

Bridgeport Independent School District 2018-2019



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Mr. Charles Maulden
Mr. Jim Bost
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ADMINISTRATION BUILDING

(940) 683-5124

Superintendent, Brandon Peavey
Asst. Supt. of Curriculum and Instruction, Adam Hile
Director of Operations, Steve Sturdivant
Director of State and Federal Programs, Patricia Hernandez
Director of Student Services, Cindy Peavey
Director of Technology, Roger Egle
Business Manager, Debi Meng
Administrative Assistant, Stacy Riley
Accounts Payable Clerk, Lynn Winn
Payroll and Benefits, Carol Freeman
Child Nutrition, Jennifer Dowse

DISTRICT MISSION STATEMENT

An empowering district working together to make success a reality.

DISTRICT MOTTO

Pride in Performance

CORE BELIEFS

Student centered learning is the priority and is the basis for all decisions.

Communication and collaboration build trust among all stakeholders.

Data-driven decisions are made with ethical and personal integrity.

Everyone is a uniquely talented learner and contributor.

Leaders recognize and empower expertise of all.

A safe, nurturing, and flexible environment is critical to success.

Students deserve a highly qualified and well-trained staff.

Engaging, meaningful, relevant work focused on profound learning and standards that are essential for student success in a global society.

High expectations yield high results for all learners.

Assessment is multifaceted, involves the learner, and is valued for mastery.

Lifelong learners produce educated citizens for a prosperous society.

Education is a shared partnership with the community.

Organizational transformation is necessary to equip 21st century learners and must be embraced with innovation.

Embrace and seize technology's power.

High expectations for everyone creates a quality school district

Bridgeport Intermediate School

WELCOME

We wish to welcome you to Bridgeport Intermediate School for the 2018-2019 school year. It takes the efforts of parents, students, and the entire Bridgeport Intermediate School Staff to make our school a quality place for learning and student achievement. BIS students are expected to make the most of every learning opportunity and strive to be their best each day.

Please read and study this student handbook so you will be familiar with the expectations and procedures of our school. The teachers, the custodians, the cafeteria workers, the paraprofessionals, and the administration are here to help you. Do not hesitate to ask any of them for help anytime you need it. Welcome to BIS!

INTERMEDIATE SCHOOL DIRECTORY

(940) 683-5784

Mallory Marr, Principal

Kyle Hatcher, Assistant Principal

Cynthia Alvarez, Counselor

Beth McLemore, Secretary

Sandra Serafin, Receptionist/Registrar

Cheryl Meyers, Nurse's Clinic

Ana Guerra, Cafeteria Manager

Belen Lara, Head Custodian

CAMPUS MISSION STATEMENT

BIS will collaboratively provide a safe and positive learning environment to challenge, inspire, and nurture students to become successful, independent thinkers with a passion for life-long learning.

CAMPUS VISION

Bridgeport Intermediate School will develop lifelong learners who will flourish as responsible citizens in the global community

CAMPUS THEME FOR 2018-2019

Kindness Rocks!

PREFACE

This booklet contains a great deal of required and useful information for a large number of students and parents. Therefore, it cannot be as personal a communication tool as we would like, so we address students, not directly as “you” but rather as “the student”, “students”, or “children”. Likewise, the persons who have assumed responsibility for and with whom students live may be their parents or their legal guardian or a person who has agreed to take responsibility for the student as a parent would; we will call these persons “the student’s parent”, for ease of reference, throughout this book.

This booklet is designed to acquaint the students, parents, and teachers with information about the standard practices and expectations for students in Grades 3-5 in the Bridgeport Independent School District. While this booklet does cover the routine procedures of the BISD, it does not include in detail all the requirements and responsibilities of a particular situation. For additional information or clarification of material in this booklet, please contact the Intermediate School Principal’s office.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct that is adopted by the Board. Please be aware that the handbook is updated annually, while policy adoption and revisions take place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

NOTICE

The Bridgeport Independent School District does not discriminate on the basis of race, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Karl Little has been designated to coordinate compliance with these requirements.

ADDRESS CHANGE

The school is required to have correct residential and mailing addresses for all students. If your mailing or residential address changes during the school year, please notify the school office so we can update our records.

ATTENDANCE

Regular school attendance is essential for students to make the most of their education, to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. There are two state laws pertaining to attendance. The Compulsory Attendance Law requires that students be in attendance each day that classes are offered for the full length of the instructional day – 8:00 AM to 3:30 PM at Bridgeport Intermediate. The other Texas law is related to Attendance for Course Credit.

Compulsory Attendance:

The state compulsory attendance law requires that:

A student between the ages of 6 and 19 shall attend school each day for the entire period that the school's program of instruction is offered.

A student must also attend:

- district required tutorial sessions
- extended-year programs for at-risk students
- accelerated instruction programs

A student in grades K-5 may be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area or is considered otherwise at-risk.

Exemptions to Compulsory Attendance:

State law allows exemptions to the compulsory attendance requirements for several types of absences.

These include the following activities and events:

- religious holy days
- required court appearances
- activities related to obtaining United States citizenship
- service as an election clerk
- absences for documented health-care appointments (if the student commences classes and leaves for an appointment or returns to school on the same day of the appointment), including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health care provided must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
 1. An activity required under a court-ordered service plan; or
 2. Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Failure to Comply with Compulsory Attendance:

School employees must investigate and report violations of the state compulsory attendance law. A student absent without excuse from school – from any class, required accelerated instruction program, or required tutorial session, will be considered in violation of the compulsory attendance law and subject to disciplinary and/or legal action. A court of law may impose penalties against a student's parent if a school-aged student is deliberately not attending school. After three unexcused absences, the parent will receive a letter reiterating the Compulsory Attendance Law and requiring the parent to attend a meeting of the Attendance Committee to develop a plan of corrective action. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on 10 or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

Warning Notice:

Bridgeport ISD is required to notify each student's parents in writing at the beginning of the school year about compulsory attendance requirements and possible legal action.

Attendance for Credit:

To receive credit in a class, a student must attend at least 90% of the days the class is offered. All absences (excused or unexcused) are considered in determining whether a student has attended the required percentage of days. A student's parent shall be given written notice when a student's attendance in any class drops below 90%. A student, who attends fewer than 90% of the days the class is offered, but attends at least 75% of the days the class is offered, may earn credit for the class by completing a plan approved by the campus principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75% of the days the class is offered, the student will be referred to the campus attendance review committee. The attendance committee will review all absences and documentation to determine if the student's absences were related to extenuating circumstances. In determining whether or not to award credit, the attendance committee will consider the following:

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

The attendance committee will attempt to ensure that all decisions made are in the best interest of the student. The committee will determine if a student can regain credit by completing a plan of action or if credit will be denied. The student or parent may appeal the decision of an attendance committee to the board by following Policy FNG (LOCAL).

Excused and Unexcused Absences

A student absent from school shall provide the attendance clerk, within three (3) school days after returning to school, a signed parent note, doctor's note or court documentation noting all dates of the absence. **The note must include the student's full name, dates the student was absent, a reason for the absence and the parent's signature.** Forms to assist with the proper format for these notes are available in the school office and on the district website. Every absence, whether for part of the day or all day, requires the student to bring a note. Failure to bring a note within 3 days will result in an unexcused absence.

An absence is **excused** when a note or other required documentation is brought within 3 days to the attendance clerk and the absence was the result of:

- illness of the student or an appointment with a healthcare professional. Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused, and if so, would be considered to be in violation of compulsory attendance laws. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See Policy FEC (LOCAL).]
- funerals (Memorial Card/Obituary)
- illness or death in the immediate family of the student
- weather or road conditions making travel dangerous
- an absence for reasonable circumstances as pre-approved by the principal

Please note that only **five (5)** parent notes will be accepted per semester to document an excused absence.

An **unexcused** absence is an undocumented or voluntary absence that does not fit into one of the above categories.

Remember, a complaint against a parent **may** be filed against the parent of a student who is absent without excuse on ten or more days or parts of days within a six-month period.

Bridgeport ISD shall notify a student's parent if the student has been absent from school, without excuse on three days or parts of days within a four-week period.

A student absent for any reason should promptly make up specific assignments missed. A student who does not make up missed assignments within the time allotted by the teacher may receive a grade of zero.

Official Attendance-Taking Time

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day at 10:00am.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures above to provide documentation of the absence.

Tardies and Early Checkouts:

Every minute of instructional time is considered valuable. Because of this, it is important that students arrive to school on time and stay for the entire instructional day. At Bridgeport Intermediate School, the bell rings at 8:00, indicating the start of the instructional day. The bell rings at 8:00 and announcements promptly begin. Students who are not in the building at 8:00 are considered tardy. Students who leave before 3:30 are considered to have checked out early. This does not include when a student leaves early for an illness diagnosed by the school nurse. It is also not considered an early checkout if a student leaves school for a medical appointment, if this appointment is documented with a note from the physician. Tardies and early checkouts should be documented in the office with the attendance clerk.

| BIS Tardy Policy | |
|--|--|
| <u>Tardy</u> – Students not in their classrooms at 8:00 | <u>Early Checkout</u> – Students who leave campus before 3:30 (not including those diagnosed with an illness by the school nurse or those who leave for a <u>documented</u> doctor’s appointment) |
| More than 5 Tardies/Early Checkouts | The total instructional time a student misses for arriving late or leaving early will be calculated and made up during Saturday school after the completion of each nine week grading period. |

Tips for Parents:

Please notify the attendance clerk if your child is going to be absent by calling 683-5784. Even if you call the school, you must also send a note when the student returns to school.

Review your child’s attendance using the online gradebook, Tx Connect, and the totals listed on each report card. If you have any questions, please contact the attendance clerk.

Absences, tardies and early checkouts will all be considered when attendance awards are given at the end of the school year. Every minute of instructional time counts!

ACCOUNTABILITY

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district’s financial management report which will include the financial accountability rating assigned to the district by TEA;
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the district’s website. Hard copies of any reports are available upon request to the district’s administration office. TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA homepage.

AWARDS & HONORS

Students will be recognized in their classrooms for their academic achievements at the end of each nine-weeks grading period. Honor Roll and Outstanding Attendance are also reported and printed in the local newspaper. Students will also be recognized at the end of the year for their achievements during an Awards Ceremony. Students may receive recognition for the following:

- Perfect Attendance – students who have not missed any days of school.
- Outstanding Attendance - students who have not missed any days of school and who do not have any tardies or early check-outs.
- Top Three GPA for each class given by the Educational Foundation.
- UIL participation and awards.

BICYCLES/SKATEBOARDS

Students who ride a bike to school are encouraged to follow all safety practices. Skateboards, roller blades, shoe skates, and heelys are not permitted.

BULLYING

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property
- or placing a student in reasonable fear of harm to the student's person or of damage to the student's property,
- is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupt the educational process or the orderly operation of the classroom or school; or
- Infringes on the rights of the victim at school.

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

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying, or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by sending a letter to the principal, assistant principal, or the counselor.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also, see **Safety Transfer/Assignment**]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website. Procedures related to reporting allegations of bullying may also be found on the website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

CAFETERIA

See **School Facilities** section.

CELEBRATIONS

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[Also see **Food Allergies Under HEALTH RELATED MATTERS** section.]

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may have cell phones in their possession at school. These devices must be turned off and stored out of sight from the time the student enters the building in the morning until they are released at

the end of the school day. Cell phones that are used, seen, or heard during classes or during school hours will be confiscated and given to the appropriate school administrator. The first time a cell phone is confiscated, arrangements will be made with the parents for its return. On all subsequent confiscations, a \$15 fee will be assessed and collected in addition to parents making arrangements with the principal for its return. **The school will not be responsible for lost or stolen cell phones.** Bridgeport Intermediate School students may not bring other electronic devices, such as iPods, MP3 players, tape players, walkman-type radios, CD players, handheld games, cameras or camcorders to school, unless for educational purposes approved by the principal. Any such devices that are brought to school will be confiscated and arrangements made with the parents for their return. **The school and/or district will not be responsible for lost or stolen electronic devices.**

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed by contacting the superintendent. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see Texas Department of Family and Protective Services. Programs Available in Your County]

The following Web sites might help you become more aware of child abuse and neglect:

- Child Welfare Information Gateway Factsheet
- KidsHealth For Parents, Child Abuse
- Texas Association Against Sexual Assault Resources
- Texas Attorney General. What We can Do About Child Abuse Part 1

- Texas Attorney General. What We can Do About Child Abuse Part 2

Reports of abuse or neglect may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at Texas Abuse Hotline Website)

COMMUNICABLE DISEASES

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse so that other students who have been exposed to the disease can be alerted. These diseases include: Amebiasis, Campylobacteriosis, Chickenpox, Common Cold with fever, Fifth Disease (erythema infectiosum), Gastroenteritis Viral, Giardiasis, Head Lice (Pediculosis), Hepatitis (Viral A), Impetigo, Infectious mononucleosis, Influenza, Measles (Rubella), Meningitis, Bacterial, Mumps, Pink Eye (Conjunctivitis), Ringworm of the scalp, Rubella (German Measles) including congenital, Salmonellas including typhoid fever, Scabies, Shigellosis, Streptococcal disease (invasive), Tuberculosis, Pulmonary, Whooping Cough (Pertussis).

COMMUNICATION

Good communication between home and school regarding a child's education is essential for the student to make the most of the opportunities provided. Bridgeport Elementary/Intermediate uses a variety of ways to communicate with parents. Written communication includes documents like this handbook, letters from school, weekly newsletters from teachers, progress reports and report cards. Teachers may also communicate with parents by phone, email or in person during parent-teacher conferences. Parents can request a conference with a teacher, counselor or principal by contacting the school office to set up an appointment. BES/BIS parents should expect notification of a scheduled conference in the fall.

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

Nonemergency

A new section about communications using automated systems for emergency and nonemergency purposes has been added. Your child's school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real time phone or e-mail communications that are closely related the

school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. Bridgeport Elementary/Intermediate also uses the district and campus websites located at www.bridgeportisd.net and Social Media (Facebook) as a way to provide important information to parents.

CONCERNS

Usually parent concerns can be addressed and resolved informally with a phone call or conference with the teacher or principal. For those concerns that cannot be so easily handled, the board has adopted a standard policy for addressing concerns at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the superintendent's office or on the district website.

Should a parent or student feel a need to file a formal complaint, a parent or student should file a district complaint form within the timeline established in policy FNG (LOCAL). In general, the parent or student should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved the District provides for the complaint to be presented to the Board of Trustees.

CONDUCT

A term you will be hearing this year at Bridgeport Intermediate School is Positive Behavior Interventions & Support, or PBIS. PBIS is an approach in behavior management on a school-wide level, in a specific setting such as the playground, halls, cafeteria, bathrooms, the classroom, or with an individual student.

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

The goals of PBIS are consistent with those found in other educational initiatives/laws, such as Education YES! and No Child Left Behind.

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

The purpose of this staff manual is to briefly illustrate how these components will be utilized within Bridgeport Intermediate School PBIS system. The ultimate goal is to increase student academic performance, decrease problem behavior, increase safety, and establish positive school climates through research-based strategies and systems.

BIS will be guided by the 3 R's – Respect, Responsible and Ready

BIS STUDENT EXPECTATIONS

| | |
|---|---|
| <p>Classroom Expectations</p> <ul style="list-style-type: none"> L - Listen actively E - Eyes on teacher A- Always respectful R - Ready to do your best N - Now challenge yourself | <p>Hallway Expectations</p> <ul style="list-style-type: none"> H- Head looking forward A- Always keep hands to side L- Line is straight L- Leave room in front of you |
| <p>Bathroom Expectations</p> <ul style="list-style-type: none"> F- Flush the toilet L- Leave the area clean U- Use a quiet voice S- Soap and water H- Head back to class | <p>Recess Expectations</p> <ul style="list-style-type: none"> P- Play by the rules L- Listen to others A- Always keep hands/feet to self Y- You show kindness to others |
| <p>Assembly Expectations</p> <ul style="list-style-type: none"> M- Make sure to sit quietly E - Eyes on speaker E - Ears open T - Take part S - Shhh... | <p>Bus Expectations</p> <ul style="list-style-type: none"> B- Be respectful U- Use a quiet voice S- Sit on seat |
| <p>Cafeteria Expectations</p> <ul style="list-style-type: none"> Y – You know your number U – Use your quiet voice M – Make good choices M - Mind your manners Y – You leave your area neat | <p>iPad Expectations</p> <ul style="list-style-type: none"> A – always carry with 2 hands P – please keep liquid away P –practice internet safety rules S – stay on task |

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that establishes behavior standards for conduct both on and off campus and consequences for failure to abide by the standards. Students need to be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom expectations, in order to avoid violations and the subsequent consequences. A copy of the Student Code of Conduct is available online and in the campus office for review.

Student games and toys should not be brought to school. When items are brought to school without permission of the classroom teacher, disciplinary rules apply and the item will be collected and turned into the principal's office.

Campus Behavior Coordinator

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

- Elementary – Kim Farrow
- Intermediate – Kyle Hatcher
- Middle – Karl Little
- High – Doug McCollough, Robert O'Dell

CONTACTING STUDENTS DURING SCHOOL HOURS

There are occasions when it is necessary for parents to contact students during school hours to relay emergency messages. If a parent finds it necessary to get a message to their child during the school day, they may call the school office and staff will deliver such a message in a way/time that causes minimal distractions to the learning process. When changing an established afternoon routine, we ask that you send a signed note explaining the change. If it is necessary to make a change after your child is at school, you may fax a note to the office at 940-683-5784, bring a note to the office or call before 2:40 PM to request the change.

COUNSELING

The school counselor will meet with classes for guidance lessons pertaining to “School Readiness, Responsibility and Respect, Positive Discipline”, “and the “Life Principles” from the Positive Behavioral Intervention and Supports program and Positive Discipline in the Classroom. All materials, including curriculum to be used during the year, shall be available on the campus for any parent or guardian to preview during school hours.

The school counselor is available to help students with a wide range of personal concerns. A student who wishes to meet with the school counselor should notify their teacher so arrangements can be made. Parents of a student who wish to discuss academic or personal concerns with the counselor should contact the school office for an appointment. The counselor is familiar with community resources and may direct students and parents to other sources of information and assistance.

CREDIT BY EXAMINATION

With Prior Instruction

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the district’s board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

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

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

Without Prior Instruction

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The district's board of trustees approves the exams offered by the district.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date.

DELIVERIES TO SCHOOL

Bridgeport Elementary/Intermediate will accept deliveries for birthdays, Valentine's Day, and Bridgeport High School Homecoming. All deliveries will be kept in the front office and available for students to pick-up at the end of the school day. Balloons and vases may not be taken on the bus.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. This "directory information" will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet.]

DISCIPLINE REFERRAL TO THE OFFICE

When a student has consistently failed to follow the PBIS Student Expectations and a teacher has exhausted all disciplinary actions in the classroom (including contact with a parent/guardian), a discipline referral will be completed and the student will be referred to the assistant principal or principal for further action. An office referral will also be made for behavior that violates the Student Code of Conduct (fighting, stealing, damage to school property, etc.). The student will be given the opportunity to explain what happened and why he/she has been sent to the office (due process). The incident and consequences will be discussed with the student and the student's parents will be contacted, either by phone or in writing.

Every student is unique and requires a different method and approach to discipline. Every attempt will be made to instruct the student in a fair and consistent manner. The consequence should help the

student understand why his/her behavior should not be repeated because it interferes with the safety, learning or well-being of others.

The principal/asst. principal may use any of the following as consequences:

- Detention (after school, before school, lunch or Saturday)
- Referral to the counselor
- In-School suspension (ISS)
- Out-of-school suspension
- Referral to the school resource officer
- Placement in the district alternative education program

DISTRIBUTION OF MATERIAL

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. The school newspaper, magazine and the yearbook are publications that are also available to students. 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 on any school campus by a student or a non-student without the approval of the principal. Materials displayed without authorization will be removed. If the material is not approved within two school days of the time submitted, it should be considered disapproved. Disapprovals may be appealed by following board policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action.

The principal has designated an area by the front office as the location for approved non-school materials to be placed for voluntary viewing or collection by students.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations. The principal will make the final determination regarding the appropriateness of dress and grooming. If the principal determines a student's grooming violates the dress code, the student will be given the opportunity to correct the problem at school on the first occurrence. The parent will be contacted for all repeat occurrences.

The parent, along with the student, may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out below:

1. Indecent/inappropriate patches, writings or drawings on clothing, hair or skin are prohibited

2. Any clothing that is suggestive or indecent or which causes distraction is not acceptable, including:
 - purposefully oversized clothing, baggy or sagging pants
 - tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs
 - see-through garments
 - clothing that exposes cleavage, the midriff or underwear/boxers
 - pants, jeans and shorts that are cut-offs, intentionally frayed or with holes
3. Shorts and skirts may be worn, but should be no more than six inches above the top of the kneecap.
4. Tights or leggings should not be worn unless a skirt, dress, top, or shorts of the appropriate length are worn over them.
5. Headwear and sunglasses should not be worn in the building.
6. Body piercings, except for studs and other traditional jewelry worn in the ears, are prohibited. Male students are not allowed to wear earrings.
7. Appropriate footwear must be worn. Shoes must be properly fastened, laced, and secured at all times. Skates, cleats, shower shoes, and heelys are not allowed.
8. Pajama tops or bottoms are only allowed on special occasions declared by the school principal.
9. Hair must be neat and clean. Unconventional colors and extreme spiked or Mohawk hairstyles are not permitted.

D RILLS - FIRE, SEVERE WEATHER, AND OTHER EMERGENCY DRILLS

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students are expected to follow the direction of teachers and move quickly and in an orderly manner.

Emergency bells/signals:

- **Fire**– 1 - fire alarm – ALL EXIT
2 - announce over intercom and radios – RETURN TO CLASS
- **Severe Weather**– 1 – announce over intercom – TAKE POSITIONS OF COVER AND SAFETY
2 – announce over intercom – RETURN TO CLASS
- **Evacuation**– announcement over the intercom to evacuate the building through same doors as fire drill
- **Lockdown**– announcement over the intercom to initiate lockdown procedures

- **Lockout**– announcement over the intercom to initiate lockout procedures

Emergency maps are posted in each classroom and in the building.

D RUG-FREE SCHOOLS

The Bridgeport Independent School District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a Student Code of Conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drug by students of school premises or as a part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory and students shall be disciplined if they are found to have violated this code of conduct.

The District's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug related offenses. Students may be suspended for up to six school days or expelled for a period of time ranging from several school days to the end of the school year; in addition, they may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set in the district's policies at FOA, FOA(L), FOD, and FOD(L).

Depending on the nature and severity of a drug or alcohol related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The principal or counselor of your school can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of your community.

ELECTRONIC CONNECT CALLING SYSTEM

Bridgeport Independent School District utilizes an electronic calling system to communicate with parents about activities and events that are happening on individual campuses or district-wide. We also use the electronic system to warn parents about school closings due to dangerous weather conditions. In order to receive these calls, it is imperative that you update your contact information with your child's campus.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See Policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and Policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** and Policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before You Text' Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

EMERGENCY CLOSING INFORMATION

Messages related to bad weather or emergency closings of Bridgeport ISD campuses are sent out to parents via the use of the Blackboard Connect automated telephone system. It is imperative that your child's campus has updated contact information on file if you desire to receive these messages. This information is also available on local television stations, radio stations and the district website.

EMERGENCY MEDICAL TREATMENT

If a student should have a medical emergency at school or a school-related activity and the parent cannot be reached, the school will need written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medication, etc.) up-to-date. Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses.

ETRACURRICULAR ACTIVITIES

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege, not a right. Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [Also see **Transportation**.]

Eligibility for initial and continuing participation in many of these activities is governed by the state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing interdistrict competition. If a student is involved in an academic activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization.

UIL

Students in grades 2-5 are invited to participate in various University Interscholastic League (UIL) academic events and teams. Students must be passing all subjects and have satisfactory citizenship grades in order to try out for an event. Students compete in such categories as Ready Writing, Storytelling, Spelling, Dictionary, Number Sense, Maps Graphs & Charts, Oral Reading, Listening, Social Studies, Art, and Music Memory. Our students will compete against other schools in the area at a site and date to be determined later.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization.

The following requirements apply to all extracurricular activities:

- A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, may not participate in extracurricular activities for at least three school weeks.

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a non-approved activity will receive an unexcused absence.
- Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

Standards of Behavior

Student clubs and performing groups such as the band, choir, drill, athletic, and Spirit Teams may establish standards of behavior - including consequences for misbehavior - that are stricter than those for students in general. If a violation is also a violation of school expectations, the consequences specified by the Student Code of Conduct will apply, in addition to any consequences specified by the organization.

FEEES

Materials that are part of the basic educational program are provided without charge to students. A student is expected to provide his/her own supplies of 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.
- Costs for field trips not covered by the District
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchases of pictures, publications, and yearbooks, etc.
- Voluntary purchase of student accident insurance.
- Musical instrument purchase. (recorder)
- Personal apparel used in extracurricular activities that become the property of the student.
- Fees for lost, damaged or overdue library books.

Chromebook Usage/Insurance Fee - \$20

The devices will be insured by Bridgeport ISD. Students will have a deductible for each repair that is not covered by manufacturer's warranty.

Deductible:

- Student's family is responsible for the cost of the deductible.
 - 1st claim is covered by the usage/insurance fee
 - 2nd claim - 25% of the cost of the repair
 - 3rd claim - 50% of the cost of the repair
 - 4th claim - 100% of the cost of the repair
- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- Failure to pay the the \$20 Usage/Insurance Fee will result in parents' responsibility for 100% of the cost of repairs.

Money sent to school (preferably a check) should be in an envelope with the child's name, room number, and purpose for the money. Students are discouraged from bringing large amounts of money or valuable items to school. The District does not accept responsibility for lost or stolen money or other items of value.

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

FIELD TRIPS

Entire grade levels or specific teachers often plan a trip away from the regular school setting as an extension of the curriculum. Parents will be notified prior to these trips and are required to return a signed permission form before the student is allowed to participate. If a teacher requires additional support for a class trip, she will request assistance from a parent. Parents attending field trips shall drive their own vehicles. **Parents attending field trips may not bring other children.**

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations.

GANG-FREE ZONES

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

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Philosophy:

Promotion, grade level advancement, and credit shall be based on mastery of the Texas Essential Knowledge and Skills (TEKS) for each course. The district shall establish instructional objectives that are reflective of the TEKS. These objectives shall address the skills needed for successful performance in the next grade level or sequence of coursework. Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that mastery of the standards is the major factor in determining the grade. (EIA, Local). Individual campuses and teachers' grading policies must fall

within the parameters established by the district guidelines and must be communicated to the student and parent/guardian.

CLASSROOM GRADES:

Classroom grades shall accurately reflect student mastery of the essential elements of the curriculum. Things not related to the curriculum, such as selling of products, donating blood, or participation in extracurricular activities, shall **not** raise or lower classroom grades. Course grades will **not** be lowered for tardies, forgetting pens or paper, or for other discipline-related matters, and would otherwise be addressed in accordance with the *Student Code of Conduct*.

Variety of Assessments

Daily grades can include a variety of formal and informal assessments including, but not limited to: participation in a cooperative classroom activity, teacher observation, class discussion, daily practice, checklists, rubrics, compositions, interviews, projects, demonstrations, research projects, portfolios, homework, classwork, quizzes, labs, journals, etc. Students may be given the opportunity to make up (or resubmit) an assignment in accordance with established campus and/or departmental policy.

Retake/Retest:

Students, with additional instruction, will have the opportunity to request and retake the test. This also applies to long-term assignments such as essays or projects that may be applied as a test grade. This process may also be initiated by the teacher. The teacher may require additional activities (re-teach) to determine the student's readiness for the retest, such as, but not limited to tutorials, test corrections, completed daily assignments, additional class work/homework, peer assistance, etc. At the teacher's option, the retest may be the same test or another test or test type on the same content as the original test. Additional retest opportunities may be provided at the discretion of the teacher during the grading period. Reteach and retest should take place within one week after the student receives the test results. Students may be required to do reteach and retest activities outside of the class time at the teacher's option. All tests must occur before the end of the grading period.

Teacher discretion will be used to grant a student the opportunity for one re-test given the following: the student or parent must request this opportunity by completing the formal "Request to Reassess" in order to redo an assignment or retake a test within three (3) days after the original grade is posted. Once the request has been made, the teacher will select the date, time, and method for the student to redo the assignment or retake the test. When a student reworks an assignment or retakes a test, the original grade will be averaged with the redone/retaken grade for the final grade on the assignment or test in grades 9-12. In grades K-8, the highest grade earned by the student shall be recorded.

Note:

¹ The student must have attempted the original assignment in order to redo.

² The student must have attempted the original test in order to retake.

³ Method refers to the assignment/test to be given and format for student to redo and/or retake.

Grades for Late Work

Teachers as members of departments or campuses will outline procedures for late work. These procedures shall identify if: late work will be accepted, when it will be accepted, and how it will be counted. (Full or Partial Credit) These procedures shall be communicated to students during the first week of class.

Incomplete Grades

An Incomplete (I) will be issued based upon the following criteria (1) non-attendance in class; (2) missing work within the grading period; (3) enrolling the last 15 days of the grading period without transfer grades from the previous school. Incompletes should be cleared prior to the end of the next three- week grading period not to extend more than five days after each semester. After the 5-day period the current grade average will be posted.

Academic Dishonesty

A student may be given a grade penalty and/or a discipline referral for academic dishonesty.

Makeup Work Due to Absence

Students who are absent from class will be allowed one day more than the number of days missed to complete make-up work for full credit. Students may receive a grade penalty on assignments not returned on time. Work that is not returned on time will be subject to the late work policy for the teacher, department or campus. Students who miss class for any reason shall be expected to complete make-up work.

Honor Roll

A Honor Roll-Students must have A's in all subject areas, not an average of all subject areas.
A/B Honor Roll-Students must have all A's and B's or all B's, not an average, in all subject areas.

Zeros/Minimum Grades

Teachers may not assign a minimum grade for an assignment without regard to the student's relative mastery of work. Relative mastery is an operative term to describe the degree of student mastery of a particular assignment. This is a mastery based on the instructional standards established in the Bridgeport ISD curriculum. As it pertains to an actual grade, relative mastery is deemed to be 80% mastery of an individual assessment. This should not include grades applied to supplies, behavior, attendance, or similar non-curricular skills. Behavioral indicators will be reflected in Conduct Grades.

Communication of Grades

Grades for assignments must be entered weekly into the Gradebook. Grades must be entered into Gradebook in order to generate the three-week progress report and the report card. Grades are required to be recorded weekly in order for parents to view their student's progress through the Parent Portal program. Notice of all failures should be sent at the end of the third week of each period. Notices should be sent whenever the student's performance changes significantly (more than a letter grade). Any teacher who has a student in danger of failing a class must conduct a documented parent conference prior to the end of the last week in the grading period. This conference may be a parent response to an e-mail, phone or face-to-face conference although a face-to-face conference is preferable.

Grades shall be calculated from the average of the following, with at least one (1) grade per week:

▫ English Language Arts:

Reading, Grammar and Composition: Minimum of eight **(8) daily grades that counts as 50%** of the overall average and three **(3)-test/project grades count as 45%** of overall average

Spelling/Vocabulary: Maximum of (10) grades / counts as 5% of overall average

- ⌘ Mathematics, Science, and Social Studies: Minimum of eight (8) daily grades and three (3) test/project grades. Daily grades and tests/projects each count as 50% of the final grade.
- ⌘ Physical Education, Fine Arts, and Technology Applications: Based upon mastery/non-mastery of curriculum objectives.

G RADING SYSTEM –TxConnect Computerized Parent Notification

In grade 3-5, numerical grades are given for ELA/SLA, Mathematics, Social Studies, Science, Health Fitness/P.E. Art and Music. Parents are encouraged to sign up to access their child’s grades and attendance using the online TxConnect Parent Portal. Information about access is available to parents in the campus office.

Numerical grades will be based on the following:

| | |
|-----------------------|-------------------|
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 69 & below | is failing |

The school year is divided into 4 nine-week grading periods. Progress reports and/or failure notices are sent home after the third and sixth week of each nine-weeks. Report cards are sent home the week after the nine-week grading period ends.

H ARASSMENT, DISCRIMINATION AND RETALIATION

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating,

threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Gender-Based Harassment

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

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumors spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The student's parent may also make the report.

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited

conduct and would also be considered bullying as defined by law and policy FF1, an investigation of bullying will also be conducted.

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes discrimination, harassment, and retaliation, will be promptly investigated.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation, and when appropriate, the district may take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Acts (FERPA).

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

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

HEALTH-RELATED MATTERS

Student Illness

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent. The school nurse may not administer ANY over the counter medication, unless the medication is provided by the parent in the original container.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis

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

- What is meningitis?
- Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?
- Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

- If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?
- Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?
- Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

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

- What should you do if you think you or a friend might have bacterial meningitis?
- You should seek prompt medical attention.
- Where can you get more information?
- Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, and the Department of State Health Services.

Note that DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed by contacting the superintendent's office. [Also see **CELEBRATIONS** section.]

Head Lice

Head lice, although not an illness or a disease is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the DSHS Web site, [Managing Head Lice](#).

Health Screenings

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for and vision issues, or for abnormal spinal curvatures.

Physical Activity Requirements

In accordance with state and local policies, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

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

School Health Advisory Council (SHAC)

Information regarding the responsibilities, meeting times and participation on the district's School Health Advisory Council (SHAC) is available from Cindy Peavey.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness.

Student Wellness Policy/Wellness Plan

BISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy and corresponding plans and procedures to implement the policy. You are encouraged to contact Adam Hile with the content or implementation of the district's wellness policy and plan.

Annually, the district will conduct a physical fitness assessment of students in grades 3-5 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the Physical Education teacher to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines, see the superintendent.

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes or any other electronic vaporizing device, by students and others on school property and at school-sponsored and school-related activities.

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Steve Sturdivant, the district's designated asbestos coordinator, at 940-683-5124.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Steve Sturdivant, the district's IPM coordinator, at 940-683-5124.

HOMELESS STUDENTS

You are encouraged to inform the district if you or your child is experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

Children who are homeless will be provided flexibility regarding certain district provisions, including: Proof of residency requirements; Immunization requirements;

Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness; Credit-by-examination opportunities; The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course); Eligibility requirements for participation in extracurricular activities; and Graduation requirements.

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Patricia Hernandez at 940-683-1830.

HOMEWORK

Teachers often assign work to be completed outside of the regular school day to support instruction delivered in the classroom. All students at Bridgeport Elementary School have some form of homework each night. All students are expected to practice independent reading, math facts, and spelling skills at home daily. Parents can help the school in the education of their children by consistently asking about and checking to see that homework is completed.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC1946), PO Box 149347, Austin, Texas 78714-9347; or online at Affidavit Request for Exemption from Immunization. This form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps and rubella, polio, hepatitis A, hepatitis B, varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received

deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

- All appropriate district personnel in regards to a student who is required to register as a sex offender.

LEAIVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

For students in elementary and intermediate school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Only those individuals listed as emergency contacts will be allowed to take students from school. If a parent/guardian needs to add or remove emergency contacts from their child's list, they will have to contact the school in person or in writing. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. The parent or other authorized adult must follow the sign-out procedures as listed above.

During Lunch

Students are allowed to leave campus with their parent or authorized adult during lunch. The parent or authorized adult must follow the sign-out procedures listed above. The student should not leave campus before their regular lunchtime begins and should be back on campus before classes resume.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in

accordance with the Student Code of Conduct.

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-Online, as mentioned in the Standardized Testing section, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

MAKE-UP WORK

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade."

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

MEDICINE AT SCHOOL

The district will not purchase medication to give to a student. District employees will not give a student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school. For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so. Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity.

Psychotropic Drugs

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

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

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination and as required by law, BISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing educational services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, or concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Dr. Adam Hile, Asst. Superintendent, 2107 15th Street, Bridgeport, Texas 76426, 940-683-5124
- ADA/Section 504 Coordinator for concerns regarding discrimination on the basis of disability: Cindy Peavey, District Instructional Materials Coordinator and BMS Assistant Principal, 702 17th Street, Bridgeport, Texas 76426, 940-683-1830
- All other concerns regarding discrimination: see the Superintendent, Brandon Peavey, 940-683-5124.

PARENTAL INVOLVEMENT

Working Together

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

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

- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at (940) 683-5784 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.
- Participating in the BIS Parent Teacher Organization (PTO).
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations.

Parent Involvement Coordinator

The Director of Special Programs who oversees Parent Involvement for students participating in Title 1 programs is Patricia Hernandez and may be contacted at 940-683-1830.

PARENTAL RIGHTS

This section of the Student Handbook includes information related to certain rights of parents as specified in state or federal law.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teacher may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying student's artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

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

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

Limiting Electronic Communications with Students by District Employees

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated directory information from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. This "directory information" will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within 10 school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet you will receive at enrollment.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Participation in Other Types of Surveys or Screening and the Disclosure of Personal Information

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. Note that this does apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

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

REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION

Religious or Moral Beliefs

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy

grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Reciting a Portion of the Declaration of Independence in Grades 3-12

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

Tutoring or Test Preparation

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring strategies for test-taking in ways that prevent the removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal. The school may also offer tutorial services, which student whose grades are below 70 will be required to attend. Contact your student's teacher with questions about any tutoring programs provided by the school.

PARTIES

Classroom parties are held two times a year at Bridgeport Intermediate School – for Christmas and Valentine's Day. Each classroom teacher coordinates the arrangements for these celebrations. The help and participation of parents is welcomed and highly recommended.

Birthday parties are not permitted at school. Parents may bring treats to all students on this day, however we cannot call them birthday celebrations. Students may distribute invitations to classmates if all students are invited to the party. If only a select few are invited, invitations must be mailed. The school may not give out student addresses.

PHYSICAL EDUCATION

A parent may excuse their child from P.E./ Health Fitness for one (1) day due to health reasons by writing a note that states the reason they are unable to participate. A doctor's excuse will be required if

a student needs to miss more than one (1) day. Students are responsible for turning in medical notes copied by the office to P.E. and Health Fitness teachers.

Students are required to wear running/jogging tennis shoes in P.E. Skater shoes, heelys, and platform tennis shoes are not allowed.

PLEDGES OF ALLEGIANCE/MOMENT OF SILENCE

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

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

PRAYER

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

PROMOTION AND RETENTION GUIDELINES

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the core subjects for a particular grade level. A student must receive a grade of 70 for the whole year. The student must also meet compulsory attendance requirements for the course. If a student receives a grade below 70 for the entire year, does not attend 90% of the days school is in session, or does not pass the state assessments for their grade level, they are considered at-risk and may not be eligible for promotion to the next grade level. The principal and a campus committee may develop a plan for credit recovery for these students. This plan can include required after school tutorials, Saturday school, and/or a required summer school program.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public school on any day between January 1 and the date of the first administration of the STAAR. In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish. Parents of a student in at any grade level at or above grade 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level. A student in grade 5 will have two additional opportunities to take a failed

assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, school counselor, or special education director.

RELLEASE OF STUDENTS FROM SCHOOL

The school understands that occasions arise that require a student to leave school early. Because we feel that every minute of instruction is valuable, we ask that parents limit early checkouts as much as possible. When a student needs to leave early because of a healthcare appointment, please bring a doctor's note to document the absence. If the school nurse sends a student home early because of illness or another medical condition, an excuse is not needed.

Students will only be released to their parents/guardians and other emergency contacts that are listed on their enrollment card. If you wish to make changes to this information, please stop by the school office to update the enrollment card. (See **Leaving Campus**)

REPORT CARDS

Report Cards are issued to parents during the week following the end of each nine weeks. They give information about student grades and attendance. Parents may keep the report card, but are asked to sign the envelope and return it to school within three days.

After the completion of the third and sixth week of each grading period, parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. Teachers will be scheduling conferences with all parents during the fall and spring semester of school to review progress and state assessment data.

Teachers follow grading guidelines that have been approved by the principal, pursuant to the board adopted policy, and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with local policy.

RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS AND DISTRICT RECORDS

Instructional Materials

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

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

Student Records

Accessing Student Records

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

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

Authorized Inspection and Use of Student Records

A federal Law, known as The Family Education Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's educational records. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the release of directory information** on page 16, are;

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are;

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Inspection and release of student records is primarily restricted to an eligible student or a student's parent—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances;

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorize representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's Office, the U.S. Attorney General's Office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's Office, and Child Protective Services (CPS), case workers or other child welfare representatives, in certain cases.

- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district\school system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To a accrediting organizations to carry out a accrediting functions.
- To organizations conducting studies for, or behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information [see Objecting to the Release of Directory Information on page 16 for opportunities to prohibit this disclosure].

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

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wished to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 2107 15th Street, Bridgeport, Texas, 76426.

The address of the principal's office is: 1400 Hwy 380, Bridgeport, Texas, 76426.

A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in the **Policy FNG (LOCAL)**. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See **FINALITY OF GRADES AT FNG (LEGAL)**, **Report Cards\Progress Reports and Conferences** and **Complaints and Concerns** for an overview of the process.]

The district's policy regarding student records found at Policy FL is available from the principal's or superintendent's office or on the district's website.

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

Teacher and Staff Professional Qualifications

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

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency.

Parental Role in Certain Classroom and School Assignments

Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See Policy FDB (LEGAL).]

Safety Transfers/Assignments

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the superintendent to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. [See the superintendent for information.]

Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided for a transfer to another campus.

[See **Bullying**, Policy FDB and Policy FFI.]

- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See Policy FDE.]
- Request the transfer of your child to another district campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with Policy FDE.

Service\Assistance Animal Use by Students

A parent of a student who uses a service\assistance animal because of the student's disability must submit a request in writing to the principal before bringing the service\assistance animal on campus.

Students Who Have Learning Difficulties or Who Need Special Education Services

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 must be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (Rtl). The implementation of Rtl has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

A parent may request an evaluation for special education services at anytime. If a parent makes a written request to a school district's director of special education services or to a district administrative employee for an initial evaluation for special education services, the school must, not later than the 15th school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of the Notice of Procedural Safeguards, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards. If the school decides to evaluate the student, the school must complete the initial evaluation and the resulting report no later than 45 school days from the day the school receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period must be extended by the number of school days equal to the number of school days that the student is absent. There is an exception to the 45 school day timeline. If the school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, the school must complete the written report and

provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completion, the school must give you a copy of the evaluation report at no cost. Additional information regarding special education is available from the school district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First
- Partners Resource Network

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Carla White at (940) 683-8361.

The district will notify the parent of a student, other than a student enrolled in a special education program, who receives assistance from the district for learning difficulties, including intervention strategies, that the district provides assistance to the student.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

Students Who Receive Special Education Services With Other School Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB (LOCAL).]

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments, The STAAR Spanish up to grade 5.

Students With Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504

to receive a free and appropriate public education (FAPE), as this is defined by federal law. The designated person to contact regarding a referral for evaluation applicable to Section 504 is at (940) 683-1830. [Also see policy FB.]

SAFETY / ACCIDENT PREVENTION

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

Avoid conduct that is likely to put the student or other students at risk.

Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report safety hazards, such as intruders on campus.

Know emergency evacuation routes and signals.

Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Drop off and pick up students in the designated areas next to a sidewalk. Please do not drop off your student in the parking lot, as this creates a safety hazard for your child.

Accident Insurance

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

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

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

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

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

If the campus must close, delay opening or restrict access to the building because of an emergency, the district will alert the community via use of the BLACKBOARD CONNECT automated telephone system. It is imperative that your child's campus has updated contact information on file if you desire to receive these messages. This information is also available on local television stations, radio stations and the district website.

SSCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The Cafeteria doors will open at 7:15am.

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

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Conduct Before and After School

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

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with the standards set forth in state and federal law.

Elementary \$2.60

Secondary \$2.80

Adult \$3.55

Free and reduced-price meals are available based on financial need or household situations. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. See the school receptionist to apply for free or reduced price meal services.

For all other students, meals are made available on a "pay-when-served" basis. We encourage parents to use our electronic account system to deposit money in advance. We also have a web-based way to

deposit money into your child's meal account by using the myschoolbucks system. This site can be accessed through the myschoolbucks link on the BISD website.

The Bridgeport Intermediate School cafeteria sells a variety of a la carte items. Bottled water is available for purchase every day. Other a la carte items, such as ice cream and chips, are available for students to purchase on certain days of the week if students have cash or money available in their account. I their child for lunch in the school cafeteria. Parents may also check their child out for the lunch period as long as the child returns before the 30 minute lunch period expires.

Library

Students are encouraged to use the library for reference work and reading enjoyment. To better serve all the students, books should be returned on time and all library expectations should be followed. Fines will be charged for all lost or damaged books.

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of local policy. A list of these groups is available in the principal's office.

S EARCHES

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

Students' Desks and Lockers:

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

Telecommunications and other Electronic Devices:

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

- Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, students in foster care, bilingual students, migrant students, students with limited English proficiency or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The

coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the school counselor or assistant principal.

SANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness) Grades 3–5

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–5.
- Reading, annually in grades 3–5.
- Writing, including spelling and grammar, in grade 4.
- Science in grade 5.

Successful performance on the reading and math assessments in grade 5 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exemptions may apply for students enrolled in a special education program if the ARD committee concludes the student has made sufficient progress in the student's IEP.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

STUDENT DROP-OFF & PICK-UP

Mornings:

Students who ride the bus to school should enter the building through the back doors. Students who arrive at school in private transportation should be dropped-off at the front of the building. The building will be unlocked and there will be adult supervision in the gym beginning at 7:15. Please do not drop your child off before 7:00. Students will be considered tardy after 8:00. The cafeteria will open at 7:15. Students may be dismissed from the cafeteria at 7:30 to go to tutorials or other educational activities. Students not eating breakfast will report directly to the gym. Students may be dismissed from the gym at 7:30 to go to tutorials or other educational activities. Any student required to attend tutorials 7:30-8:00 must arrive at school by 7:30 and report directly to the classroom on Tuesday, Wednesday, and Thursday.

Afternoons:

Students are dismissed at 3:30. Bus students and students who walk or ride bicycles will be escorted to the back of the building where the buses will be loaded. After the buses depart, walkers/bike-riders will be allowed to leave the school grounds. If a parent wants his/her child to walk or ride a bike, a form indicating this must be completed and on file with the homeroom teacher. Students should follow the directions of the crossing guards, as they are there to ensure the safety of our students! Parents may park on/off campus and walk to the front of the school to pick up students from their designated pick-up locations, but students are not allowed to walk to other locations to meet parents. Students not picked up by 3:40 PM will return to the front office to call and wait for parents.

For the safety of students, transportation changes should be sent to the school in the morning in a note signed by a parent or during the day by fax, whenever possible. We understand that emergencies do happen and phone calls to change transportation will be accepted on these occasions with the principal's approval. The school does require that all transportation changes be made by 2:30 PM to ensure that the student receives the messages.

STUDENTS IN FOSTER CARE

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Patricia Hernandez, who has been designated as the district's foster care liaison, at (940) 683-5124 with any questions.

[See also **Students in the Conservatorship of the State** for more information]

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting with, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The DSHS maintains information regarding children's mental health and substance abuse intervention services on its website: [Services for Children and Adolescents](#).

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area: [Texas Suicide Prevention](#)

TEXTBOOKS

State- approved textbooks are provided for each subject or class. Teachers utilize textbooks for instruction as a reference for information and assignments. Books that leave school must be covered and treated with care. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

Title I – Parental Involvement Policy

Bridgeport Intermediate School desires to partner with staff, parents, community, and students to produce an educational atmosphere of equity for all. Our highly qualified staff will do their part through the use of well-developed curriculum and uncompromising commitment to every student to realize

optimum achievement for all. As a result, students will receive a quality education empowering them to have productive lives in an ever changing, interdependent society.

BIS will be a place that prepares children to be lifelong learners. It will be a system where teachers have an active role in the decision-making process, where parents are involved in their child's education, and where school is seen as a vital entity in the community. The school is in a constant state of evolution as needs change. The vision and commitment of the administrator leads to a domino effect that affects the faculty, students, and community. The result will be an organization where high expectations will result in high achievement for all.

Students need to know they are valued. Every child is a learner though not all will learn in the same way. We will teach to the individual and whole child. Material will be presented in a variety of ways for optimum learning of all children at Bridgeport Schools. Weaknesses will be overcome as students are taught they have strengths to build on. It is the responsibility of the principal and teacher to provide each child with a supportive, student-centered learning environment.

Title I funds are utilized to provide technology to students and staff, which complement the regular classroom program in the studies. Funds are also utilized in the area of literacy to develop reading skills. The intermediate school is a recognized school wide Title I campus. The school's partnership with parents and community provides quality education in an effective, mutual, respected and supportive environment. Those partnerships include:

Parental Involvement in Developing Policy– Parents are members of the Campus Improvement Team. *Meet the Teacher Night, Parent Orientation and Public School Week* provide parents with the opportunity to visit the classrooms, meet with the teachers, receive school information about the school's purpose, Title I guidelines, school profile information, curriculum, assessment, and policies. *School Parent Compact*- A compact for learning will be jointly developed by staff and the Campus Improvement Team. All partners in the education endeavor will sign the compact.

T RANSPORTATION

The District makes school bus transportation available to all eligible students. This service is provided at no cost to students. Information about bus eligibility and routes may be obtained by calling **Terry Rye at 683-5877**.

School Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be at an approved stop, on an approved route.

Parents who want their children to ride the transfer bus from one campus to another near their home, may apply for approval at the Transportation Department. Proof of residency near the school to which the transfer is requested will be required. Approval depends on availability of space.

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 must:

- Follow the driver's directions at all times.
- Board and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Not deface the bus and/or its equipment.
- Not put head, hands, arms, or legs out of the window, hold objects out of the windows, or throw objects
 within or out of the bus.
- Not smoke or use any form of tobacco.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
- Observe all usual classroom rules.
- Be seated while the bus is moving.

Bus misconduct interferes with the safe transportation of all students and will not be tolerated. Bus misconduct will be handled according to the following guidelines:

1st write up- call to parents, depending on the nature of the offense it could be moved to step 2 or above,

2nd write up- Sent to Principal at the student's school.

3rd write up- Suspended from the bus for 3 days.

4th write up- Suspended from the bus for 5 days

5th write up- Suspended from the bus for 10 days

After 5th write up the student will be suspended for the remainder of the year.

Bridgeport ISD may use video cameras in District vehicles to promote compliance with the expectations of conduct. Videotapes are protected student records, subject to provision in policies at FL.

USE OF SCHOOL FACILITIES AFTER HOURS

The superintendent and school board members have established procedures and a fee schedule for anyone who wishes to use school facilities. Please contact the office of the superintendent for more information.

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Upon written request of a parent of a student who receives special education services, a staff member, (as this term is defined by law), a principal or an assistant principal, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal or assistant principal, who has been designated by the district to coordinate the implementation of and compliance with this law, for further information or to request the installation and operation of this equipment.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher, and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or

- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection. Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

[See also Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Parents and other visitors are asked to park and enter through the front doors of the building. All visitors are required to sign in at the front office and obtain a visitor pass prior to proceeding to other locations in the building. Visitor passes are issued through an electronic visitor tracking system designed to enhance school security

VOLUNTEERS

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the school office for more information and to complete a background check.

WEBBSITE

The school district operates a website located at www.bridgeportisd.net. From there, you can choose an individual campus using the drop down menu on the top left side of the screen. We make every attempt to update information on the website on a regular basis. We invite parents, students and members of our community to visit and explore the information on our website on a regular basis.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school by a parent or legal guardian. The school will issue the parent an official withdrawal form that they can present to the child's next school. The next school will contact our campus with a request to forward academic and health records. Please ensure that all school materials (textbooks, library books, etc) are returned and all money and fines owed are paid before a student's last day. The school requests notice from the parent at least three days in advance so that records and documents may be prepared.

Parent/Student Acknowledgement of Handbook

My child and I have received a copy of the Student Handbook for the 2017–18 school year. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook, I should direct those questions to the principal.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy of or to electronically access at www.bridgeportisd.net the Student Handbook for the 2017–18 school year.

I have chosen to (check one):

- Receive a paper copy of the Student Handbook.

- Accept responsibility for accessing the Student Handbook by visiting the web address listed above.

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

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____