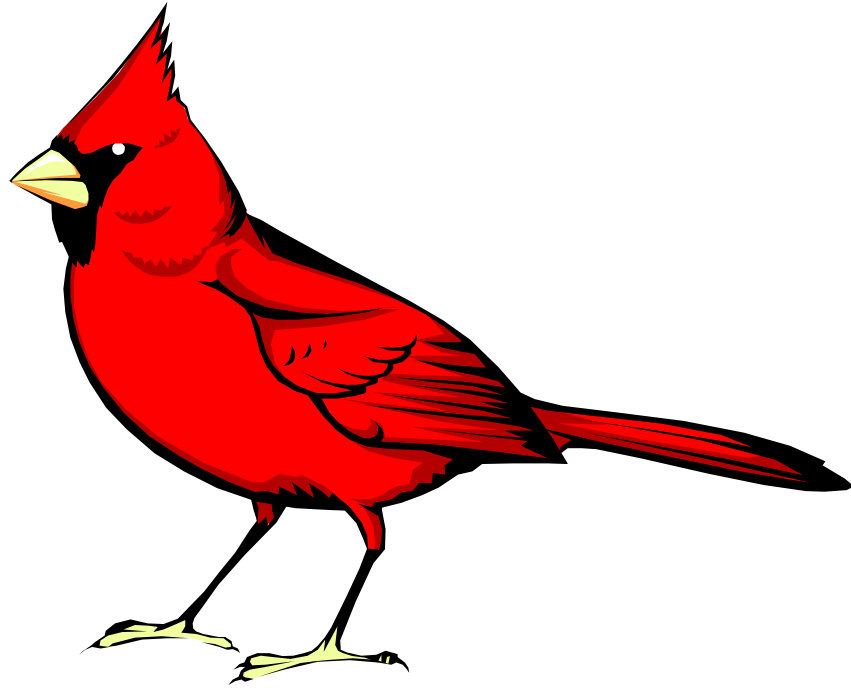


# BRIDGE CITY INTERMEDIATE

**Learning for all...No excuses!**



Student Handbook

2009-2010



# BRIDGE CITY ISD CALENDAR

## 2009-2010



### JULY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

### AUGUST

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    | 6  |

### SEPTEMBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    | 21 |

### OCTOBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### NOVEMBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    | 16 |

### DECEMBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## LEGEND

- ▲ Teacher Staff Dev./Workday
  - Holiday
  - New Teacher Training (Aug.)
  - ▶ First and Last School Day
  - Report Card Dates
  - Early Dismissal Days  
November 20, December 18,  
January 15, March 5, April 1
- PK-5 (1:30); Gr's 6-12 (2:00)

## TESTING DATES

**TAKE EXIT**

10/20, 3/3, 4/27, 7/13 (ELA)  
10/21, 3/4, 4/28, 7/14 (M)  
10/22, 3/5, 4/29, 7/15 (SCI)  
10/23, 3/1, 4/30, 7/16 (SS)

**SPRING TAKS**

Grades 4 & 7-March 3 (W)  
Grades 3, 5, 8, 9-March 3 (R)  
Grade 10-March 3 (ELA)  
Grade 10-March 5 (ELA) make-up  
Grades 5, 8-April 6 (M)  
Grades 3, 4, 6, 7, 10-April 27 (M)  
Grades 4, 6, 7-April 28 (R)  
Grades 5, 8, 10-April 29 (SCI)  
Grade 9-April 30 (M)  
Grades 8, 10-April 30 (SS)  
Grades 5, 8 - April 5 LAT (M)  
Gr's 3, 4, 6, 7, 10-Apr.26 LAT(M)  
Gr's 3-8-April 27 LAT( R )  
Gr's 5, 8, 10-April 30 LAT (SCI)  
Grade 10-April 27 LAT(ELA)

**RETESTS**

Grades 3, 5, 8-April 28; June 30 (R)  
Grades 5, 8-May 18; June 29 (M)

## NON SCHOOL DAYS

Sept. 7; Nov. 23-27  
Dec. 21-Jan. 1; Jan. 18  
March 8 -12  
April 2; May 28; May 31

## INSERVICE/WORK DAYS

Aug. 10 & 11  
New Teacher Orientation  
Inservice/Workdays  
Aug. 12, 13, 14, 17,18, 19, 20, 21  
Jan. 18; May 28, June 1

## SIX-WEEK DATES

|                      |          |
|----------------------|----------|
| Aug. 24-Oct. 2       | 29 days  |
| Oct. 5 -Nov. 13      | 30 days  |
| Nov. 16 - Jan. 15    | 30 days  |
| Jan. 19 - Feb. 26    | 29 days  |
| March 1 - April 16   | 29 days  |
| April 19 - May 27    | 29 days  |
| Semester 1 - 89 days |          |
| Semester 2 - 87 days |          |
|                      | 176 days |

## REPORT CARD DATES

10/8; 11/18; 1/21;  
3/4; 4/22; 5/27 (PK-5)  
6/1 (Gr's 6-12 mailed)

## SCHOOL BOARD MEETINGS

|          |          |
|----------|----------|
| July 20  | Jan. 18  |
| Aug. 17  | Feb. 15  |
| Sept. 21 | March 15 |
| Oct. 19  | April 19 |
| Nov. 16  | May 17   |
| Dec. 14  | June 21  |

### JANUARY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    | 19 |

### FEBRUARY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    | 20 |

### MARCH

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    | 18 |

### APRIL

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 21 |

### MAY

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    | 19 |

### JUNE

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

Bad Weather Days- January 18, 2010, May 28, 2010

Adopted: February 23, 2009

# **BRIDGE CITY INDEPENDENT SCHOOL DISTRICT**

## **PHILOSOPHY**

We believe that the Bridge City Independent School District is an agency of our democratic society, which, in cooperation with the home, the church, and the community, provides wholesome learning experiences for all students in the district. Certified, ethical, competent, and effective administrators and teachers are regarded as essential factors in the District's capacity for providing a quality educational opportunity for all students. The Bridge City School District should help each student to develop personal knowledge, skills, and competence to maximum capacity and to learn behavior patterns which will make each responsible member of society. All students shall have the opportunity to acquire the elements of a quality educational program.

## **MISSION STATEMENT**

A Team Effort in Building Educational Success!

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Bridge City Independent School District recognizes the inherent right of the privacy of students in the district. The district has adopted policies which meet all requirements of the Family Education Rights, and Privacy Acts of 1974 State and Federal Open Record Laws. A form is sent home with each student providing detailed information and space for parent responses and requests.

## **POLICIES OF THE BRIDGE CITY INDEPENDENT SCHOOL DISTRICT**

Every school in the district operates in compliance with policies set by the Board of Trustees. The official policies of the school district are found at the following web site:

[www.tasb.org/policy/pol.private/18901](http://www.tasb.org/policy/pol.private/18901)

## **MEMBERS OF THE BOARD OF TRUSTEES**

|                |                     |
|----------------|---------------------|
| Kirk Ellender  | President           |
| Jerry McGinnis | Vice President      |
| Thad Hill      | Secretary           |
| Lon Hubbard    | Assistant Secretary |
| Mark Anderson  | Member              |
| Thad Hill      | Member              |
| Tom Orozco     | Member              |

## BRIDGE CITY INTERMEDIATE GENERAL INFORMATION

**Classes begin at 7:50 a.m.** (Students should not be dropped off before 7:15 a.m.)

**School dismissal is 3:00 p.m.**

The following is necessary to enroll a child in Bridge City Independent Schools:

- Certified birth certificate
- Current immunization/health records
- Social security card
- Prior report card from previous school
- Withdraw papers from previous school is enrolling during the school year
- Proof of residency in Bridge City ISD attendance zone

District and Campus personnel that may assist in answering questions or in providing pertinent information:

|  |                    |          |
|--|--------------------|----------|
| Intermediate School Principal              | Tara Fountain      | 792-8800 |
| Intermediate Asst. Principal               | Amanda Hoffman     | 792-8800 |
| Principal's Secretary                      | Tami Guidry        | 792-8821 |
| Attendance Clerk                           | Belinda Norman     | 792-8822 |
| Receptionist                               | Deedra Black       | 792-8825 |
| Counselor                                  | Nancy Chenella     | 792-8824 |
| Nurse                                      | Misty Butler       | 792-8828 |
| Transportation                             | Monica Reese       | 735-1630 |
| Cafeteria                                  | Lou Morton         | 792-8828 |
| BCISD Superintendent                       | Dr. Jamey Harrison | 735-1602 |
| Asst. Supt., Title IX Coordinator          | Joe Chenella       | 735-1603 |
| Exec. Director of Curriculum & Instruction | Gina Mannino       | 735-1657 |

### IMPORTANT WEBSITES

**Bridge City ISD**     [www.bridgcityisd.net](http://www.bridgcityisd.net)

**BCISD Board Policy**     [www.tasb.org/policy/pol/private/181901](http://www.tasb.org/policy/pol/private/181901)

## **BRIDGE CITY INTERMEDIATE SCHOOL MISSION STATEMENT**

We; the student; parents; and faculty of  
Bridge City Intermediate School believe that  
Our mission carries the following implications:

Bridge City Intermediate School will be characterized by strong instructional leadership and professionalism. The staff will be committed to *“Learning for all...No Excuses!”* Continued growth in students’ academic achievement and self-improvement will be a top priority. The Intermediate School will maintain a safe and orderly environment. Open communication between the home and the school will be established to promote parent involvement for student success.

WE, the staff at Bridge City Intermediate School; believe students will share in responsibility for learning and behavior and will work according to their level of ability. Daily attendance is expected for all students. Students will respect and will cooperate with peers and adults and will assume responsibility for obeying school/class rules.

WE, at Bridge City Intermediate School, are responsible for understanding and guiding the Intermediate student, maintaining a positive and effective learning environment and providing a challenging curriculum.

### **BRIDGE CITY INTERMEDIATE SCHOOL MOTTO**

Learning for all...No Excuses!!

# Bridge City Intermediate School

## Learning for all... No Excuses!

To Students and Parents:

Welcome to the 2009-2010 school year at Bridge City Intermediate! We want this year to provide many interesting learning experiences for each child. For this to happen we must work together: students, parents, and school staff. The *Bridge City Intermediate Student Handbook* contains information that you are likely to need during the school year. Please keep it in a handy place for future reference. Both students and parents need to be familiar with the *Bridge City Independent School District Code of Conduct*. The Student Code of Conduct is required by state law and is intended to promote school safety and a positive atmosphere for learning. It addresses inappropriate behavior and consequences for not adhering to school rules. Please note that references may be made in this handbook to alphabetical policy codes. Bridge City ISD policy may be found at the following website:

[www.tasb.org/policy/pol/private/181901](http://www.tasb.org/policy/pol/private/181901)

Our goal is for each BCI student to achieve at his/her potential in a safe, orderly environment. We emphasize the importance of teamwork so efforts at home and at school are coordinated as a means to generate success in learning. The BCI teaching staff has been encouraged to keep you informed of classroom procedures and academic progress.

We trust this year will be filled with enjoyable experiences for students and parents.

Learning for all...No Excuses!!!

Bridge City Intermediate Staff

My child and I have received a copy of the Bridge City Intermediate Student Handbook and the *Student Code of Conduct* for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Printed name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

\*\*Can student receive corporal punishment? \_\_\_\_\_

*Please sign and date this page, remove it from the handbook, and return it to the student's school.*

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

State law requires the district to give you the following 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 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.

As listed in FL (LOCAL), 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.

The privacy form will be sent home on the first day of school. Please complete and return to your child's teacher.

## **NOTICES TO PARENTS**

### **Statement of Nondiscrimination**

In its efforts to promote nondiscrimination, Bridge City ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Joe Chenella, Assistant Superintendent, 1031 West Roundbunch Road, Bridge City, TX 77611, 409-735-1603.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Special Ed. Director, 1031 West Roundbunch Road, Bridge City, TX 77611, 409-735-1628.
- All other concerns regarding discrimination: See the superintendent Dr. Jamey Harrison, Superintendent, 1031 West Roundbunch Road, Bridge City, TX 77611, 409-735-1602.

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the front office. If you have any questions, please contact John Scales at 409-735-1601.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact John Scales at 409-735-1601.

### **Additional Notices**

Other important notices in the Student Handbook cover the following topics:

- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Homeless students; and
- School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

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# PREFACE

To Students and Parents:

Welcome to school year 2009–2010! 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 Bridge City Intermediate 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—REQUIRED NOTICES AND INFORMATION FOR PARENTS**—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—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 ISD *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 to this handbook and posted on our district website or available in the school 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 and other communications.

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the Student Handbook, the provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board 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 Tara Fountain, Principal or Amanda Hoffman, Assistant Principal at 409-792-8800.

Also, please complete and return to your child's campus the following required forms provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form / Privacy Form;
3. Handbook Receipt
4. Student Code of Conduct Receipt
5. Emergency Care Form
6. Data Form
7. Family Survey
8. **3<sup>rd</sup> grade only** – Technology Use Form

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 in the school office or online at [www.bridgcityisd.net](http://www.bridgcityisd.net).

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

This section of the Bridge City Intermediate Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, Bridge City ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Joe Chenella, Assistant Superintendent, 1031 West Roundbunch Road Bridge City, TX 77611, 409-735-1603.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Special Ed. Director, 1031 West Roundbunch Road Bridge City, TX 77611, 409-735-1628.
- All other concerns regarding discrimination: See the superintendent Dr. Jamie Harrison, 1031 West Roundbunch Road, Bridge City, TX 77611, 409-735-1602

### ***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, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 409-792-8800 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 the PTA president].
- Participating in campus parent organizations including PTA.
- 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 Tara Fountain, principal.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA].
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]
- Adhere to school times when bringing students to school or picking them up after school. Students should not be dropped off before 7:15 a.m. and should be picked up promptly at 3:00 p.m.

## ***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. [For further information, see policy EF(LEGAL).]

### **“Opting Out” of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### **Displaying a Student’s Artwork and Projects**

As a parent, you have a right to provide consent before the district can display your child’s artwork, special projects, photographs taken by your child, 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.

### **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.

## **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO (LEGAL) and the *Student Code of Conduct*.]

## **Requesting Transfers for Your Child**

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 Principal 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 Assistant Superintendent 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 FDD(LOCAL).]
- 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 policies FDD(LEGAL) and (LOCAL).]

## **Requesting Classroom Assignment for Multiple Birth Siblings**

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

## ***OTHER IMPORTANT INFORMATION FOR PARENTS***

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Special Programs and contact the Special Education Director at 409-792-1628.

### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on

Response to Intervention. The implementation of Response to Intervention 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Special Education Director, at 409-735-1628.

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. [See policy FDB(LOCAL).]

## **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs may be contacted at 409-792-8800.

## **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. 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 or is emancipated by a court, 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.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “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; or investigating or evaluating

programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.

- Various governmental agencies.
- 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 subsequently enrolls.

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 West Roundbunch Road, Bridge City, TX 77611.

The address of the principal's office is: 1029 West Roundbunch Road, Bridge City, TX 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. A request to correct a student's record should be submitted to the Principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL).

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office or at [www.bridgcityisd.net](http://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” included in the forms packet.]

**Directory Information for School-Sponsored Purposes**

The district often needs to use student information for school-sponsored purposes.

For these specific school-sponsored purposes, the district would like to use your child's information for school-sponsored purposes in your FL(LOCAL). This information will not be released to the public without the consent of the parent or eligible student.

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 above.

**Bacterial Meningitis**

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

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

## **SECTION II: 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 has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school at 409-792-8800.

### ***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 test.

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) assigned by a grade placement committee and basic skills for ninth graders; 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.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

### **Parent's Note After An Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note

signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Attendance is taken at 9:30 a.m. When a student must be absent from school, the student – upon returning to school – must bring a note, signed by the parent with the following information:

Student's name            Date of absence            Reason for absence

The school's attendance personnel should be notified by telephone by 9:00 a.m. on the morning of a student absence at 792-8822. Parents will be notified by letter after 5 and 8 absences.

### **Doctor's Note After An Absence for Illness**

Upon return to school, a student absent because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

## **ACADEMIC PROGRAMS**

Students at Bridge City Intermediate may be served in several special programs. The following are available for qualifying students:

- Plus Program (Gifted/Talented)
- English as a Second Language/Bilingual Education (ESL)
- Title 1 • Remedial reading, remedial math
- Content Mastery (additional academic assistance)
- Special Education - speech, life skills, resource (for reading, language arts, math), adaptive PE, occupational therapy, physical therapy a
- 504 Services
- Dyslexia Program

### **ACCELERATED READING PROGRAM (AR)**

Students at BCI are encouraged to read. Research emphasizes the importance of reading to build comprehension skills and to develop vocabulary which affects the success students have in all academic areas. All reading teachers use the Accelerated Reading (AR) program as a supplement to their basic instruction of reading Texas Essential Knowledge and Skills (TEKS) which is the mandated curriculum of the state of Texas. Third graders begin using AR after the first semester, and the use of the program continues through fourth and fifth grades.

Every student is given a pre-test to determine their comfortable, independent reading level. Students are then assigned a "color" level directly correlated to their reading level. Books in the school library and in classroom libraries are color coded to match these levels. Every book also has a numerical value assigned to it. Students are required to read for each six-weeks a specified number of "points" directly associated with grade-level and reading level. Additionally, after completing a book the students take a comprehension test from the AR computer program to ascertain their comprehension of the book. Credit is given and points awarded if the student makes a 60 or better on the

comprehension test, although a minimum of 85% comprehension score is expected to promote reading growth.

Students receive two daily grades for their effort in AR for each six-week period. The AR program calculates a point grade by taking the number of points earned and dividing it by the students individual point goal. Ex. If student goal is 8 points, students earned 4,  $4/8=50\%$ . A grade of 50 is given. Also, the AR computer program averages all comprehension tests taken on the books read and gives the student an average for all the books read during the six-week period. That score is recorded as a daily grade.

Assistance from parents in reminding students of their responsibility with the AR Program is essential for students to experience success. It is recommended that all students read AR books about 20 minutes daily to meet the quota of points necessary for passing grades.

**Special Note:** Two zeroes during a six-week period can totally devastate a reading average. If students do not read during a six-week period and do not take comprehension tests they will have two zeroes recorded as daily grades. **In addition, AR scores may effect six week reward party participation.**

### **Options and Requirements for Providing Assistance to Students Having Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services, This system links students to a variety of support options, including referral for a special education evaluation- Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services, Within a reasonable amount of time, the district must decide if the evaluation is needed, If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must 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 a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards ~ Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Director of Special Education Phone Number: 735-1628

Or

Bridge City Intermediate Principal  
Phone Number: 792-8800

## **AWARDS DAY**

At the end of each school year an awards assembly is held for each grade level. Academic, citizenship, perfect attendance and various other awards are presented to students for achievements and effort during the school year. Parents will be notified of the date and time so plans can be made to attend.

## **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

## **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. Complaints must be handled in accordance with the districts compliant policy. You must first meet with your child's teacher before addressing concerns with administration.

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 or at [www.bridgcityisd.net](http://www.bridgcityisd.net)

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.

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **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.

BCI students are expected to follow rules and regulations of the *Bridge City ISD Student Code of Conduct*. In order to promote a safe learning environment conducive to learning, students shall adhere to the following discipline management procedures:

#### Discipline Procedures During a Six-Week Period:

- |                            |   |
|----------------------------|---|
| 1 <sup>st</sup> Infraction | Student signs classroom conduct book.   |
| 2 <sup>nd</sup> Infraction | Student signs classroom conduct book.<br>Parent contacted by teacher.   |
| 3 <sup>rd</sup> Infraction | Students signs classroom conduct book.<br>Parent contacted by teacher or administrator.<br>Students assigned to after school detention.                     |
| 4 <sup>th</sup> Infraction | Student signs classroom conduct book.<br>Student referred to the office.<br>Administrator assigns consequence.<br>Parent contacted by school administrator. |

All infractions after the third offense are automatic office referrals.

#### Severe Clause:

- Any student committing a major offense as outlined by the *Bridge City ISD Student Code of Conduct* will be referred to the office. (These infractions include but are not limited to fighting, profanity, harassment, major disrespect to staff, threats, etc.)

Some of the disciplinary options available to the administrative staff are as follows:

- After school detention (ASD)
- Campus community service
- 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.
- Campus In-School Suspension (ISS) ~ student isolated from student body from 1 to 10 days
- At-Home Suspension - 1 to 3 days
- Alternative Learning Center (ALC)

**Fighting** as defined by the *Bridge City ISD Student Code of Conduct* is a serious offense. The following consequences shall be administered for fighting during a given school year:

- 1<sup>st</sup> Fight      One day suspension and 2 days ISS
- 2<sup>nd</sup> Fight      3 day suspension
- 3<sup>rd</sup> Fight      up to 10 days ALC assignment

**ISS:** Students assigned to ISS will adhere to the following guidelines:

- Take all supplies (paper, pencils, etc.) to the ISS room.
- Engage in academic work at all times by completing daily assignments provided by teachers. Read AR or library books. Complete additional work given by ISS instructor. ISS assignments will not be completed at home.
- Raise hand to gain permission to speak or to leave the work area.
- Leave the learning environment of others undisturbed by refraining from loud or unnecessary noises or talking.
- Show respect for adults and peers.
- Comply with the school dress code.
- Keep all parts of the assigned work and school property in the ISS room free from defacement
- Follow all other school or ISS regulations.

Students who are absent from school while assigned to ISS will complete their ISS assignment upon their return. An absence does not count toward the total number of days assigned to In-School Suspension. Students must be in attendance in ISS in order to receive credit for the day.

Students in ISS will not be allowed to participate in school assemblies or parties/activities. They may attend counseling sessions individually or in the ISS group with the school counselor. Lunch will be delivered to the ISS room and students will not have the privilege of eating with peers in the cafeteria. All ISS students will remain isolated from the general student body as much as possible until they serve their ISS assignment.

Students who misbehave in ISS and/or do not follow the above guidelines will be removed from ISS and sent to at-home suspension. Days may also be added to the ISS assignment.

**Threats** made toward another student or adult will not be tolerated. All threats must be reported to the district police officer to be investigated. A threat made against a student or adult will result in discipline action at the campus administrator's discretion. Repeat offenses of the same nature will receive escalating disciplinary action

**Refer to the *Bridge City ISD Student Code of Conduct* for detailed explanations of discipline offenses and consequences.**

## **Disruptions**

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.

## **Radios, CD Players, Other Electronic Devices and Games, and Cell Phones**

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The parent will need to pick up the items from the front office between 7:30 a.m. and 4:00 p.m.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

## **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 will 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.

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

## ***COUNSELING***

### **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. Appointments will be made upon request.

### **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.

[For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

## ***DISCRIMINATION, HARASSMENT, AND RETALIATION***

The district believes that all students learn best in an environment free from dating violence, discrimination, 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.

### **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 it 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.

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 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 of a student occurs 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.

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.

## **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 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).

## ***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, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school yearbook is 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.

The principal has designated foyer as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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 policies 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 Superintendent for prior review. The Superintendent 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 and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Students enrolled in the Bridge City Schools are prohibited from wearing attire that may cause danger to their health and safety; that may cause an interference with class work, or that may create classroom or school disorder
- Wearing of buttons or insignias to express a point of view will not be permitted. (Example: buttons endorsing a political candidate.) The wearing of clothing with vulgar, satanic, distasteful, suggestive, gang or violent markings will not be permitted. Clothing that advertises alcohol, nightclubs, tobacco, or drugs are prohibited.
- Clothing with holes, rips, or slits that are above the knee or that expose body parts are not allowed. Frayed ends will not be permitted. The front or back midriff shall not be exposed. The length of blouses and shirts must be long enough when arms are raised in a horizontal position to cover to mid-drift and the top part of pants or shorts. Clothing worn as the top layer must adhere to the length policy. No bicycle shorts will be permitted unless they are covered with outer garments of appropriate length.
- Appropriate undergarments must be worn but not visible.
- Appropriate footwear is required. Cleats or wheeled shoes are not appropriate for school. Shoes such as house shoes, or shower/water shoes, that create a safety hazard, are not allowed. Shoes of any style secured only by straps connected between the toes are permitted, however they are not recommended for the school setting. Additionally, all intermediate students have P.E. classes daily. There is a limited amount of time to change footwear; thus, tennis shoes or shoes appropriate for exercise and play are recommended.
- The wearing of visible rings and studs in body parts other than the ears are not permitted. For health and safety reasons, earrings should be small in size and short in length. Also, students are limited to three earrings, studs, or ear cuffs to each ear.
- The use of unusual color on hair and/or disruptive hairstyles, as determined by campus administrators, are not allowed. Hats, caps, or distracting headgear will not be worn in the

building. Students are not permitted to come to school with their hair up in pins or curlers, and hair shall be kept out of the eyes.

- Shorts should be appropriate in length. Hems should fall below fingertips when arms are held straight down to one's side. Shorts and pants should be properly hemmed. Frayed ends will not be permitted. Pants and shorts should be secured at the waist. Sweatpants may be worn if they are neat and appropriate. Unusually large pants and shorts are not acceptable. Pants may not extend past the top of the soles of shoes. The crotch of pants and shorts must not extend below the mid-thigh area. Undersized pants and shorts are not permitted. Biking or athletic (spandex) clothing must be covered with appropriate clothing.
- Tattoos shall be covered by clothing. Face painting/spirit tattoos are not permitted except on spirit days as determined by campus administrators.

### **Boys**

- Hemmed sleeveless shirts are allowed, but tank tops or shirts with large armholes are inappropriate for school wear. Mesh or see-through shirts are not permitted.
- Hair should be kept clean and well groomed. Hair should be kept out of the eyes and above the collar.

### **Girls**

- Sheer blouses or shirts are not appropriate. Hemmed sleeveless shirts are permitted, but tank tops or other shirts with large armholes are not allowed. Shirts/blouses must adequately cover the body and undergarments. Halter-tops are not allowed.
- Girls dresses and blouses must have a minimum **two-inch** strap, and they must adequately cover the body. No "spaghetti" straps are allowed. Straps must not reveal undergarments. Shirts or blouses cannot be worn off the shoulder. No part of the torso (front or back) may be exposed while participating in normal school activities. Tight, revealing, undersized clothing shall not be permitted.
- The length of girls' dresses, skirts, and shorts should extend below fingertips when arms are straight to one's sides. Length of dresses and skirts should be appropriate for normal activities in the school environment and should not reveal undergarments.
- Students are not permitted to wear hair up in curlers. Hair should be out of the eyes. Infractions of hair and dress code requirements shall be addressed as outlined in the *Bridge City ISD Code of Conduct*.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school-related 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.

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. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the UIL, choir, and various clubs may establish guidelines specific to their organization—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.

[For further information, see policies at FM and FO.]

## **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 materials specified on the school supply list 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.
- Voluntarily purchased pictures.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Summer school for courses that are offered tuition-free during the regular school year.

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 teacher sponsoring the event. The school counselor will provide supplies for students who are unable to purchase all are part of the supplies required. [For further information, see policies at FP.]

## **FUND-RAISING**

BCI will host two major fundraisers during the school year. The fall fundraiser is sponsored by BCI and proceeds will go to our student activity fund. The spring fundraiser will be hosted by PTA.

BCI also participates in Relay for Life. Small fundraisers will be held throughout the year to raise money for the American Cancer Society.

## **GRADING GUIDELINES**

At BCI achievement is reported to parents as follows:

Teachers teach the mandated Texas Essential Knowledge and Skills (TEKS) outlined by Texas law. Grades earned by students will display mastery level of the TEKS. Minimum mastery level is a mastery of 70 percent of the TEKS objectives. Report cards are distributed after a six-week period. Grades for third grade are reported in numerical averages in reading, language arts; math, and science/social studies. For grades 4 and 5, numerical grades are used to report student progress in reading, language arts, math, science, and social studies. Progress in physical education and fine arts are recorded as 'P' for passing or 'F' for failing in grades 3 through 5. (Policy EIA - Local)

Student grades are obtained from two sources:

- **Ongoing Evaluation** - daily grades, daily tests, worksheets, oral reports, daily class work, and other items of individual practice. There shall be a minimum of six on-going grades recorded for each six-weeks and they shall equal two-thirds of the final grade.
- **Periodic Mastery** - major tests, unit tests, research papers/projects, major reports, etc. There shall be a minimum of two periodic mastery grades each six-week period and they will equate to one-third of the final grade.

Students failing a unit/major test that counts as periodic mastery shall be re-taught and retested over the TEKS that were evaluated. Re-teaching and retesting shall occur within a maximum of five days of the return of the exam- If the grade for the test is to be recorded for the six-week period during which it is given, the test must be returned to the student in time to allow for re-teaching and retesting before the final six-week grade is submitted, A maximum of 70 shall be recorded for the retest. If the original score is higher than the retest the higher of the two grades will be recorded. The retest must cover the same TEKS and must be of the same difficulty as the original test.

Alpha equivalents of the numerical grading system are as follows:

|   |          |
|---|----------|
| A | 100-90   |
| B | 89-80    |
| C | 79-75    |
| D | 74-70    |
| F | Below 70 |

Students caught cheating; copying work from another student, or plagiarizing shall receive a "0" for the assignment.

To be promoted from one grade level to the next; a student must attain an overall average of 70 or above for the year for all academic courses taken. Averaging the final numerical for all core academic courses taken shall derive the overall average.

**Students in grade 3 who fail to attain a 70 in either reading or mathematics must repeat the courses in either summer school or the Districts extended year program or repeat the grade level the following year.**

**Students in grades 4 and 5 who fail to attain a 70 in either language arts/reading (averaged together) or mathematics must repeat the courses in either summer school or the Districts extended year program or repeat the grade level the following school year.**

**Students also must meet the Student Success Initiative requirements in grades 3 and 5. Third grade students must pass the Reading portion of the TAKS test to be considered for promotion in addition to the criteria above. Fifth grade students must meet standard in Math and Reading to be considered for promotion in addition to the criteria above. Fourth grade students TAKS scores will be looked at in conjunction with grades to be considered for promotion in addition to the criteria above.**

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

### **Physical Activity for Students in Elementary**

In accordance with policies at EHAB, EHAC, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

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

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held two meetings. Additional information regarding the district's School Health Advisory Council is available from Jane Busby, HS nurse, at 735-1501[See also policies at BDF and EHAA.]

### **Health Services**

Each elementary school has a full time nurse to provide first aid for any child who becomes ill or injured at school, and we are unable to locate parents at home or work.

**PLEASE KEEP THE EMERGENCY CARE FORM UPDATED THROUGHOUT THE YEAR BY SENDING A NOTE TO THE NURSE OR BY CALLING HER OFFICE. IT IS EXTREMELY IMPORTANT TO UPDATE THIS FORM EVERY YEAR FOR RETURNING STUDENTS.**

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 from vomiting ad/or diarrhea for 24 hours before returning to school.

## **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the Physical Education teacher to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

## **Vending Machines**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Director of Food Service, Maggie Joubert at 735-1631. [See policies at CO and FFA.]

## **Other Health-Related Matters**

### **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’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the front office. If you have any questions, please contact the Director of Maintenance, John Scales at 735-1601.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child’s school assignment area may contact the Director of Maintenance, John Scales, at 735-1601.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Gina Mannino, at 735-1613.

## **HOMEWORK**

Homework is normal part of the educational process. It provides students the opportunity to do independent practice and reinforces concepts learned in class daily. It also serves as a review of and a link to, most recent experiences. Parents are encouraged to assist students with homework assignments. However, parent completion of student homework is inappropriate and does not make the student responsible for skills covered. Persistent refusal to complete homework assignments or not turning in assignments may be considered defiant behavior and consequences may follow.

Some homework may be considered nightly practice, i.e. studying math facts, reading AR books, studying spelling works, completing assignments started in class, etc. However, homework that would entail studying for a periodic mastery test for the following day, major projects, lengthy written work, etc. will be assigned on the following schedule:

**Monday night, Wednesday night, weekends      Reading, Language Arts, Social Studies**

**Tuesday night, Thursday night, week-ends      Math, Science, Electives**

It is recommended that students have a scheduled time each afternoon or evening for drill and practice, reading, completion of class assignments, etc. Having designated days for subject area tests should help students pace their time and effort and should avoid having several major tests or projects due on the same day.

## ***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:

***Measles, Mumps, Rubella (MMR)***- Beginning August 1, 2009, all students entering kindergarten will be required to have two (2) doses of measles, mumps and rubella (MMR) vaccine.

***Hep A*** - Beginning Aug 1, 2009, all students entering Kindergarten, state wide, will be required to have two (2) doses of Hepatitis A vaccine. **However, If your child has started the series the MUST complete it.**

***Varicella*** – Beginning August 1, 2009, **all students entering kindergarten and 7<sup>th</sup> grade** will be required to have **two (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 varicella immunity, is acceptable in lieu of either dose of varicella vaccine.

**Meningococcal** – Beginning August 1, 2009, **all students entering the 7<sup>th</sup> grade** will be required to have one (1) dose of meningococcal vaccine. The **minimum age to receive this vaccine is 11yrs old.**

**Tetanus, Diphtheria, and Acellular Pertussis-containing Vaccine (Tdap):**

Beginning August 1, 2009, all students entering the 7<sup>th</sup> grade will be required to have one dose of Tdap vaccine. **Students in the 7<sup>th</sup> grade will be required to have a booster dose of Tdap only if it has been five years since their last dose** of 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.

**Polio** – Four (4) doses of polio vaccine one of which must have been received on or after the fourth birthday; however, 3 doses meet the requirement if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday.

**Hepatitis B** – Three (3) doses are required.

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 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 policy GRA(LEGAL).]

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

**Makeup work will be given after 3 consecutive days of absence. Please contact the front office to request make up work for your student.**

### **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 coursework. 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. Students and their parents are encouraged to discuss options with the teacher or assistant principal to ensure the student completes all work required for the course or grade level.

### ***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 or principal.

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

### **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.]

### ***PHYSICAL EXAMINATIONS / HEALTH SCREENINGS***

Vision, hearing, height and weight are done annually. The school nurse in conjunction with the speech therapist will perform these screenings. Please contact the school nurse if you have any questions in reference to the screenings.

### ***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. [See policy EC(LEGAL) for more information.]

### ***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. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

See **Grading Guidelines** for specific criteria [refer to your EIE(LOCAL) and include promotion standards for the respective grade levels here].

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

Parents of a student in grade 3 or 5 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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.

### ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### ***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 progress report if their child's 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 superintendent and are designed to reflect each student's academic achievement 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 two days.

## **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 other students at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report 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.

## **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.

## **Drills: Fire, Tornado, and Other Emergencies**

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

### **Fire Drill Bells**

|                                |                          |
|--------------------------------|--------------------------|
| Siren                          | leave the building       |
| Speaker says 'halt'            | halt; stand at attention |
| Speaker says 'return to class' | return to the classroom  |

## **Tornado Drill Bells**

Speaker says ‘duck and cover’                      move quietly but quickly to the designated locations

Speaker says ‘return to class’                      return to the classroom

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

## **Emergency School-Closing Information**

BCISD families will be notified through the media (TV, radio and internet) in the event the school will be closed for an emergency situation.

## **SCHOOL FACILITIES**

### **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.

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

Bridge City ISD participates in the National School Lunch Program and offers students nutritionally balanced meals for breakfast and lunch. Free and reduced-priced lunches are available based on financial need. The current guidelines of the Office of Economic Opportunity shall be used as the criteria in determining the eligibility of students. Free and Reduced Lunch Eligibility Forms are disseminated at the beginning of school and may be obtained any time during the school year upon request. Only **one** application per household is necessary; however, a new application must be completed each school year. The BCISD collection procedure for meals will not overtly identify students receiving free or reduced priced meals. Free and reduced recipients are marked the same as prepaid at the cafeteria cash register. Information about this program may be obtained by calling 792-8838.

Prepayment: BCISD strongly encourages parents or guardians to pay for their child's breakfast/lunch weekly or monthly. Payments are accepted by each cashier before school or when a student purchases a meal balances roll forward month to month.

*Identification Codes:* Students need to know their BCISD student ID number to purchase meals. Keypads at each register allow students to enter their own ID number when purchasing meals or making a payment toward their account.

Additional Sale: In some situations students may wish to purchase additional food items such as milk from the cafeteria lunch lines. The cash registers are computerized and have the capability of "flagging" students' accounts. Parents not wanting students to purchase extra food should notify the cafeteria manager to "flag" the student's account.

**Food or drinks from restaurants may be brought if the parent is eating with the child. Additionally classes will not be interrupted to deliver lunches to students or to send notifications about lunches. When lunches are forgotten at home the office staff will deliver lunches to the stage area in the cafeteria; it is the student's responsibility to check the stage to see if his/her lunch was delivered.**

All students are expected to eat lunch during their assigned time in the school cafeteria. Parents and other guests may occasionally eat with students if they follow proper sign-in procedures and sit in the visitors section of the cafeteria. Visitors may only eat lunch with family members, each student may select a friend to sit with them during lunch. Additionally, no food or drinks shall be taken out of the cafeteria. Students are not to be in other areas of the building during lunch periods except with special permission of a building administrator. While in the cafeteria, students are expected to cooperate and to maintain a clean eating area. This includes displaying manners and orderly behavior. Students are expected to throw their trash away in appropriate containers. Students who have not brought a lunch from home or who have forgotten money to purchase a lunch will not be allowed to charge meals. These students will be provided a sandwich and drink (milk or juice).

If special dietary considerations are necessary due to health reasons, please notify the cafeteria manager and school nurse.

Price of meals for students: **\$1 for breakfast \$1.75 for lunch**

## **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 8:00-9:20
- Students attend Library once a week with their teacher to learn library skills and check in/out books.

## **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**

Students' desks 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.

Searches of desks 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.

## **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 school principal.

## **EXTENDED SCHOOL YEAR**

Placement in ESY will be determined on an individual basis. School staff will meet to determine the best placement for students. ESY provides remediation for students. It is also used in order to meet requirements for excessive absences.

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11

- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

## **TARDINESS**

A student who is tardy to class by more than five minutes will be issued a tardy slip. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

## **TEXTBOOKS**

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. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks 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 who reside in the Bridge City ISD attendance area. This service is provided at no cost to students. Students are expected to assist the District staff to ensure buses remain in good, safe condition. In order to/remain eligible for transportation services students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner.
- Keep feet, books; hands; and other objects out of the aisle.
- Restrain from defacing the bus or its equipment.
- Keep body parts inside the bus and not outside of bus windows.
- Restrain from throwing objects on or outside of the bus.
- Wait for the driver's signal before crossing in front of the bus at bus stops.
- Wear seat belts while riding in Bridge City ISD's van or passenger vehicles.

Misconduct will be punished in accordance with the Student Code of Conduct- When imposing discipline, District personnel shall adhere to the following general guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline,
- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case» Factors to be considered shall include:
  - The seriousness of the offense;
  - The student's age;
  - The frequency of misconduct;
  - The student's attitude;
  - The potential effect of the misconduct on the school environment;
  - Requirements of Chapter 37 of the Education Code; **and** the Student Code of Conduct adopted by the Board.

Video cameras may be used in District vehicles to promote compliance of conduct rules. Videotapes are protected student records subject to the provisions in policies.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP) for students considered disabled under IDEA or the individually designed program for students considered under Section 504. Information may be obtained by calling 735-1601.

### **SCHOOL BUS CONDUCT GUIDELINES**

**Mission Statement: The Bridge City ISD Transportation Department will transport all eligible students safely and efficiently.**

In order to ensure that all students arrive at their destination safely and on time, students who do not follow established guidelines or respond to reasonable requests from staff, drivers, or administrators may lose their bus riding privileges.

A. GENERAL STATEMENTS - These statements are suggested guidelines. Any District administrator may make exception to these guidelines if they believe an extenuating circumstance exists.

- Unless prevented because of special education regulations, any student who is denied bus-riding privileges from one bus shall not ride another bus during the suspension period to and from school. Any student who rides a bus while suspended shall be suspended from the bus an additional 10 school days. It shall be the responsibility of the parent to transport his/her child to and from school during the bus suspension period, as per the compulsory attendance law.
- Any changes to specific bus assignments must be approved by the transportation department.
- Students may have more than one bus that passes by their home. Students must ride their assigned bus to and from their residence.
- Misbehavior on a bus during the last week of school (including the last day) may result in consequences being assessed for the student at the beginning of the next school year.

- If a student is required to reimburse the district for physical damages that s(he) caused on the bus, bus-riding privileges may be denied until the amount is paid in full. In addition to payment for damages, bus-riding privileges may be denied an additional 10 school days.
- Due to safety considerations; bus drivers are not allowed to let pre-kindergarten, kindergarten; first or second grade students off the bus unless the driver can see an adult or responsible sibling at the home. In cases where no adult or responsible sibling is visible, the district may contact law enforcement officials or other state agencies for assistance.
- If an adult or responsible sibling is not at home to receive the child on two or more occasions, bus-riding privileges may be denied until reinstatement if granted following a conference between the parent and transportation director.
- Due to safety considerations, students will not be allowed to cross any roadway, street or highway that, in the opinion of any administrator, poses high danger or risk to any student. A reasonable attempt will be made to notify parents.
- A reasonable attempt will be made to contact a parent or guardian to advise him/her if their child has received a bus conduct report. The contact may be made by phone or by mail. It is the responsibility of the parent or guardian to inform the campus of any change in student information.
- Depending on the situation, a student may be suspended immediately from bus privileges pending an investigation. In these cases, a reasonable attempt will be made to contact the parent or guardian. Students in grades 6-12 may be given a verbal notification of bus suspension; therefore, it becomes the responsibility of the student to inform the parent or guardian. Upon completion of the investigation, a reasonable attempt will be made to inform the parent or guardian of the results.
- A student emergency information card will be issued to each child who rides a bus to and from school. This information is required and must be accurate and legible. Any student who gives false information or refuses to return the completed form may be denied bus privileges until the bus driver receives it.

**B. SCHOOL BUS CONDUCT - Handled by the bus driver.**

BEHAVIORS - This list is a sample of behaviors that are classified as Level 1.

This is not an all-inclusive list.

- Yelling or screaming
- Not facing front of bus
- Possession of glass objects
- Eating/drinking/chewing gum
- Excessive or loud talking
- Tardiness to bus
- Failure to provide proper ID upon request (if applicable)
- Changing seats
- Violation of bus procedures established by the driver

CONSEQUENCES - The following discipline management options are available

for use by bus drivers at his/her discretion and may be used alone or in a combination. The driver may use any or all options in any order-

- Verbal directive
- Change or seating assignments
- Behavior Deficiency Report to parents
- Conference between student and driver
- Conference between parent; school administrator, and student

### C. SCHOOL BUS CONDUCT - Referred to assistant principal or principal

BEHAVIORS - This list is a sample of behaviors that are classified as Level 2

This is not meant to be an all-inclusive list,

- Unmodified Level 1 behaviors
- Falsification of records or notes
- Possession of obscene materials
- Running in aisles
- Engaging in inappropriate physical or sexual contact
- Horseplay or scuffling
- Insubordination
- Possession of tobacco
- Out of seat (standing or not seated) while bus in motion a
- Disrespect to school personnel
- Use of profanity
- Inappropriate gesturing
- Spitting
- Sticking heads/hands out of the bus
- Name-calling; ethnic or racial slurs
- Use of paging devices, cell phones, CD players, radios, etc.
- Violation of bus procedures established by campus administrators or staff

CONSEQUENCES - The following discipline management options are available for use by the transportation director at his/her discretion and may be used alone or in combination,

- Long term withdrawal of bus privileges (10 days to remainder of school year)
- Request a campus administrator to suspend the student from school
- Referral to local law enforcement/legal authorities
- Loss of bus privileges until student pays for damaged property
- Request proper administrators follow expulsion procedures on the student

**Note: Fighting will result in immediate bus suspension for at least 10 school days**

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the *Student Code of Conduct*. Students must:

- Follow the driver's directions at all times.

- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended.

For information on bus routes and stops you may contact Director of Transportation at 735-1630.

## **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, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office and must comply with all applicable district policies and procedures. Visitors must provide a Driver's License so that they may be scanned. The scan will detect offenses that are prohibited by the school. The visitor will not be allowed to come onto campus if they have committed a crime against children. They must request through the principal's office in writing to attend events outside an ARD meeting, teacher conference or administrative conference. The request forms may be picked up in the front office.

Visits to individual classrooms during the school day 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.

## **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 principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book 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. 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 sometimes 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.

**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 recommended for all students entering grade 9 and 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.

**TAKS-Accommodated** is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee

**TAKS-Alternate** is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**TAKS-Modified** is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the program that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade 12.

**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**

**I:**

My child and I have received a copy of the Bridge City Intermediate *Student Handbook* Amendment # [REDACTED] dated [REDACTED].

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX

II:

### Use of Student Work in District Publications

Occasionally, the Bridge City ISD school district wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), (**do give**) (**do not give**) the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_