



**BRADFIELD ELEMENTARY SCHOOL**  
Student and Parent Handbook  
2017-2018

**4300 Southern  
Dallas, TX 75205  
214.780.3200**

## General Information

**ASSIGNMENT REQUESTS:** Students who are absent two consecutive days or longer may call the office no later than 10:00 a.m. on the second day to request assignments if desired. Parents may pick up the assignments from the office between dismissal time and 3:45 p.m.

**ATTENDANCE:** All public schools are required by law to maintain records to reflect the average daily attendance of their students. Students are expected to be prompt and regular in attendance. Students arriving after 8:00 are marked TARDY and must come to the main office for an admit slip. Students absent at 10:00 a.m., the district determined attendance period, shall be counted absent for the entire day. Students present at this time shall be counted present for the entire day.

19 Texas Administrative Code 129.21(a)

**EXCEPTIONS** A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Funding purposes if:

1. The student is participating in a Board-approved extracurricular activity or public performance, which is under the direction of the District's professional staff or an adjunct staff member.
2. The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days of travel shall be limited to not more than one day travel to and one day travel from the site where a student will observe the holy days.
3. The student has a documented appointment with a health care professional during regular school hours, if that student begins classes or returns to classes on the same day of the appointment. The appointment must be supported by a signed note from the health care professional. A student whose absence is excused for an appointment with a health care professional shall be counted as neither absent nor tardy.

**ATTENDANCE GUIDELINES FOR ILLNESS:** See HPISD Health Services, listed in the directory.

**ATTENDANCE NOTIFICATION:** The school is concerned when a child is absent. Parents are urged to call the office, 214-780-3200, prior to 8:15 a.m. on the day of each absence. When information about an absentee is not received, the parent will be called from the office. This safety precaution is in the best interest of your child.

Parents will receive notification from the school attendance clerk when their child has accumulated eight (8) or more absences. According to the Texas Education Code, a student in kindergarten through grade four shall not be given credit or promoted to the next grade if he or she has been in attendance fewer than 90% of the days in a school year, unless an attendance committee designated by the Board grants credit because of extenuating circumstances. The principal has the authority to waive the committee hearing and may grant credit if it is determined that all of the absences were due to extenuating circumstance. Parents may be asked to provide documentation of personal illness.

Written excuses must accompany the child returning from an absence. The note should contain the student's full name, date of absences, and reason for absences. All absences will be classified as unexcused until the teacher receives written notice. The note should be given to the homeroom teacher. Upon receipt of the note, the unexcused absence will be changed to excused if it is due to illness, family related funeral, medical appointments, or family emergencies.

**BICYCLES:** See Dismissal and Safety

**BOOKS:** Students are responsible for lost or damaged books.

**BUILDING ACCESS:** In the interest of children's safety, the main entrance to the building on Southern will be the only point of access to the school after 8:00 a.m. on school days. Students and faculty are not allowed to open the other doors for you. Access to the building is not available after hours, on weekends or during vacations.

**BULLYING:** Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment. The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See policy FFI (LOCAL).]

**CAMPUS COMMUNICATION:** A variety of print and electronic communication tools keep Bradfield parents informed about the activities and events available to students and families. Please take the time to familiarize yourself with the following:

- **Friday Take Home Folder:** Graded assignments, notices of school events and communications from the faculty and PTA are sent home in the Friday Folder with each student. The Folder and your responses are returned to the classroom with the student each Monday. Any item to be included in the Friday Folder must be directly related to the HPISD, the Bradfield School PTA or Dads' Club. **All campus communication sent in the folder must have principal approval.**
- **Bradfield E-News:** In an effort to communicate with parents in a paperless manner, group e-mails distribute information regarding upcoming events, School, and PTA and Dads' Club news. A regular E-News is sent to families every Sunday. E-News is also used for just in time communication that brings important news to parents.
- **Bradfield's Homepage at <http://bradfield.hpisd.org>.** This resource gives parents full information and upcoming events about Bradfield.

**CARPOOL: LOADING AND UNLOADING PROCEDURES**

**Morning Carpool - 7:30 AM – 8:00 AM**

**Afternoon Carpool: All students will dismiss at 3:15 pm**

The Bradfield School Passenger Zone is on Southern Avenue. Signs and white traffic buttons in front of the school on the north side of the street designate this area. The School Passenger Zone is a moving carpool lane. No cell phone use permitted in this Zone! **The safety of all Bradfield students is a priority. Be alert and vigilant, children often act in unexpected and impulsive ways.** Carpool drivers should pull forward to drop off and pick up students. **Do not leave your car unattended in the carpool line.** The safety of students dropped off or picked up in areas outside The School Passenger Zone cannot be guaranteed. Please do not use the Teacher Parking Lot for loading and unloading children, and do not drop students off in the back of the school on Mockingbird. A full list of carpool safety rules is located on the back of your laminated carpool number flyer and available in the office as well.

**CELL PHONES, OTHER ELECTRONIC DEVICES AND GAMES** Students may not bring cell phones, pagers, iPods (or similar devices), electronic devices or games into the classroom, unless prior permission has been obtained from the teacher. Students may not use cell phones in the school.

**CLASS PLACEMENT:** Class placement is a process that requires thoughtful planning and collaboration by professional personnel, including teachers, counselor, and principal. While Bradfield does not accept requests for a specific teacher, parents are welcome to give specific information regarding the needs of their child that will assist personnel in making placement decisions. In the spring, parents are invited to provide information regarding their child.

**CODE OF CONDUCT:** The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.. The HPISD Code of Conduct can be found on the HPISD website at [www.hpisd.org](http://www.hpisd.org), select "Handbooks" then "Code of Conduct".

**CONFERENCES:** Conferences with teachers are encouraged. Instructional time is critical to your child's progress in school, so PLEASE DO NOT INTERRUPT YOUR CHILD'S CLASS DURING THE SCHOOL DAY. Teachers may be contacted by leaving a message in the school office, by e-mail or by sending a note directly to the teacher. The teacher will then contact the parents to schedule the conference. **Please do not try to confer with the teacher during the period from 7:45 a.m. to 8:00 a.m. or while the teacher is responsible for the safe dismissal of the students during carpool time.**

**COUNSELOR:** Certified counselors are assigned to each elementary school campus. Students may work with the counselor individually or in groups. The counselor conducts guidance activities in the classroom, conducts parent study groups, and serves as a consultant to parents, pupils, teachers, and principal. The parents are encouraged to call the building counselor, **Mrs. Lana Raley, at 214-780-3240** should they feel the need of the counselor's assistance.

**DAILY PHYSICAL ACTIVITY:** In accordance with policies at EHAB and EHAC, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 120 minutes per week. In addition to the time students spend in PE Special's rotation, 20 minutes a week of organized physical activity take place in the classroom or structured recess.

**DISMISSAL PROCEDURES AND SAFETY:** Students are expected to leave school each afternoon immediately after being dismissed. Parents are encouraged to discuss a safe route to and from school with their youngsters. Crossing Guards are on duty for a reasonable length of time at certain intersections, and your child is encouraged to cross at these intersections. Pedestrians and bicycle riders alike should be encouraged to observe all safety rules including the use of helmets when biking or rollerblading. Scooters, roller blades, and bicycles must be walked while on the sidewalks around the fenced school property for the safety of pedestrians. Bicycles should be parked in the bicycle racks and the use of locks is encouraged. Parents should require pupils to arrive at home in a reasonable length of time after dismissal. For the Safety of our students, Kindergarten students may not ride their bikes or walk home without adult supervision. Students in grades 1-4 are encouraged to walk or ride their bikes home with an adult or a group of other students.

**DRESS CODE: HPISD SCHOOL BOARD POLICY FNCA- LOCAL**

**PURPOSE:**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

**GENERAL GUIDELINES:**

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 District prohibits pictures, emblems, or writings on clothing that:

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverages, drug, or any other substance prohibited under FNCF (LEGAL).

Final decisions on the appropriateness of school dress rest with the principal. Situations not covered by the guidelines will be evaluated based on whether they disrupt the learning environment or create a hazard.

**EMERGENCY MEDICAL TREATMENT AND INFORMATION:** If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, 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, Mrs. Kim Hartis, at 214-780-3220 to update any information that the nurse or the teacher needs to know.**

**ENGLISH AS A SECOND LANGUAGE:** English as a Second Language (ESL) is a program that is available to all limited English speaking students. The program is located at University Park Elementary School. Any student who has difficulty with the English language can be tested to determine if the student qualifies for ESL.

**FOOD AND NUTRITION:**

- 1) Schools are in a powerful position to influence children's lifelong dietary habits, and we, in partnership with parents, should work hard to convey the importance of good nutrition and the development of good eating habits and healthy lifestyles. In addition, nutritious meals and foods can improve students' concentration, academic success and overall health. A price list and nutritional information is available from the campus and district websites.

Bradfield will follow, as a guideline, the FMNV policy set forth by the USDA and Texas Department of Agriculture which does not allow the following foods of minimal nutritional value to be sold or given away on school premises by the school, teachers, or any other person or group during the school day:

- Any carbonated beverages
- Chewing gum
- Candy

*Exceptions to this policy: nurse as appropriate and school holiday celebrations (winter and Valentine's Day) or special events determined by the teachers and pre-approved by the principal. Birthday celebration treats will not be included as an exception.*

**FOOD ALLERGIES, CROSS CONTAMINATION/CROSS CONTACT, ETC.**

- 2) The school nurse will provide information regarding students' allergies to teachers and staff that work directly with those students.

All classrooms and common areas that are "food allergen free" will be marked with an "Allergy Aware Area" sign. No products containing food allergens may be brought into these areas of Bradfield.

In the cafeteria, a designated "Allergy Aware" table is available. Students with food allergies should sit in the designated "Allergy Aware Area" of the table; students with any food that may cause an allergic reaction must sit at a table assigned to the class. The table will be cleaned separately from the other cafeteria tables.

All teachers and staff at Bradfield are trained in detecting the signs and symptoms of anaphylaxis and how to administer an Epi-Pen should it be necessary.

### **FOOD AND NUTRITION CAFETERIA PLAN**

- 3) The Bradfield cafeteria utilizes the Skyward debit system. This is an optional program that is a pre-paid system, so that your child does not have to carry cash to school for their lunch purchases. A valid credit card is required to open and maintain the account (as an overdraft protection), but the account can be funded by cash, check, or credit card. Parents simply fund the account, then help their child memorize their 6 digit student ID number, and replenish the account as needed. When the balance reaches \$15.00, account holders will receive a notice via email, phone call or text message (your preference), then bring in a check or cash, or simply allow the credit card to be charged (on Fridays). The funds will be deposited into the child's account. Parents can view their child's daily food purchases and manage the account at any time. Payments may be deposited by giving a check made out to "Bradfield Cafeteria" or parents may make deposits using a credit card online through Skyward Family Access fee management. Students may also use cash.

#### **LAYERS OF PROTECTION**

##### **Protocol for prevention of anaphylaxis and protection of students with allergies:**

- (1) Parent notifies nurse of allergy (email, phone call, online health form). Nurse obtains more complete information if needed, from parent or physician.
- (2) RN notifies parent of forms that will be needed for medications and allergy action plan to be filled out by physician.
- (3) Teacher of student is notified of allergy, and if appropriate, sign is placed outside classroom by RN.
- (4) Parent brings completed Allergy Action Plan, appropriate medications and Medication Administration Forms to clinic prior to the first day of school or on the first day of school. Form must be filled out and completed by physician. These forms may be downloaded from [hpsid.org](http://hpsid.org) under "Health Services."
- (5) RN makes copies of Allergy Action Plan and gives every specials teacher, classroom teacher, and cafeteria monitor notebook a copy. Each plan has a picture of child on it.
- (6) Teachers place the Allergy Action Plan with their substitute information folder, along with 2 information sheets that address signs and symptoms of anaphylaxis (provided each year by RN).
- (7) During Bridging, RN reviews Anaphylaxis signs and symptoms and use of epi pen for entire staff.
- (8) All staff must complete online training on anaphylaxis as directed by HR prior to the start of each school year.
- (9) Children with food allergies are seated at end of lunch room tables at beginning of year. Each cafeteria monitor makes sure she/he recognizes that child by sight and where that child will be sitting and what child's allergy is. Parent will send a note to teacher if they do not want their child restricted where to sit.
- (10) Teachers with students with food allergies play a tumble book the first week of school that explains food allergies to other students. Teachers discuss with class why it is so important to not share food, or put hands on another student's lunch. Also, teachers will have students wash hands prior to and after lunch.
- (11) Parents of students with allergies are encouraged to send a letter home the first week of school, explaining their child's medical needs and how other parents can help.
- (12) Classroom teacher gives parent calendar of birthday celebrations at start of year for a non-edible treat.
- (13) Classroom teachers give parents of students with allergies ample notice of field trips and those parents get preference in going on field trips if they are able to attend.
- (14) Prior to field trip, classroom teacher is offered a review of how to administer epi pen and the child's epi pen is shown to him/her before being taken on field trip to insure teacher feels comfortable with epi pen administration.
- (15) If child's parents choose for child to buy lunch at school, and if they choose to do so, Cafeteria manager will be responsible for making that child's tray on those days.
- (16) If child's parents choose to have child sit at a table designated "allergy aware", child will sit at this table each day, but no other children other than those who have food allergies will be allowed at this table, as

there is no one available to monitor what other children have brought in their lunches or might be on their trays.

(17) Clinic will have a "stock" epi pen available and unlocked in clinic and also available at satellite location at opposite end of building.

4) Visual regarding food allergies

[http://mishpms.hpisd.org/pics/cafe/food\\_allergies.aspx.jpeg](http://mishpms.hpisd.org/pics/cafe/food_allergies.aspx.jpeg)

**BIRTHDAY TREATS will be NON-edible ONLY beginning the first day of this year.**

We would like to celebrate every child's birthday in a responsible and organized fashion. Contact the teacher for more information and guidelines. Examples of non-edible treats are a pencil; stickers; small token. Items **NOT ALLOWED**: balloons, stuffed animals, etc. We will announce birthdays on BBTV and recognize children in class.

**BLOCKING LUNCH ACCOUNTS**

5) Parents may block purchases on their child's Skyward account. On days when the child wishes to purchase the blocked items, the child will need to pay by cash. Please discuss with your child what items have been blocked before the child tries to purchase the item.

**LUNCH VISITORS**

6) Parents are invited to eat lunch with their student in the cafeteria; however, **space is extremely limited**. Parents should meet their student in the cafeteria when the class arrives, not in the classroom. They may sit at the designated visitor table inside the cafeteria **if it is not being used for an "Allergy-Free" student**. Parents may eat only with their child, and other children may not be asked to join them at the visitor table.

**CLASSROOM SNACKS**

7) Teachers may schedule a brief healthy classroom snack in the morning or afternoon not to interfere with instructional time. Students in grades 1st through 4<sup>th</sup> must provide their own snack which must be in accordance with the FMNV policy and must follow the guidelines for any food allergy alerts as informed by the teacher. Students in Kindergarten will receive separate information about snack procedures. Classroom snacks are not available for purchase in the cafeteria either before school, during school, or after school.

**EMERGENCY AND OTHER CONTACT INFORMATION**

8) If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, 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, Kimberly Hartis, at 214-780-3220, to update any information that the nurse or the teacher needs to know.

9) **CONTACT INFORMATION:**

Cafeteria Manager	Susan Graeber	214-780-3225
School Nurse	Kimberly Hartis	214-780-3220
Coordinator of Food Services	Karen Jacobsen	214-780-3025
Director for Special Programs	April Estrada	214-780-3092

**FORGOTTEN ITEMS:** Please bring work, supplies, or other items your child forgot to bring to school to the school office. We will make every effort to get them in their hands at an appropriate break in instruction. Please help us protect instructional time by refraining from interrupting classes.

## GRADING GUIDELINES:

### Elementary Grading Guidelines 2017-2018

#### 1. Standards for Mastery

- a. In kindergarten through grade 4, promotion to the next grade level shall be based upon the student's performance on assessment instruments and determined by the student's parent, teacher, and an administrator, in accordance with administrative regulations.

#### 2. Elementary Grading and Reporting Procedures

##### a. Official Grade Reports

##### i. *Report Cards*

- (1) Grade reporting period: Grade reports shall be issued every nine weeks for students in Kindergarten-Grade 4. Parents are required to view the Report Card on Skyward Family Access and electronically sign to document parent review.
- (2) Means of reporting student's mastery of concepts and achievement:
  - (a) Grading Key
    - 4.0 - Mastery beyond the Learning Target
    - 3.0 - Mastery of Learning Target
    - 2.5 - No major errors or omissions regarding score 2.0 content and partial knowledge of the 3.0 content
    - 2.0 - Approaching Learning Target
    - 1.5 - Partial knowledge at score 2.0 content but major errors or omissions regarding score 3.0 content
    - 1.0 - Insufficient Progress
  - (b) Grades reflect a collection of evidence to determine the growth of the student at the end of the nine week grading period
- (3) Re-teaching and reassessing for mastery is an ongoing process.
- (4) Grades are not determined by one assessment.

##### ii. *Progress Reports*

Students showing insufficient progress at the midpoint of the nine week reporting period shall be issued a progress report. Interim progress reports may be issued at the teacher's discretion at any time. Students not showing expected progress will be offered tutoring and/or intervention services on the campus.

##### iii. *Grade Book*

The grade book represents student growth and performance on the collected evidence throughout the nine week grading period.

- (1) Types of Assignments: Collection of Evidence
  - Class Performance
  - Observations
  - Conferences
  - Work Samples

- Formative and Summative assessments
- Data Collection
- Digital portfolios
- Products

iv. *Make-Up Work*

- (1) Students are required to complete all work missed as a result of an excused absence, and full credit will be given for all assignments.
- (2) Students are allowed the same number of days as the number of excused absence days missed to make up all work.
- (3) If a student is absent 3 days or more, the parent may contact the teacher to request a collection of make-up work.

b. Homework

The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills. Homework will not be assigned as punishment.

Homework will be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives:

- To provide a drill that helps the student practice the basic skills of a subject.
- To give the student practice and extension of concepts learned in class.
- To extend learning beyond the material that can be covered in class.
- To develop effective study methods.
- To help the student prepare for classroom work.
- To allow the student to make up work after an absence.
- To provide a means of re-teaching essential knowledge and skills.

**GRADE PLACEMENT OF NEW STUDENTS:** A student enrolling in the kindergarten program must be at least five years of age on or before September 1 of the current school year. A student enrolling in the first grade must be at least six years of age on or before September 1 of the current school year, unless such student has been enrolled in the first grade in the public schools of another state prior to enrolling in the District. Each elementary principal shall retain the authority to make appropriate grade placement for students. Such placement shall be consistent with the policies of the District and the laws of the State of Texas.

Students new to the District who are entering grades 2 –12 shall provide evidence of prior schooling. New students shall be placed initially at the grade level attained outside the District, if such students are transferring from a school accredited by a state or regional accrediting organization. The principal shall determine final grade placement for each transfer student following observation and/or testing by guidance personnel, classroom teachers, and other appropriate instruction personnel. Testing shall include items pertaining to the State of Texas Assessment of Academic Readiness for a course or subjects within a grade level, and decisions for subsequent grade placement shall in part be made based on demonstrated mastery of the State of Texas Assessment of Academic Readiness. [School Board Policy FD (Local)]

**HOURS:** Students (K-4) should arrange to leave each morning so they will arrive at school around 7:50 a.m., when the first bell rings, allowing students to enter their classrooms. Staff is on duty at 7:30 a.m. Classroom instruction begins promptly at 8:00 a.m. Kindergarten students will sit in the cafeteria and students 1-4 will sit in grade level rows in the gym until dismissed by the supervising teacher at 7:50 a.m.



**CLASSES ARE SCHEDULED AS FOLLOWS:**

	<b>Beginning Time</b>	<b>Dismissal Time</b>
<b>Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup></b>	<b>8:00 a.m.</b>	<b>3:15 p.m.</b>
<b>PPCD/Pre-K</b>	<b>9:00 a.m.</b>	<b>2:00 p.m.</b>

Please note that there is no supervision prior to 7:30 a.m. or after dismissal. An Extended Day program is available through the HPISD Academy of Life-long Learning at 214/780-3380. Bradfield office hours are 7:30 a.m. to 3:45 p.m.

**IMMUNIZATION REQUIREMENTS:** See HPISD School Health Services @www.hpisd.org

**JUMP START IS NOW “TAKE FLIGHT”:** This program is a comprehensive intervention for students with Dyslexia. The intensity of the Take Flight program is what distinguishes dyslexia intervention from regular reading instruction. In addition, Take Flight will address the needs of other students who need support in reading.

**LIBRARY:** Library is part of the specials rotation allowing classes to visit the library on a regular basis. Students may also make brief visits to the library individually at 7:30 a.m. or at 3:15 p.m. **The library closes each day at 3:30.**

**LOCKERS:** A locker is issued to each student by their teacher at the beginning of the year and is to be used for storage of school materials and personal belongings. Students should not keep money or valuables in their lockers. The school does not assume responsibility for such items. Please do not place balloons, streamers, large signs, etc. as decoration on lockers. Lockers are intended for day storage only.

**LOST AND FOUND:** Children’s clothing, purses, backpacks, etc. should be identified by nametags or labels to help prevent loss. All lost items are placed in the hallway across from the office. Items not claimed by the end of the nine week grading periods will be donated to charity. Bradfield is not responsible for items lost/found on the school property.

**MEDICAL EXCUSE FROM P.E.** Written excuses for non-participation in P.E. should be given directly to the P.E. teacher **or to the office to be given to the P.E. teacher.** If the excuse is for more than three days, an excuse is needed from the doctor.

**NONDISCRIMINATION STATEMENT:**

In its efforts to promote nondiscrimination and as required by law, Highland Park ISD 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 education 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, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Girls Athletic Coordinator, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Programs, 4220 Emerson Avenue, Dallas, TX 75205, 214-780-3000.
- All other concerns regarding discrimination: Superintendent of Schools, 7015 Westchester Drive, Dallas, TX 75205, 214-780-3000.

[See policies FB, FFH, and GKD.]

**PARENT VOLUNTEERS:** Parent volunteers who have completed all required security checks must sign in with office personnel and wear a badge while at Bradfield. The sign-in log and badges are available at the front desk located in the office.

**PARTIES:** Classes shall be permitted a maximum of two parties during the school year. Each principal shall be responsible for the scheduling of such parties with the school. Not more than one hour of the school day shall be used in conjunction with such parties. At Bradfield, a party is scheduled for Winter Holidays and Valentine’s Day.

For individual birthdays, invitations are not to be distributed at school. Please refrain from sending balloons or flowers. All birthday treats must be NON-EDIBLE.

**PETS AT SCHOOL:** When you come to visit Bradfield, please leave your pets at home. Dogs and cats are not allowed in the building. Additionally, please refrain from bringing pets on campus during arrival and dismissal times, as well as campus-wide events that draw large crowds of people such as the carnival, field day, family picnics, etc.

**PHONE MESSAGES:** All arrangements by and for the pupils should be made at home. With the exception of emergencies, telephone messages to children are not allowed.

**PROBLEM RESOLUTION:** The philosophy of Highland Park Independent School District educators is that the needs of students are best served when a cooperative partnership exists among teachers, students, and parents. To address concerns that may arise, please use the following steps:

- 1) Teacher/child conference- encourage your child to discuss his/her concerns with the teacher
- 2) Teacher/parent conference, with the child included, if appropriate
- 3) Teacher/parent conference, with the principal or counselor included.

**RAIN DAYS:** Please have an understanding with your child for a rainy day method of getting home. Children will not be allowed to use the office phone to call about anything other than teacher-directed calls and emergencies.

**RECESS:** Students in grades K – 4 will have the opportunity to participate in recess daily. When the weather permits, it will be outdoors. The 20 minute recess period provides time for unstructured play and facilitates social development. A single 20 minute recess per week is dedicated for structured play to facilitate the mandated weekly 135 minutes of physical education.

**REPORT CARDS:** Report cards will be in electronic format via Skyward at the end of every nine weeks. Parents will be notified when report cards are available for viewing.

**RESIDENCY REQUIREMENT:** Parents of students attending HPISD schools must reside in the school district. Additional questions concerning the residency requirement should be directed to the Student and Administrative Services Coordinator.

**SAFETY: (See SAFETY and DISMISSAL and BUILDING ACCESS)**

**SAFETY AND HAZARD DRILLS:** Bradfield staff, in conjunction with the Town of Highland Park, regularly conduct fire, disaster, and hazard drills. The students, guided by their teachers, quickly learn the various plans and routines for exiting the building or moving to designated secure areas in a safe and timely manner.

**SCHOOL CANCELLATION OR DELAYED OPENING:** If school is cancelled or delayed in opening, announcements will be made on local TV and radio stations, as well as, on the HPISD cable channel 16 and the HPISD website @www.HPISD.org.

**SPECIAL EDUCATION PROGRAMS:** The Highland Park ISD provides a free appropriate public education, including special education and related services to students with disabilities who, due to the disability, demonstrate an educational need for such services. To be eligible, a student must have been determined to have one or more of the disability conditions under the Individuals with Disabilities Education Act (IDEA). The comprehensive special education programs of Highland Park ISD include a continuum of services and placements. Once eligibility is determined, the student will be provided with an Individualized Education Program (IEP) determined by an Admission, Review, and Dismissal (ARD) Committee, which will include the parents. Students with disabilities will be educated with non-disabled students to the maximum extent appropriate to meet the student's IEP and overall needs, including academic and developmental areas such as language and social skills. For more information, contact Campus Coordinator of Special Education, Mindy Walls, at 214-780-3294.

**SPIRIT SHOP:** The Bradfield PTA operated Spirit Shop is open before school every morning from 7:30-7:50 a.m. for students who wish to purchase Bronco t-shirts, stickers, some school supplies such as pencils and erasers, and Bronco memorabilia.

**STANDARDIZED TESTS:** The school district administers standardized tests in accordance with TEA guidelines. Parents are notified of test dates in advance. The **STAAR** test is given in the spring to the third and fourth grades. Other tests are given to evaluate students for placement in Special Programs (See HPISD Testing Calendar: go to [www.hpisd.org](http://www.hpisd.org), select 'Calendars' from top navigation menu.)

**STUDENTS LEAVING THE CAMPUS DURING THE SCHOOL DAY:** Students are not to leave the school without permission. If students are to leave school before regular dismissal time, the parent or guardian must check the child out from the office.

Procedure for checking a pupil out during the school day:

- a. Parent or guardian should send a note to the classroom teacher with the date, time and reason for leaving.
- b. Students will be summoned when the parent or guardian **arrives to check** the student out in the school office.

c. Students returning to school must be checked in by parent/guardian before returning to class.

d. AUTHORIZATION FOR ANY PERSON OR RELATIVE OTHER THAN THE PARENT OR LEGAL GUARDIAN TO CHECK STUDENT OUT DURING THE SCHOOL DAY MUST BE MADE IN WRITING BY THE PARENT OR GUARDIAN PRIOR TO THE CHECK OUT. AUTHORIZATION MAY ALSO BE MADE ON THE ENROLLMENT CARD. **TELEPHONE CALLS CANNOT BE ACCEPTED FOR THIS PURPOSE.**

**STUDENT SUPPORT TEAM:** The Student Support Team (SST) meets each week on each campus to consider the individual needs of students. The SST may include an administrator, counselor, diagnostician, psychologist, and nurse, as appropriate, to consider the needs of students referred to the Team. An administrator, classroom teacher, counselor, or parent may refer students to the SST. The SST considers referrals for supportive counseling, crisis intervention, Talented and Gifted (TAG), English as a Second Language (ESL), and ADA eligibility and accommodations such as the STARS/Jump Start program for students with dyslexia. The SST also may refer students for a special education evaluation. The SST is designed to comply with the requirements of Child Find and the ADA. Questions or requests for more information may be directed to Lana Raley, school counselor, at 214-780-3240.

**STUDENT RECORDS:** Confidential student files are maintained in the office. For security reasons, the school cannot release information about students without parental permission.

**TALENTED AND GIFTED:** This program serves identified students in accordance with state mandates. Procedures for identification are explained at [www.hpsid.org](http://www.hpsid.org); click on 'Talented and Gifted/Student Assessment' from the left hand menu.

**TELEPHONE USAGE:** The office telephone is for emergencies only. If a student is ill or injured, the school nurse or office will contact the parents.

**VALUABLES:** Students should not bring valuables to school. If a student brings a valuable item to school as part of a demonstration for a class project, the student should receive prior approval from the teacher and permission from the parent.

**VISITORS:** All visitors must enter at the front door on Southern and are required to present their driver's license and register through the Raptor system as they enter the building. Visitors are issued a badge which they must wear while in the building. All doors are locked and secured at 8:00 a.m.

**WITHDRAWAL:** Please provide as much advance notice as possible when withdrawing. When a child is to be withdrawn from school, contact the school office so that all records can be cleared. A withdrawal form, obtained from the school office, must be completed prior to the student's withdrawal.