

BRIDGE CITY HIGH SCHOOL
Student Handbook
2011-2012



2690 Texas Avenue
Bridge City, Texas 77611
(409) 735-1501

**BRIDGE CITY INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
2011-2012**

Place 1	Lon Hubbard	Member
Place2	Kirk Ellender	Secretary
Place 3	Rebecca Hall Rutledge	Member
Place 4	Thad Hill	Vice President
Place 5	Jerry Mcinnis	Asst. Secretary
Place 6	Michael Johnson	Member
Place 7	Mark Anderson	President

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Gina Mannino	Assistant Superintendent of Curriculum and Instruction
Roberta Overstreet	Business Manager
Kristy Honeycutt	Special Education Director
Carrie Martin	Director of Technology

HIGH SCHOOL ADMINISTRATION

Richard Briggs	Principal
Cheryl Royal	Activities Director
Glenn Procella	Assistant Principal
Keith Jones	Assistant Principal
Meredith Head	Counselor
Donna Marshall	Counselor



BRIDGE CITY ISD CALENDAR

2011-2012



JULY

S	M	T	W	T	F	S
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31						

AUGUST

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SEPTEMBER

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OCTOBER

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DECEMBER

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LEGEND

- ▲ Teacher Staff Dev./Workday
 - Holiday
 - New Teacher Training (Aug.)
 - ▤ First and Last School Day
 - ✓ Report Card Dates
 - Early Dismissal Days
Sept. 30, Nov. 11,
Jan. 13, Feb. 24, April 13, May 25
- PK-5 (1:00); Gr's 6-12 (1:30)

NON SCHOOL DAYS

Sept. 5, Nov. 21-25,
Dec. 19-30, Jan. 2, 16,
March 12-16, April 6

INSERVICE/WORK DAYS

New Teacher Orientation
Aug. 5

Inservice/Workdays
Aug.8, 9,10,11,12,15,16,17,18,19
October 17; Jan. 16

REPORT CARD DATES

Oct. 6, Nov. 17, Jan. 19,
March 1, April 19,
May 25 (PK-5)
(Gr's 6-12 mailed)

TESTING DATES

dates subject to change-testing calendar on website

TAKS EXIT/TAKS 10th/Retest

10/18, 3/7, 4/24, 7/9 (ELA) (10/11 only)

10/19, 3/8, 4/25, 7/10 (M) makeup 10 ELA

10/20, 3/9, 4/26, 7/11 (SCI)

10/21, 3/5, 4/27, 7/12 (SS)

SPRING TAKS/STAAR

March 26-Grades 5,8 (M)

March 26-English I & III (Writing)

March 27-Grades 5,8 (R)

March 27-Grades 4,7 (Writing Day 1)

March 27-English I & III (R)

March 28-Grades 4,7 (Writing Day 2)

March 28-English I (Writing makeup)

March 28-English II (Writing)

March 29-English I (R makeup)

March 29-English II (R) March 29-Gr.4,7 (W makeup)

March 30-Grades 5,8 (M & R makeup)

April 23-Grade 10 LAT/TAKS M (M)

April 24-Grades 3,4,6,7 (M)

April 24-Grade 10 (M/ELA/LAT/TAKS-M)

April 25-Grades 3,4,6,7 (R)

April 25-Grade 11 TAKS-M

April 26-Grades 5,8,10 (SCI)

April 26-Grades 10,11 TAKS-M/LAT(SCI)

April 27-Grades 8,10 (SS)

April 27-Grades 10,11 TAKS-M (SS)

May 7-STAAR (ALG 1)

May 8-STAAR (US HIS) May 9-STAAR(BIOL)

May 10-STAAR(GEO)/May 11-STAAR(WLDGEO)

May 14-STAAR(PHYS)/May 15-STAAR(WLDHIST)

May 16-STAAR(ALG II)/May 17-STAAR(CHEM)

SIX-WEEK DATES

Aug. 22 - Sept. 30	29 days
Oct. 3 - Nov.11	29 days
Nov. 14 - Jan. 13	29 days
Jan. 17 - Feb. 24	29 days
Feb. 27 - April 13	29 days
April 16 - May 25	30 days

175 days

87 days - First Semester

88 days - Second Semester

SCHOOL BOARD MEETINGS

July 18	Jan. 16
Aug. 15	Feb. 20
Sept. 19	March 19
Oct. 17	April 16
Nov. 21	May 21
Dec. 12	June 18

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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30	31					

Bad Weather Days- October 17, January 16

Adopted: 3-21-11

6-17-11

REQUIRED FORMS

Acknowledgment Form

My child and I have received a copy of the *Bridge City High School* Student Handbook for 2011-2012. 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 Code.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please sign and date this page, remove it from the handbook, and return it to BCHS.

**Notice Regarding Directory Information and
Parent's Response Regarding Release of Student Information**

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Bridge City ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by **September 9, 2011** or within ten school days of child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

For the following school-sponsored purposes: working with the student, considering disciplinary or academic actions, IEP, compiling statistical data or investigating or evaluating programs Bridge City ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

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

Parent: Please circle one of the choices below:

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

Parent signature _____

Date _____

For the following school-sponsored purposes: Counseling for disciplinary or academic actions, IEP development, compiling statistical data, and/or investigating or evaluating a program- Bridge City ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

Parent: Please circle one of the choices below:

I, parent of _____ (*student's name*), **(do give) (do not give)** the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature _____

Date _____

***Parent's Response Regarding Release of Student Information
to Military Recruiters and Institutions of Higher Education***

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

Parent: Please complete the following **only if you do not want** your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature _____

Date _____



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

March 6, 2009

Dear Physicians:
Dear School or Child-care Facility Administrator:

RE: Changes in Texas Immunization Requirements

On March 5, 2009, the Executive Commissioner on Health & Human Services approved several revisions to the "Immunization Requirements for Children and Students in Texas Public and Private Schools" [Title 25. Health Services, Chapter 97, Texas Administrative Code (TAC) §97.61 and §§97.63-97.77].

The changes to the requirements were made in order to update the Texas elementary and secondary school immunization requirements so that they adhere more closely to the recommendations of the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). These changes include:

Hepatitis A Vaccine: Beginning August 1, 2009, all students entering kindergarten, statewide, will be required to have 2 doses of Hepatitis A vaccine.

Measles, Mumps, Rubella (MMR) Vaccine: Beginning August 1, 2009, all students entering kindergarten will be required to have two doses of measles, mumps, and rubella (MMR) vaccine.

Varicella Vaccine: Beginning August 1, 2009, all students entering kindergarten and 7th grade will be required to have 2 doses of varicella vaccine. A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox), or of varicella immunity, is acceptable in lieu of either dose of varicella vaccine.

Tetanus, Diphtheria and acellular pertussis-containing vaccine (Tdap): Beginning August 1, 2009, all students entering the seventh grade will be required to have one dose of Tdap vaccine. Students in the seventh grade will be required to have a booster dose of Tdap only if it has been five years since their last dose of a tetanus-containing vaccine. Students in grades 8-12 are required to have a booster dose of Tdap if it has been ten years since their previous dose of a tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

Meningococcal Vaccine: Beginning August 1, 2009, all students entering 7th grade will be required to have one dose of meningococcal vaccine.

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PREFACE

To Students and Parents:

Welcome to school year 2011-2012! “Bridge City HS: A Team Effort in Building Educational Success.” Yes, education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. The staff of BCHS is committed to the *Cardinal Goal of Excellence*. We expect this from ourselves, our students and our community!

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

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

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

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

Both students and parents should become familiar with the *Bridge City HS Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted on the district web site: <http://www.bridgcityisd.net> or available in the principal’s office.

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

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the student handbook, the current provisions of board policy or the *Student Code of Conduct* are to be followed.

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

Also, please complete and return to your child’s campus the following required forms provided in the forms packet:

1. Parental Acknowledgment Form
2. Student Directory Information Form
3. Release of Information to Military Recruiters and Institutions of Higher Education Forms;
4. Please see forms packet for additional materials.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review on line at: <http://www.bridgcityisd.net>.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the BCHS Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed.
Every BCHS student will receive an Agenda Book.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at **409-735-1600** 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. For further information, see policies at GKG and contact BCHS at 409-735-1600.
- Participating in campus parent organizations. Some parent organizations include: PTA, Athletic Booster, Strutter Booster, Band Booster, and the Business Professionals of America Booster.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the Principal at 409-735-1600.

- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. For information on how to join this committee contact Jane Busby at 735-1620.
- Attending board meetings to learn more about district operations.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

Displaying a Student’s Artwork and Projects

Teachers may display students’ work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

Requesting Professional Qualifications of Teachers and Staff

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

to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

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

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

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

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

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

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

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

Requesting Limited or No Contact with a Student through Electronic Media

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, please submit a written request to the campus principal stating this preference.

Requesting Notices of Certain Student Misconduct

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent

related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See Policy FDE]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See Policy FDE]

Parents of Students with Disabilities

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.

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May 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 should be considered for tutorial, compensatory, and other support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents their rights if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A 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, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Meredith Head at 735-1614 or Donna Marshall at 735-1613.

Parents of 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.

Accommodations for 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 related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

Student Records

Both federal and state law safeguards 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. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary 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.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, 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; or investigating or evaluating programs.

Various governmental agencies including juvenile service providers.

Individuals granted access in response to a subpoena or court order.

A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

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

The address of the superintendent's office is:

1031 W. Roundbunch Road
Bridge City, Texas 77611

The address of the principals' office is:

BCHS
2690 Texas Avenue
Bridge City, Texas 77611

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be

challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). 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)]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.bridgcityisd.net.

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

Please note:

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

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

Directory Information

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

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

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

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

Meal Application Information:

Households who qualify by income may receive meal benefits free or at a reduced price for all children enrolled in school. The procedure for application for meal benefits are as follows:

1. Complete one application per household. A new application must be completed each school year.
2. Return it to any school or bring it to the Food Service Department at 1025 W. Roundbunch Rd. If help is needed to fill out the application, a processor is available at this location.

Our collection procedures will not overtly identify those students receiving free or reduced price meals. Free and reduced recipients are marked the same as pre-paid at the cash register; their screen looks like all other account screens.

Outside Food:

No food from restaurants may be brought into the cafeteria. The food service department goes to every extent to provide students with a variety of options every day.

Food Service Prices (Bridge City High School) **Breakfast \$1.35 Lunch \$2.10/2.45**
Prices subject to change.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact your child's teacher at 409-735-1600.

IMPORTANT DATES:

SIX WEEKS DATES

Aug.22 - Sept. 30...29 days
Oct. 3 - Nov. 11 ... 29 days
Nov. 14 - Jan. 13...29 days
Jan. 17 - Feb. 24...29 days
Feb. 27 - April 13...29 days
April 16 - May 25...28 days

NON SCHOOL DAYS

Sept. 5,
Nov. 21 - 25,
Dec. 19 - Dec. 30,
Jan. 2, 16,
March 12 - 16
April 6

REPORT CARD DATES

Oct. 6,
Nov. 17,
Jan. 19,
March 1,
April 19,
May 25 (PK-5)
(Gr's 6-12 mailed)

TESTING DATES

TAKS EXIT/TAKS 10th/Retest
10/18, 3/7, 4/24, 7/9 (ELA) (10/11 only)
10/19, 3/8, 4/25, 7/10 (M) makeup 10 ELA
10/20, 3/9, 4/26, 7/11 (SCI)
10/21, 3/5, 4/27, 7/12 (SS)
SPRING TAKS/STAAR
March 26-Grades 5,8 (M)
March 26-English I & III (Writing)
March 27-Grades 5,8 (R)
March 27-Grades 4,7 (Writing Day 1)
March 27-English I & III (R)
March 28-Grades 4,7 (Writing Day 2)
March 28-English I (Writing makeup)
March 28-English II (Writing)
March 29-English I (R makeup)
March 29-English II (R) March 29-Gr.4,7 (W makeup)
March 30-Grades 5,8 (M & R makeup)
April 23-Grade 10 LAT/TAKS M (M)
April 24-Grades 3,4,6,7 (M)
April 24-Grade 10 (M/ELA/LAT/TAKS-M)
April 25-Grades 3,4,6,7 (R)
April 25-Grade 11 TAKS-M
April 26-Grades 5,8,10 (SCI)
April 26-Grades 10,11 TAKS-M/LAT(SCI)
April 27-Grades 8,10 (SS)
April 27-Grades 10,11 TAKS-M (SS)
May 7-STAAR (ALG 1)
May 8-STAAR (US HIS) May 9-STAAR(BIOL)
May 10-STAAR(GEO)/May 11-STAAR(WLDGEO)
May 14-STAAR(PHYS)/May 15-STAAR(WLDHIST)
May 16-STAAR(ALG II)/May 17-STAAR(CHEM)

BELL SCHEDULES

Bell schedules will be distributed to students and parents at student orientation and are available at the Bridge City High School office.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis instrument.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. 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; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives

approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

For a student younger than 12 years of age, the student’s parent could be charged with a criminal offense based on the student’s failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student but not the student’s parents will not be subject to penalties as a result of the student’s violation of state compulsory attendance law. [See policy FEA(LEGAL).]

Drivers License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety to access the student’s attendance records and, in certain circumstances, for a school administrator to provide the student’s attendance information to DPS.

Attendance for Credit

See BCISD Board Policy FEC Local which is available on line or from the attendance office.

Absence Procedure

1. Parent shall notify the school by a phone call before 2nd period on the day of absence. The telephone number is 735-1610.

2. The attendance clerk will attempt to contact the parent as soon as possible if no earlier call has been received.
3. If it is necessary for a student to be absent for personal business that cannot be conducted after school hours, the principal should be notified prior to the appointment to determine if the absence is excused or un-excused.
4. In some situations a medical excuse may be required for absences.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than (8) eight consecutive days because of a personal illness may be required to bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

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. [See FEC(LOCAL).]

Absences from school for school activities:

1. A student cannot miss more than 15 days during the entire year to participate in field trips and/or extra-curricular activities. Exception: a student may miss 5 extra for post district and 2 for state competition per activity. Other exceptions may be granted with prior permission from the campus principal or designee.
2. A student must check with his/her teacher before leaving and work should be turned in upon return. Teachers may extend this deadline at their discretion.

Misc. Student Absence Information

Students who enroll at BCHS who have missed several weeks because they were not enrolled in school, or were absent – up to a 6 week period – and do not have any grades for this time will be required to make up the work missed in the class they are enrolling in at BCHS. If they do not make up the work they will receive a **50** for that marking period. If a student enrolls and has missed instruction in more than one-half of a semester's class, he or she will receive an NG (No Grade) for the semester based on the state's 90% state attendance requirement. In addition, Students enrolling late in the semester may have to make up time to gain credit.

Securing Assignments when Absent:

It is the responsibility of the student and/or parent to make arrangements for completing assignments if the student is to be absent for an extended period of time. The Counselor's Office will coordinate this procedure if the student will be out four (4) or more consecutive days. This work should be turned in upon returning to school if credit is to be awarded.

BRIDGE CITY INDEPENDENT SCHOOL DISTRICT

George Navarro, Attendance Officer

2690 Texas Ave

Bridge City, Texas 77611

WARNING NOTICE

TO PARENTS OR PERSONS STANDING IN PARENTAL RELATION TO CHILDREN:

THE STATE OF TEXAS, COUNTY OF ORANGE

In accordance with the state compulsory Attendance Law (Sec.25.093 or Sec. 25.094 **Education Code**), any parent or person standing in parental relation to a child within the compulsory school attendance age and not lawfully exempt or properly excused from school attendance fails to require such child to attend school for periods as required by law beginning the **24 day of August, 2009.**

It shall be the duty of the proper attendance officer to warn, in writing, the parent/person standing in parental relation that attendance must be immediately required. If after this warning the parent/person standing in parental relation intentionally, knowingly, recklessly, or with criminal negligence fails to require the child to attend school as required by law, and the child has unexcused voluntary absences for the amount of time specified under **Section 51.03 (B) (2) Family Code**, the parent/person standing in parental relation commits an offense. The attendance officer shall file a complaint in the Justice of Peace Court of his resident precinct, or Municipal Court of the City of Bridge City. Each day after the warning has been given may constitute a separate offense.

Sincerely,

George Navarro, Attendance Officer BCISD

EARLY DISMISSALS AND CHECKOUT PROCEDURES

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who will need to leave school during the day must have his/her parent/guardian contact the attendance office the **morning of the pending dismissal.**

For appointments

A **phone call (no note)** from the parent indicating the time and reason for early release will permit the student to meet his appointment on time. An early dismissal slip will then be given to the student to present to the teacher for release from the class at the designated time. To be counted present in a class, the student must be in attendance in that class for a minimum of 30 minutes. Re-admittance to classes the next day will be as in "Absences" above. If a student wishes to leave campus or check out, he/she must have permission from a parent--the contact must be made through the attendance clerk. The student must present his early dismissal slip to the attendance secretary at the time designated on the slip when leaving for the appointment. Upon return, the student must

bring documentation from his/her doctor that he/she has met his/her appointment. The student is to sign back in with the attendance secretary and obtain an admit slip.

For illness

If it is necessary for a student to leave school during the day for illness the student must first check with the school nurse or designee. If the nurse feels it would be in the best interest of the child to leave campus, a phone contact must be initiated from the nurse's phone with the parent or guardian. If contact is not possible, then contact will be made to the person indicated on the emergency care form. Readmittance the next day to missed classes will be the same as in "Absences" above. Students must sign out at the attendance office before leaving.

Regardless of reason for exiting, entering and/or re-entering school during the day, the student must report to the attendance secretary for admission.

When possible, appointments should be scheduled at times to avoid being absent from and/or tardy to classes.

ACADEMIC DISHONESTY

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination or quiz. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and academic penalties, which may include receiving a zero for the assignment.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

AWARDS AND HONORS

Academic Letter Awards:

An academic award letter jacket will be given to a student in grades 9-12 who competes at the state level in a UIL academic event. The awards will be consistent with the awards policy of the University Interscholastic League.

Perfect Attendance Awards

Students who do not miss a day of school will be given a certificate. The official attendance period is second period. Students present or absent this period are present or absent (for attendance purposes) all day.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression 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 physical harm or of damage to the student's property, or

Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

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, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred.

Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

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 at the district website. 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 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 (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports 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 <http://www.txabusehotline.org>).

CLASS RANK / HIGHEST RANKING STUDENT

Summa Cum Laude, Magna Cum Laude, and Cum Laude:

The title of honor graduate will be given to the students with a grade point average of 4.1 or better. If fewer than 10% of the graduating class has a 4.1 GPA, then the top 10% of graduating seniors will be given this designation of honor graduate.

The top two students will be the Summa Cum Laude (Valedictorian and Salutatorian) and the remainder of the honor students will be divided equally. The top 50% will be designated Magna Cum Laude and the other 50% will be designated Cum Laude.

Valedictorian and Salutatorian:

The valedictorian and salutatorian are those members of the senior class who have the respective highest grade point average (G.P.A.) for the four years of their high school work.

Procedures for Determining Class Rank:

Grade points will be assigned using the grade point table below:

Grade:	Honors, AP & College(*)	Regular	Remedial
96-100	5.3	4.3	3.3
90-95	5.0	4.0	3.0
86-89	4.3	3.3	2.3
80-85	4.0	3.0	2.0
75-79	3.0	2.0	1.0
70-74	2.3	1.3	.3
0-69	0	0	0

In order to be a candidate for valedictorian and salutatorian, a student shall have attended Bridge City High School continuously, commencing with the beginning of the second semester of their junior year, until graduation. The student shall also be enrolled in Bridge City High School for a minimum of three consecutive semesters. The student shall also be eligible to graduate under the Texas Recommended Program.

In the event there is a tie for valedictorian the students will be announced as co-valedictorians, and no salutatorian will be announced. In the event there is a tie for salutatorian the students will be announced as co-salutatorians.

In the event there are co-valedictorians, the recipient of the state offered scholarship will be determined by the highest numerical average of all courses taken. In the event these scores are equal, the total score on the Academic Awards Test given during the senior year will be used to determine the recipient.

In the event there are co-salutatorians and there is a scholarship available, the recipient of the scholarship will be determined by the numerical average of all courses taken. The student having the highest numerical average will be the recipient. In the event these scores are equal, the total score on the Scholastic Aptitude Test given during the senior year will be used to determine the recipient.

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the school year will be found in the counselor's office.

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

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the designated dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education.

Summer school credit recovery courses, correspondence courses, night school, etc count as credit toward graduation, but no grade points will be given. Only those courses taken as a part of the regular school program and credit advancement courses taken during BCISD's "Mini-Session" will be counted in determining rank in class and other honors.

Bridge City ISD, in accordance with Chapter 74.24 TAC, will administer the Texas Tech University Credit by Examination Tests. Testing dates will be December 6th, 7th and 8th 2011 and June 5th, 6th and 7th 2012. Students in grades 1-5 will be allowed to take each of the five tests (Math, Science, Language Arts, Reading, and Social Studies) at the elementary level without prior instruction. The student must score at least 90 on each of the five four tests to be considered eligible for grade level acceleration. Students in grades 6-12 will be permitted to take an examination to earn credit for an academic course for which they have had no prior instruction. Students must score at least 90 on the test to receive course credit. Additional information and registration forms can be obtained by contacting Gina Mannino at: gina.mannino@bridgecityisd.net.

HONOR ROLLS

Principal's Honor Roll:

The top 10 % of each class with the highest grade point average.

Academic Honor Roll:

The second 10% of each class with the highest grade point average.

All A's Honor Roll:

Students that receive all A's in all courses taken. A student could be on this honor roll and also be on one of the other honor rolls.

Semester Honor Rolls-Secondary Schools:

Semester honor rolls will be determined at the end of each semester. The requirements for the semester honor rolls will be the same as for the 6-weeks honor rolls.

For two school years following their graduation, district graduates who rank in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor or for further information about the application process and deadlines.

CLASS SCHEDULES

Will be distributed at Orientation

Schedule changes will not be made after the 3rd school day.

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2012 term, the University will be admitting the top nine percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

COLLEGE CREDIT COURSES

BCHS offers college courses for dual-credit. Junior and Senior students can earn high school and college credit concurrently. Check with the counselor's office for course offerings. To be eligible for college courses, a student must submit an application for admission to LSCO and meet LSCO eligibility requirements. These requirements may require additional testing. Students and their parents are responsible for all LSCO expenses, including tuition, books, and other fees. Students will receive weighted GPA for college courses in these four content areas: English, Math, Science, Social Studies. Progress will be evaluated at the end of the first semester. Students must maintain grades of 75 or higher to remain in college courses for the second semester.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COMPLAINTS AND CONCERNS

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

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT

Applicability of School Rules

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

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

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy FO(LOCAL) in the district’s policy manual.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

Classroom Interruptions

All efforts are made not to interrupt classes in progress. Student messages from parents or guardians will be posted on the message board near the attendance office. Parents should instruct students to check the message board periodically during the day. If parents or guardians need to deliver an emergency message to their child, parents and guardians must talk to one of the administrators on the campus. Gifts, flowers, etc. will not be delivered to students while at school. Homework assignments, athletic equipment, projects, personal items, etc. will not be delivered to students, but parents or guardians may leave homework, athletic equipment, projects, personal items, etc. with the attendance office, and students may pick up those items from the attendance office during transition times. If parents would like to remove their child from class, they must talk to the attendance aide and following dismissal procedures. All exceptions to the dismissal procedures must be cleared through an administrator on campus.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

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

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Should a student have a fever of 100 degrees or above, manifest other symptoms of illness, or sustain an injury, the parent or guardian will be notified to come for the child. The student may not return to school until fever free for 24 hours without medication (Tylenol/Motrin). The student should also be free of vomiting and/or diarrhea for 24 hours before returning to school.

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

Head Lice/Pediculosis Procedure

If a student is found to have head lice, the student's parent or guardian will be notified to pick up their student. The student will receive one excused absence to allow time for appropriate treatment, any additional absences for treatment may be unexcused. Students must report to the nurse upon return to school. The nurse must examine each student and make sure they are clear of live lice before they can return to class. Texas Department of Health handouts are available through the school nurse, these handouts provide information on lice and treatment. Please contact the school nurse should you have any questions in reference to this procedure. (From Mrs. Busby)

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should go by the office before or after school, during lunch, or between classes to make an appointment to see one of our counselors.

Psychological Exams, Tests, or Treatment

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

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is 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 dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

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

Harassment

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

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.

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 23.]

DISTANCE LEARNING

Distance learning includes courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the course in which a student enrolls, the course may be subject to the "no pass, no play" rules.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

DAEP or In-school Suspension (Makeup Work)

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).] Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper, *The Red Bird*, and the yearbook are available to students.

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

Nonschool Materials...from students

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

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to

disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

DRESS AND GROOMING

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

Students from the Junior and Senior High Schools will annually review the dress code standards and advise on rules and acceptance of new fashions. The committee will consist of assistant principals, student council advisor, two teachers appointed by the Principals, Junior High students, and the Senior High Student Council Executive Committee (student council officers and presidents of classes). Recommendations will be presented from the committee to the building principal for discussion and review. The dress and personal appearance standards in the Intermediate and Elementary Schools will be discussed and reviewed annually.

Purpose:

The purpose of the Bridge City "Dress and Personal Appearance Guide" is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the established guidelines.

If the principal or designee determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

General regulations:

1. Students enrolled in the Bridge City Schools are prohibited from wearing attire that may cause a risk to their health and safety, may cause an interference with class work, or may create classroom or school disorder.
2. The wearing of buttons or insignias to express a point of view will not be permitted if it interferes with class work or creates school disorder and/or disruption. The wearing of clothing with vulgar, distasteful, or suggestive markings will not be permitted. Clothing advertising alcohol, nightclubs, tobacco, weapons or drugs will not be permitted.
3. The length of blouses or shirts must be long enough to be able to be tucked in.
4. Clothing with holes, rips or slits 3 inches or more above the knee must be patched. All others that distract or violate present guidelines are prohibited.
5. Appropriate undergarments must be worn but not be visible.
6. The wearing of rings and studs in body parts other than ears is not permitted. For health and safety reasons, earrings should be appropriate in size and length. Students are limited to 3 rings, earcuffs, or studs to each ear and gauges are not allowed.
7. Clothing with excessive or superfluous zippers, rings, rivets, or studs will not be permitted.
8. The use of unusual color on hair (including extensions) and/or disruptive styles, as determined by the building principal or designee, will not be permitted.
9. Hats, caps, hoods or other distracting headgear will not be worn in the building. Bandanas will not be worn or displayed on school property or while attending school related events.
10. Tattoos must be covered.
11. Gender distinctions in appropriate clothing will be enforced.
12. Pajamas and house shoes are not permitted.
13. Additional dress and personal appearance requirements may be required by school clubs, athletic teams, organizations, bands, classes, and any other extra-curricular or co-curricular activities. (examples - hair length or style, required dress for school-sponsored trips)

Boys:

1. All shirts must have properly hemmed sleeves. No see-through shirts will be permitted. Shirt length may not extend beyond the upper thigh area.
2. Appropriate length of shorts must extend three inches above the knee. Pants and shorts must be of proper fit. Unusually large pants and shorts are not acceptable. The crotch of the pants or shorts must not extend below the mid-thigh area. The pants

must be secured at the waist. Shorts must be properly hemmed. Undersized pants and shorts are not permitted.

3. Make-up or colored fingernail polish on boys will not be permitted.
4. Hair should be kept clean and groomed. The styling or grooming should keep the hair out of the eyes. The length should not extend below the bottom of the collar. Tails are not allowed. Pinning the hair or any use of artificial means to circumvent the rules for hair length or grooming requirements is prohibited.
5. Middle School only - Students are to be clean-shaven.

Girls:

1. Sheer blouses or shirts are not permitted. Hemmed sleeveless shirts are permitted. Tank tops and other shirts with large armholes are not permitted. Shirts/blouses must adequately cover the body and undergarments. No part of the torso (front and back) of the body can be exposed. Straps must be a minimum of 2" wide; therefore, spaghetti straps are prohibited.
2. Shorts, mini-skirts or skirt-short combinations may be worn; the length must be no more than three inches above the knee. Leggings and tights do not circumvent this rule. All shorts or skirts must be hemmed. Length will be judged at the hemline if an addition of some sort appears on the hem. Unusually large pants and shorts are not acceptable. The crotch of the pants or shorts must not extend below the mid-thigh area. The pants must be secured at the waist. Undersized clothes are not permitted.
3. Halter-tops are not permitted if worn as an outer garment.
4. Sundresses are permitted as long as they adequately cover the body and are not distracting, or violate any of the other regulations. Dresses must have straps over each shoulder. Shirts or blouses cannot be worn off the shoulder. No part of the torso (front and back) of the body can be exposed. Straps must be minimum of 2" wide; therefore, spaghetti straps are prohibited.
5. Students are not permitted to come to school with their hair up in curlers. Hair shall be kept out of the eyes.

Health and safety:

1. Body, clothing, and hair must be kept clean.
2. Clothing and hair accessories that might inflict bodily harm will not be permitted. This includes such things as combs and chains, etc.
3. Appropriate footwear is required. Shoes that create a safety hazard are not permitted.
4. Wearing either identified gang apparel or wearing clothing in a gang-style as identified by law enforcement agencies is prohibited.
5. Long overcoats, trench coats, dusters and any oversized outerwear will not be permitted.
6. Sunglasses will not be worn in any manner while inside the building.

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 these items are used or displayed without prior permission, teachers shall collect the item and turn it in to the principal's office. ***First Offense: 1 day confiscation and a \$15.00 fine (phone may be picked up at the end of the next school day); Second Offense: up to 3 day confiscation and a \$15.00 fine; Third and Subsequent offenses: up to 1 week confiscation and a \$15.00 fine.*** A parent or guardian will need to contact the principal or assistant principal to make arrangements to secure the device ***on the third and all subsequent offenses.*** Confiscated devices may or may not be returned based upon the nature or number of prior offenses. If repeated offenses occur, consequences will be administered according to the Student Code of Conduct. Administrator may use discretion in extenuating circumstances. The district will not be responsible for any lost, stolen or damaged electronic device.

The fines collected will be made payable to BCHS. A scholarship will be established and only those seniors who have never had an electronic device confiscated during the school year are eligible. If more than one senior is eligible and there is not enough money to award \$250.00 to each student eligible then the following criteria will be used:

1. discipline record
2. grade point average of 3.0 or above
3. less than 5 absences

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.]

Possession and Use of Other Personal Electronic Devices

Use of other electronic devices (including but not limited to pagers, radios, C.D. players, DVD players, games, tape recorders iPods, MP# players, etc.) is restricted to common areas and in accordance with the BCISD Student Code of Conduct and Applicable Laws. The use of such other electronic devices in the classroom will be at the discretion of the classroom teacher. Additionally, the use of such devices may be prohibited at specified school events at the discretion of the building principal or designee. Cell phones and

other electronic devices may not be displayed or used on regularly scheduled bus transportation to and from school.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

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.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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 and may, in certain circumstances, be reported to law enforcement.

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.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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.

Clubs and organizations at Bridge City High School include:

Athletics	Academic Team	Art	Math/Science	Drill Team	VICA
Band	Cardinals for Christ	Choir		Chess Club	Press Club
Spanish	Drama Club	Computer Science		BPA	FCCLAFTA
Debate	FCA	Criminal Justice		StuCo	National Honor Soc.

Eligibility: Extracurricular Activities, Clubs, and Organizations

Academic Requirements/Eligibility for Participation in an Extra-Curricular Activity:

A student in grades 9-12 may participate in extra-curricular activities on or off-campus at the beginning of the school year only if the student has earned the cumulative number of credits in state-approved courses indicated below.

1. Beginning of the ninth grade year - must have been promoted from the eighth grade to the ninth grade.
2. Beginning of the 10th grade year - must have earned at least 5 credits toward graduation.
3. Beginning of the 11th grade year - must have earned at least 10 credits toward graduation.
4. Beginning of the 12th grade year - must have earned at least 15 credits toward graduation.

A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) shall not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has:

1. Earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced,
2. Completed the three weeks of ineligibility.

A student must be passing all courses at the end of the first 6-week grading period in order to be eligible to participate in activities during the next 6-weeks of extra-curricular activities. If a student is ineligible, the student will be allowed to participate in practice but not in the contests. An ineligible student will have the opportunity to regain eligibility at the end of the three-week grading period.

Eligibility for Participation in School-Sponsored Trips:

In order for students to be eligible to participate in a school-sponsored trip requiring absence from the school campus, a student must be passing all courses of study at the time of the last (3 or 6 week) reporting period. When participating in school-sponsored activities that happen after school, the student must have been in attendance at least three (3) periods of the day of competition or must have obtained written approval from the principal or designee prior to the date on which the classes will be missed. Students with excessive absences may be prohibited from participating in trips during the school day.

Representation in School Activities, Clubs and Organizations:

In order to represent the school in any activity, students shall be expected to maintain eligibility requirements as designated by the UIL or activity guidelines.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

EARLY DISMISSALS AND CHECKOUT PROCEDURES

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal superintendent or designee has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must have parent/guardian contact the attendance office the morning of the pending dismissal.

For Appointments

A phone call (no note) from the parent indicating the time and reason for early release will permit the student to meet his appointment on time. An Early Dismissal slip will then be given the student to present to the teacher for release from the class at the designated time. To be counted present in a class, the student must be in attendance in that class for a minimum of 30 minutes. Admittance to classes the next day will be as in “Absentees” above. If a student wishes to leave campus or check out, he/she must have permission from a parent--the contact must be made through the attendance clerk. The student must present his Early Dismissal slip to the attendance secretary at the time designated on the slip when leaving for the appointment. Upon return the student will

bring documentation from his doctor that he has met his/her appointment. The student is to sign back in with the attendance secretary and obtain an admit slip.

Regardless of reason for exiting, entering and/or re-entering school during the day, the student must report to the attendance secretary for admission.

Appointments should be scheduled at times to avoid being absent from and/or tardy to classes.

For Illness

If it is necessary for a student to leave school during the day for illness the student must first check with the school nurse or designee. If the nurse feels it would be in the best interest of the child to leave campus, a phone contact must be initiated from the attendance secretary's phone with the parent or guardian. If contact is not possible, then contact will be made to the person indicated on the emergency care form. Readmittance the next day to missed classes will be the same as in "Absentees" above. Students must sign out at the attendance office before leaving.

EXEMPTION POLICY

Exemption Policy and incentives for attendance and grades will be distributed to students at the beginning of the school year.

Extra Credit

Work assigned above and beyond regularly assigned coursework for the purpose of 'extra-credit' shall be at the discretion of the classroom teacher.

Content of extra-credit work shall be consistent with curriculum requirements for that subject area

Extra-credit work must be completed within the grading period to which it is being awarded.

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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

FELONY ARREST

Students who have been arrested for a felony offense (in-school or out-of-school) must go before the Campus Review Committee to determine placement. See code of conduct for disciplinary options, which could result in an alternative education placement or expulsion.

FRIDAY REFOCUS PROGRAM

The *FRIDAY REFOCUS PROGRAM* serves as a discipline management option for high school administrators while allowing assigned students the opportunity to address academic needs in a structured setting.

The *FRIDAY REFOCUS PROGRAM* will begin the first day of the second six weeks grading period and will continue each Friday for the remainder of the school year with the exception of Fridays immediately prior to holidays.

Students assigned to the *FRIDAY REFOCUS PROGRAM* will be removed from class at the end of 7th period and escorted to a designated area. **Students will remain at school until 6:30 p.m.**

Refusal or Failure to Attend

As it is part of the student's assigned school day, truancy charges may be filed by the district for failure to attend. Persistent defiance regarding attendance may result in additional disciplinary action. (In School Suspension, etc)

FOOD AND DRINK

The presence of food and drink purchased off campus and brought onto the campus by students is a privilege. Such a privilege will only be retained provided that students individually and as a group continue to maintain a campus free from litter and spills and that adherence to the student code of conduct as associated to these items is consistently maintained. This privilege may be revoked for individual students or for the student body as a whole by the principal or designee if these standards are not maintained.

The presence of any food or drink in the classroom is at the discretion of the classroom teacher. Classroom teachers may prohibit drinks and food of specific type or packaging. Continued display or consumption of these items after being directed by the classroom teacher to store or dispose of them may be considered defiant behavior and result in disciplinary action.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the school board at least one month before the event. [For further information, see policies at FJ and GE.]

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 1000 feet of any district-owned or leased property or campus playground.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
17	Grade 12 (Senior)

To eliminate misunderstandings, the above classifications will govern class assignments and eligibility to attend all class functions.

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.

State law requires a student's score on an end-of-course (EOC) assessment to count as 15 percent of the student's final grade for the course.

Grading/Progress Reports to Parents

The grades the student earns shall be recorded in the teacher grade book. These grades shall be used in counseling students and parents and as a rationale for sending the progress report. Teachers shall keep on file an example of each test or exercise for which a grade is taken in order to document essential knowledge and skills coverage.

Mastery Tracking and Documentation

Minimum mastery level is a mastery of 70 percent of the essential knowledge and skills. A minimum course or subject-passing grade of 70 cannot be given until 70 percent of the Texas Education Knowledge and Skills are mastered.

Make-up Work

After each absence the teacher shall inform the student of work that was missed. It is the student's responsibility to schedule a make-up test just as it is his/her responsibility to

complete the make-up work after the absences, except for extenuating circumstances, such as prolonged illness. The principal must approve all extenuating circumstances. **Students shall have the same number of days to make up work, as they were absent.** Failure to do so shall result in a zero grade. A student may make up work on TEKS and other course requirements and earn a passing grade for the semester under extenuating circumstances that are approved by the principal. Students shall receive credit for satisfactory make-up work after an absence not caused by truancy, including absences as a result of suspension, but shall receive a zero for any assignment or test not made up within the allotted time. The following guidelines will apply:

1. Students may not make up work caused by truancy and will receive a zero for work missed.
2. Students shall receive credit for satisfactory make-up work after an un-excused absence. However, the highest grade for satisfactory make-up work shall be a grade of 70.
3. Grading of make-up work following an off-campus suspension shall be in accordance with board policy.

Teachers may assign additional work to assure students who have been absent have sufficient opportunity to master the TEKS or meet subject course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

Incomplete Grades

Incomplete grades must be removed as soon as possible, and it is the student's responsibility to complete all requirements for a permanent grade. Incomplete grades shall be removed within five school days after the grading period except for extenuating circumstances that have been approved in writing by the principal. If an incomplete grade is not removed within the five days allowed, the principal shall file the exception, in writing, with the Assistant Superintendent for Administrative Services. Students who have not completed required work prior to the end of the six weeks due to an excused absence shall not be given a failing grade. Instead, they will receive an "incomplete" and be allowed a reasonable time to complete the work. Students with an "incomplete" grade are ineligible to participate in extracurricular activities until the "I" is replaced with a passing grade, but they are entitled to the seven-day pre-suspension period (popularly known as the "seven-day grace period").

Progress Reports

1. Teachers are required to send unsatisfactory/failing reports no later than the first school day of the 4th, 5th, or 6th week of each six-week period if one of these conditions is present:
2. The student's grades are 75 or below.
3. The student is scoring above 75 but is working below his or her potential.
4. The student has had a significant drop (i.e. 5 to 10 points) in his or her grades.

Due to time constraints, a phone conference is appropriate for the 6th week report. Principals should help parents understand that failure to receive an unsatisfactory report does not guarantee a passing grade since a teacher cannot always foresee failing work that might occur at the end of the reporting period. Progress reports shall be sent home with the student. Teachers shall provide opportunities for conferences with parents.

Failing Grades

All grades earned by the student shall be recorded in the teacher's gradebook; however, if the six-weeks' grade average is below 50, a grade of 50 shall be recorded on the report card for the 1st, 2nd, 4th, and 5th six-week periods. Either a 50 or the true average may be recorded for the 3rd and 6th six-week period; this will be at the direction of the principal.

Changing Failing Grades

Each principal shall establish procedures for changing the six-week grades and incomplete grades. The only situation in which a student's originally recorded failing grade may be changed to passing and the student's extracurricular eligibility restored is as follows:

1. The mechanical error in averaging or recording the original grades.
2. The teacher's grading procedure violated either local policy or state rule, and the student would have received a passing grade if the correct procedure had been followed.

Report Cards/ Progress Reports and Conferences

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

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. [See policy EIA(LOCAL).]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

Grading Procedures

Numerical scores shall be used to indicate student progress in each subject.

The six-week grade shall be determined by the following:

50 percent ongoing evaluation and 50 percent periodic mastery.

There shall be a minimum of **eight** ongoing evaluation grades and a minimum of two periodic mastery grades.

The minimum number of grades for a three-week period shall be four ongoing evaluation grades and one periodic mastery grade.

Ongoing evaluation grades include, but are not limited to, daily grades, daily tests, pop tests, work sheets, oral reports, daily classwork, and other items of individual practice.

Periodic mastery grades include major (unit) tests, research papers, major projects, and major reports.

Long-term projects (six-week or semester assignments, such as research papers, special projects, and the like) shall be graded at various stages of completion rather than only given a grade for the final project.

Semester Grades

To determine semester grades, the average of the final grades for each of the three six-week periods shall count 80 percent and the semester exam shall count 20 percent. Each semester grade shall stand independently; semester grades shall not be averaged for a final grade. [See EIE]

Reteaching and Retesting

Students failing weekly or unit test covering the essential elements shall be re-taught and retested over those essential elements. A maximum grade of 70 shall be recorded for the retest. Reteaching may be achieved in tutorial sessions, individualized programs, review sessions and/or special remediation techniques. A retest must cover the same essential knowledge and skills and must be of the same difficulty as the original test.

GRADUATION

Commencement Exercises

The Commencement Exercise has been designed to afford the graduating Seniors, together with families and friends, an opportunity to attend an inspirational ceremony.

Participation in the Commencement Exercise indicates satisfactory completion of certain academic requirements and satisfactory conduct record. It culminates a period of time in one's life where a degree of self-discipline has been exercised by the student to prepare himself as an adult in the future. Involvement should be an occasion to be remembered throughout one's life.

The granting of a student's diploma or participation in graduation exercises may be withheld for committing any act of violence or any action that could reasonably result in a breach or disturbance of the peace, or committing any act unbecoming reasonable decency, immediately preceding, during or following graduation exercises.

The decision to participate or not to participate is made by the student and his parent or guardian. Both the parent and student must sign a contract. A student must have 24 credits in the prescribed courses and have passed all sections of the Exit Level TAKS Exam to participate in Commencement Exercises.

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grades 10 and 11 during the 2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished

Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

All students must meet the following credit and course requirements for graduation under the programs listed:

All students must meet the following credit and course requirements for graduation under the programs listed: Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2 or 3	4	4
Social Studies	2.5 or 3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English	2	3	
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Locally required courses	__ credit in _____ __ credit in _____	__ credit in _____ __ credit in _____	__ credit in _____ __ credit in _____
Electives	7.5 credits (prior to 2010–2011) 6.5 credits (2010–2011 and thereafter)	5.5 credits	4.5 credits
Miscellaneous		Completion of 4 Measures	Advanced
TOTAL	22 credits	26 credits	26 credits

*A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

Advanced measures required for Distinguished Achievement Program

*A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
 5. A score of three or above on an Advanced Placement (AP) exam;
 6. A score of four or above on an International Baccalaureate (IB) exam; or
 7. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended

scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.

3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Summer School - Night School- Correspondence Classes

Bridge City High School has a comprehensive academic program. Correspondence, night classes, and summer classes that are offered outside Bridge City ISD's standard programs are not encouraged. Students *are* encouraged to pursue credit advancement opportunities in courses offered through BCISD's "June Mini-Session". A student will not be permitted to take any of the required courses for graduation through outside programs, prior to having taken and failed the courses, or unless prior approval has been given by the principal.

Credit recovery opportunities for students who have taken and failed certain courses will be made available through various means. In order to receive a diploma from Bridge City High School, students will be allowed to make up only two required courses (credits) and two credits of electives for a combined total of four (4) credits by correspondence, night, or summer school, unless otherwise approved by the principal. Summer school credit recovery courses, correspondence courses, night school, etc count as credit toward graduation, but no grade points will be given. Only those courses taken as a part of the regular school program and credit advancement courses taken during BCISD's "Mini-Session" will be counted in determining rank in class and other honors.

The Bridge City Independent School District may operate a state approved summer program in Grades 5, 6, 7, 8, 9, 10, and 11.

Certificates of Coursework Completion

A certificate of coursework completion **will not** be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules. [See FMH(LEGAL)]

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **STANDARDIZED TESTING** for additional information.] If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

Graduation Activities

Graduation activities will include:

- Baccalaureate
- Commencement
- Project Graduation (Sponsored and hosted by the parents of the senior class.)

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior

picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

State Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the counselor for information about other scholarships and grants available to students.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students are graduating and who hold one of the following positions of honor based on neutral criteria shall be eligible to use the limited public forum: student council officers, class officers of the graduating class, or the two highest academically ranked graduates will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the valedictorian and salutatorian may also have speaking roles at the graduation ceremony. [See FNA(LOCAL).]

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 23.]

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

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.

In response to Education Code 38.0025, TEA requires all school districts to publish the prescribed information regarding bacterial meningitis in the Student Handbook. The law, which requires the information to be provided to all students and parents every year, allows a different method of publication only if the district obtains permission from TEA.

A Spanish version of this prescribed notice is available on TEA's Web site at:
<http://www.tea.state.tx.us/taa/comm020802esp.doc>

■ What are the symptoms?

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

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

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

■ How serious is bacterial meningitis?

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

■ How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply

breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

■ How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

■ Where can you get more information?

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

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.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 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 campus principal or designee to obtain the results of his or her child's physical fitness assessment conducted during the school year.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held 3 meetings. Additional information regarding the district's School Health Advisory Council is available from the nurse at 735-1620. [See also policies at BDF and EHAA.]

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. See policies at BDF and EHAA.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines contact the Food Service Director at 735-1507. [See policies at CO and FFA.]

Tobacco Prohibited

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

Asbestos Management Plan

The district 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 John Scales, the district's designated asbestos coordinator, at 735-1580.

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 John Scales, the district's IPM coordinator at 735-1580.

VISITORS TO THE SCHOOL

General Visitors

Parents and others with official business 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 principal's office.

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

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

Visitors Participating in Special Programs for Students

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Gina Mannino, at 735-1521.

HOMEWORK

Homework serves an important purpose in a student's educational development. It is a means of reviewing and reinforcing the lessons taught in school. Also, homework is a means of developing work and study habits that are essential for success in educational endeavors.

The classroom teacher has the best opportunity to judge the amount and kind of homework assigned to students. The teacher must take the responsibility for making students understand the importance, purpose, value, and procedure of any work assigned to be completed outside of class. Each assignment should have a clear, legitimate educational goal.

Students are required to complete homework assignments on time. Homework is checked or graded and grades may be recorded for tracking ongoing and periodic mastery of the essential elements. Failure to complete assigned work will result in consequences as outlined in the classroom teacher's discipline management plan and in the evaluation of work and study habits recorded on report cards.

IMMUNIZATION

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

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

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

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-L, as mentioned at Standardized Testing, below, may be administered to a LEP student. 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 these decisions.

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at 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.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district's medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Bridge City ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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 gender:

Name: Gina Mannino

Position: Assistant Superintendent for Administrative Services

Address: 1031 West Roundbunch, Bridge City, TX 77611

Telephone: (409) 735-1503

ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Name: Kristy Honeycutt

Position: Special Education Director

Address: 1031 West Roundbunch, Bridge City, TX 77611

Telephone: (409) 735-1550

Psychotropic Drugs

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

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

mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

PARKING PERMITS AND PARKING LOT REGULATIONS

All student and staff automobiles and motor vehicles must have a parking permit to park on campus. All parking will be assigned. To park in the senior parking lot the student must be a senior and have purchased a senior parking tag (\$20.00). All other students will be assigned parking spots after purchasing a tag (\$20.00). An automobile that does not have a parking permit will be subject to a paying a fine. Students parking on campus must register their vehicle, must have proof of liability insurance, and must have a valid Texas driver's license. These permits may be obtained in the assistant principal's office. Illegal use of the parking permit (selling, trading, etc.) can result in disciplinary action. If a vehicle is illegally parked or driven in an unsafe manner, a fine will be assessed at the following rates: 1st offense - \$5, 2nd offense - \$10, and 3rd offense - \$20. In specific situations, as determined by the assistant principal, students may lose parking privileges or may be charged a fine. All students that park on the campus must have the permit visible.

Illegally parked vehicles are subject to towing.

Motorcycles and bicycles are to be parked in front of the building in the designated parking area. Students are not to return to these parking lots until school is dismissed for the day. Any student found in these areas without permission from the administration will be subject to disciplinary action. Students are not to sit in cars after arriving at school.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his or her vehicle and will make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his or her car and will be subject to disciplinary action by the District, as well as criminal prosecution. The school is not responsible for the loss or damage to vehicles parked on the campus.

PASSES: HALL PASSES, PARKING LOT PASSES AND BUILDING PASSES

Students must have a pass that has the following information: student's name, teacher's signature, date, and the time recorded; when in the hall during class time. Students must have administrative approval to enter the parking lots during the school day. Students who enter the library during class must have either the teacher accompanying them or have an appropriate pass. Students entering the building during lunch must have a pass from a teacher to proceed to that teacher's classroom.

Use of Hallways During Class Time

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

PERSONAL PROPERTY

The Bridge City ISD and Bridge City High School will not be responsible for the loss or damage to personal property. Students are encouraged to keep personal property away from the campus. If student's personal property becomes a distraction or disruption to classroom or campus disorder, it will be confiscated.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 6-12, promotion is based on credits earned.

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 Texas school on any day between January 1 and the date of the first administration of the STAAR.*

* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended

for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

SAFETY

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

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

- In order to provide adequate supervision and ensure the safety of our students, we expect students and parents to follow the school's pick up and drop off procedures and students are required to remain in designated areas while on campus.

Accident Insurance

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

Emergency Drills

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. The campus will conduct drills according to the district's Emergency Operation Plan.

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 need to rely on 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

Please check KOGT.com or any local news outlet.

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

SAT, ACT, AND OTHER STANDARDIZED TESTS

See Standardized Testing on Page 59

SCHOOL FACILITIES

Use by Students Before and After School

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

The following areas are open to students before school, beginning at 7:30 a.m.

- Cafeteria
- Library with permission

- Teacher's classrooms with pass

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

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

Student Aides

In order to be approved as an aide, student must be classified as a senior and have at least 17 credits. A student will be given a numerical grade and grade points. However, NO CREDIT may be earned toward graduation. A student may apply through the counselor's office and must be approved by the principal.

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. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Mrs. Joubert, 735-1507, to apply.

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Monday – Friday from 7:45 – 3:45
- Library hours may be extended by the librarian.
- The library is available during a student's lunch time.
- The Librarian will charge 25 cents a school day for each day a book is overdue.
- The Librarian will charge the replacement cost of a book that has been damaged or lost.

Meetings of Noncurriculum-Related Groups

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

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.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when

students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Metal Detectors

[For further information, see policy FNF(LOCAL).]

RANDOM DRUG-TESTING

[For further information, see policy FNF(LOCAL).]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Counselor's office.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the

2011–2012 school year only, this requirement will be waived. See **Promotion and Retention** on page 55 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student’s Language Proficiency Assessment Committee (LPAC).

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

Also see **Graduation** on page 40 for more information.

THEA (Texas Higher Education Assessment)

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uil texas.org/health/steroid-information>.

STUDENT CONDUCT

Conduct by student either in or out of class, which for any reason - whether because of time, place, or manner of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited.

Students who participate in any prohibited activities described above are subject to disciplinary action depending upon the severity of the violation and as defined in the Discipline Management Plan.

Students at Bridge City High School are expected to be responsible for their own actions and therefore will be held accountable for following rules and procedures as established. Violation on campus or off campus at school- sponsored activities may consist of insubordination; disorderly conduct; vicious conduct; persistent violation of rules and regulations; disruptive activity; truancy; improper attire and grooming; use or possession of tobacco; use, possession or transmission of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicants; possession of fireworks, firearms, and other violations of school policy and state law.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact George Navarro, who has been designated as the district's liaison for children in the conservatorship of the state, at 735-1607 with any questions.

STUDENT SPEAKERS

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

1. High school varsity home football games; and
2. Any other high school athletic event, high school assembly, or other high school event at which a student publicly speaks, as defined by board policy FNA(LOCAL) or designated by the superintendent or designee.

Students are eligible to introduce these events if they:

1. Are in the highest two grade levels of school
2. Volunteer, and
3. Are not in a disciplinary placement at the time of the speaking event.

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

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

[See FNA(LOCAL)]

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:

- www.texasuicideprevention.org
- <http://www.dshs.state.tx.us/mhservices-search/>

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

See **Standardized Testing** on page59

TARDINESS

No Tolerance Policy

A student is considered tardy if the student is not in their seat when the tardy bell sounds. Teachers will record this tardiness in their grade book. Tardies will count against exemptions.

Three tardies (excused or un-excused) count as one absence for the attendance policy and exemption policy purposes. Student health problems are the only documented reasons for excusing a tardy; all other reasons must be cleared through the assistant principal. After the eighth excused tardy per semester, the student must have a doctor's note to excuse the tardy. Exceptions are made through the school nurse.

When the tardy bell sounds, the teacher will close the door. For a student to enter the classroom, the student must have a tardy slip from the office. If the tardy is un-excused, the student will be assigned to detention in the afternoon or in the morning. Excessive tardies could result in the student's assignment in the In-School Suspension Center (ISS).

Tardies caused or permitted by another teacher count against the student unless the teacher notifies the students' next period teacher.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 735-1583.

Bus Discipline

When imposing bus discipline, District personnel shall adhere to the following guidelines:

Discipline shall be administered by an Administrator or Principal designee

When necessary to protect the students, school employees or property and maintain essential order and discipline.

Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case.

Factors to consider shall include: Seriousness of the offense;

Student's age;

Frequency of misconduct;

Student's attitude;

The potential effect of the misconduct on the school environment;

Requirements of Chapter 37 of the Education Code; and

The Bridge City ISD Code of Conduct adopted by the board of trustees.

See Student Code of Conduct for additional 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/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

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

COLLEGE AND CAREER NIGHT - CAREER REPRESENTATIVES

Orange County students and parents have an opportunity to participate in a special one-night program involving representatives from a number of colleges and work areas. This usually occurs the third Monday in January of each year. Throughout the school year, representatives will be available during the school day for personal contact with students.

WITHDRAWING FROM SCHOOL

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

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

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

GLOSSARY

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

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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

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

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

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

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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

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

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

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

Personal Graduation Plan (PGP) is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

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

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

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

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

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

APPENDIX
Acknowledgment Form—Amendment

My child and I have received a copy of the *Bridge City High School Student Handbook* Amendment # _____ dated _____.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____