to the complexity of a high school events calendar, not all teachers are available on Open House night.

This is a come and go event from 6:30 until 8:00 pm. Doors will unlock at 6:25 pm and lock promptly at 7:50 pm.

While best practices indicate that parents and students attending Open House is ideal, it is not required that students be in attendance. Parents/guardians will need to know the teachers and classroom numbers beforehand.

This year, Open House is scheduled for Monday, September 17th.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

- Review the information in the student handbook and the Student Code of Conduct with his or her child and sign and return the acknowledgment form and the data sheet form
- Become familiar with all of the child's school activities and with the academic programs offered in the District. Monitor the child's academic progress and contact teachers as needed
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher or counselor, please call 972-347-7700 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child
- Review the child's records when needed
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test. Further, the child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- Participate in campus parent organizations
- Attend Board meetings to learn more about District operations

PARKING

Students parking on campus must have a current student parking permit. Students may purchase a permit for the Red Lot (east lot) or Gray Lot (south lot). Parking permits are \$25. Vehicles on campus that do not have the correct permit will be towed.

PASSING PERIODS

Passing periods between classes are five minutes in length. During this time students are expected to walk, get water, go to the restroom, and get necessary supplies for the next class. Many students find that it is better to only go to their locker two or three times a day. Look at your schedule carefully and plan the best route to get from one class to the next. You are expected to be in the classrooms on time.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

A student desiring to participate in the UIL athletic program must produce documentation that the student has been examined by a physician and is physically able to participate in the athletic program. This examination is required every year for students in athletics.

When a child's initial enrollment in the District is also the student's initial enrollment in any Texas school, the student will be screened for possible vision and hearing problems.

Students in grade 9 shall be screened for abnormal spinal curvature before the end of the school year. Concerns about these health screenings should contact the **school nurse**.

PROHIBITED ITEMS AT SCHOOL

In addition to items indicated in Denton ISD's Student Code of Conduct, the following items are not allowed at Braswell High School:

- Students are not allowed to ‘wear’ **blankets** during school hours.
- **Headphones/earbuds** cannot be worn in the hallways during school hours. Students must be able to hear adult directions at all times. Students MAY wear headphones/earbuds in the Commons during breakfast and their lunch times.
- Any beverage container that is susceptible to spillage cannot be carried in the hallways. For example, **fountain-type drinks, opened milk/juice cartons, and opened canned drinks** are not allowed.
- Students may not carry helium balloons during the school day.

PROGRESS REPORTS (IPR)

At the end of the first three weeks of a grading period, students are given written notice if the student’s performance in any course in English, mathematics, science, or social studies is near or below 70 or below the expected level of performance. If a student receives a grade less than 70 in any class or subject during a grading period, mandatory after school tutorials may be assigned, and teachers will notify parents.

Grades and report cards are available online through **Home Access Center**.

SAFETY

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will access any information regarding special medical conditions or allergies that parents have provided to the nurse. Therefore, parents are asked each year to update any medical information.

Parents are also asked to fill out a that provides the school with important contact information (name of doctor, emergency phone numbers, etc). Once again, it is very important to keep this information updated.

Emergency School Closing Information

Should the weather become too severe that it becomes necessary to close the school, district administrators will make the decision and notify the following media:

- School messenger
- Facebook
- Denton ISD website

SEARCHES

Searches may be 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 desks and lockers. Searches of desks, lockers, backpacks/purses, cell phones, and/or vehicles parked on campus 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 prohibited items are found.

SEXUAL HARASSMENT/SEXUAL ABUSE

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 to 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.

TARDIES

A student is tardy if he/she is not in their assigned classroom when the tardy bell stops ringing.

- 1st Tardy: Teacher warning
- 2nd Tardy: Teacher warning AND parent contact
- 3rd Tardy: Office referral for lunch detention (office)
- 4th Tardy and beyond: Office referral for further consequences

These tardies are cumulative, not per class. The tardies will start over each grading period.

VISITORS

All visitors must check in through the front office upon arrival during school hours.

- The **Positive Proof Enterprise Visitor Management System** will be used at Braswell High School.
 - Positive Proof enhances school security by reading visitor driver's licenses, comparing information to a sex offender database, alerting campus administrators if a match is found, and then, assuming no match was made, printing a visitor badge that includes a photo.
 - Visitors will continue to be asked to show a valid form of identification. Visitors without a valid form of identification will only be allowed access to the office area. Valid forms of ID include a driver's license or state issued identification card from any of the 50 states, U.S. passport card, or Active Military ID.
 - All visitors must wear the Positive Proof visitor's badge while in the building.
 - Visitors are asked to check out and leave the visitor's badge as they exit the building.
 - Any visitor who abuses his/her right to be in the school by engaging in activities other than what was communicated may be criminally trespassed.

VERIFICATION OF ENROLLMENT (VOE)

A Verification of Enrollment or VOE form is for students between the ages of 15 and 18 to obtain a driver's license. A verification of enrollment (VOE) may be obtained from the

student's school and submitted to DPS upon application for a driver's license.

Important Information:

A VOE form is only good for 30 days.

(Summer VOE form has an extended expiration date)

It takes 48 hours to receive an approved and signed VOE from Braswell HS .

Per the State of Texas VOE Eligibility is based on enrollment, grades and attendance.

The "VOE is a government record as defined under Texas penal Code..."

Students must SUBMIT a VOE FORM REQUEST by filling out a request form in the BHS Counseling Center or visiting the BHS website under "Student Services."

WAIVERS (ACADEMIC)

Students enrolled in an advanced, weighted class may apply for an Academic Waiver at the end of a grading period if his/her grade is below 70. The following stipulations apply:

- Students may only receive one Academic Waiver per semester.
- A student's grade must be a 50 or above to qualify for a waiver. Any student with a grade below a 50 will not be granted a waiver.
- Students must have passing (70 or above) grades in all classes at the time of making the waiver request.
- A waiver request must be made before participating in a UIL event for which a student is ineligible.
- A student may not request for an individual class more than once.

Students requesting an Academic Waiver can access the form through the Braswell High School website. Requests should be returned to the front office for review by the Principal or Associate Principal. Students will then be called to the office to discuss the approval or denial of the request. Students should allow at least 48 hours to process a request.