

Please return the last (3) signature pages

Bridgeport Elementary School

2011-2012

Parent/Student Handbook



Home of the Bulldogs

P.O. Box 430

Bridgeport, NE 69336

Telephone: (308) 262-1574

FAX: (308) 262-0520

Internet Web Page: www.bridgeportschools.org

Dave Miller, Superintendent

Debra Turner, Principal e-mail address dturner@panesu.org

Kathy Sides, Elementary Secretary

FORWARD TO PARENTS

Principal's Message

Dear Parents/Guardians and Students,

It is my pleasure to welcome you to Bridgeport Elementary. The faculty, staff and I are looking forward to working with you to make this a very successful educational experience for you and your child.

This handbook contains important information regarding school policy and procedures. I recommend that parents/guardians and students review the contents together. If you have any questions that remain unanswered after reading the handbook, please call the school office. We believe that open and clear communication between school and home is important to the success of our educational program.

The Bridgeport Elementary School Planner, which is also provided for each elementary student, was designed to assist your child in organizing his or her daily, weekly and long-term assignments. We hope this planner will improve your child's organizational skills. In addition, we believe that the handbook will serve as a helpful reference for parents and guardians as you seek to provide academic support at home. Bridgeport Elementary parents are our partners in the important job of educating the children of the community.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating your student's achievements.

Sincerely,
Debra Turner
Elementary Principal

Mission and Goals

The mission of the Bridgeport Public School is to provide a positive educational environment enabling all students to reach their full potential with the cooperation of parents and community.

Notice of Nondiscrimination

Bridgeport Public School does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in its programs or activities.

It is the intent of Bridgeport Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Bridgeport Public Schools.

Inquiries regarding grievance procedures or the applications of these policies of nondiscrimination can be obtained by contacting the Bridgeport Public Schools Superintendent, Dave Miller, 800 Q Street, P.O. Box 430, Bridgeport, NE 69336 or 308.262.1470 for Title IX, Title VI, Section 504.

NO-DISCRIMINACION EN PROGRAMAS EDUCATIVOS y ACTIVIDADES

Es esta la poliza de la Bridgeport Public Schools no discriminacion solore la base o fundemento de raza, origen nacional, creencia, edad, estado civil, sexo o discapacidad en este programa educacional, actividades, o polizas de trabajo requeridas por titulos VI de el ano 1964 Acto Devecho Civil, titulo de el ano 1972 Mejoras de Educacion de la Seccion 504 Acto de Rehabilitacion del ano 1973 y de Nebraska Igual Acto de Oportunidad Educacional.

Cualquier personal quien cree que ella o el puede ser discriminada en negacion a un beneficio, o ser excluido de participacion en cuanquier distrito de programa de educacion o actividad en la base de sexo, raza o obstaculo en violacion de esta poliza puede lamentar tal material usando la adaptacion de queja producida de este distrito tal procedimiento con el provee impulsar y justa solucion de queja cerca de actos de descriminacion.

Preguntas al respecto a complacencia con el titulo IX Seccion 504, titulo VI ode Nebraska Igual Oportunidad en Actos de Educacion tal vez dirigidos de

Dave Miller, 800 Q St., PO Box 430, Bridgeport, NE 69336, 308-262-1470.

RECEIPT OF HANDBOOK - INSTRUCTIONS

Please find the receipt at the end of this handbook.
Sign the receipt after you have read this handbook.
Detach it from this handbook and send the receipt
back to school with your child.

Thank you for your assistance.

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**RECEIPT OF 2011-2012
HANDBOOK FORM**

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BRIDGEPORT ELEMENTARY SCHOOL STAFF

Staff Directory

Board of Education

Justin Corman, President
George Chikos
Kay Anderson
Dave Smith
Jeff Pohl
Dale Nichols

Bridgeport Administration

Dave Miller, Superintendent
Debra Turner, Elementary Principal
Kari Foreman, Director of Special Education
Michelle Keszler, Director of Curriculum Development

dave.miller@panesu.org
dturner@panesu.org
kforeman@panesu.org
mlembke@panesu.org

Bridgeport Elementary Teaching Staff

Tami Janicek, Kindergarten (KA)
Bev Sestak, Kindergarten (KB)
Angela Vasquez, 1st Grade (1A)
Wendy Wickard, 1st Grade (1B)
Kim Metz, 2nd Grade (1C)
Lana Payne, 2nd Grade (2B)
Nancy Bunner, 3rd Grade (3A)
Tom Millette, 3rd Grade (3B)
Michelle Stevens, 4th Grade (4A)
Deb Rowe, 4th Grade (4B)
Amy Retchless, 5th Grade (5A)
Stacey Watts, 5th Grade (5B)
Julie Nein, 6th Grade (6A)
Matthew McCoy, 6th Grade (6B)
Deanne Bilby, Title/ELL
Kim Knaub, Special Education
Lisa Lussetto, Speech Pathologist
Barb Calkins, Reading Recovery
Peter Swanson, Band
Chad Brown, Tech Director
Jerod Dean, Physical Education
Tammy Dean, Nurse
Jo McCoy, Counselor
Melissa Krason, Enrichment (HAL Instructor)
Amy Widener, Media Specialist
Jewel Hoxworth, ELL
June Brown, ELL/Title
Deb Millette, Art

tjanicek@panesu.org
bsestak@panesu.org
avasquez@panesu.org
wwickard@panesu.org
kmetz@panesu.org
lpayne@panesu.org
nbunner@panesu.org
tmillette@panesu.org
mstevens@panesu.org
drowe@panesu.org
arechless@panesu.org
swats@panesu.org
jnein@panesu.org
mmccoy@panesu.org
bilbyd@panesu.org
ksmith@panesu.org
lussetto@panesu.org
bcalkins@panesu.org
pswanson@panesu.org
c.brown@panesu.org
jdean@panesu.org
tdean@panesu.org
jmccoy@panesu.org
mkrason@panesu.org
awidener@panesu.org
jhoxworth@panesu.org
jbrown@panesu.org
dmillette@panesu.org

Paraprofessional Personnel

Rayma Armer, Kindergarten
Sandy Shutts, Classroom
Becky Shaffer, Classroom
Connie Parker, Classroom
Eileen McCloud, Classroom
Kim Stuart, Classroom
Michelle Daily, Special Education
Darlene Martin, Special Education
Patti Dean, Library
Diane Renander, ESU #13
Sonja Marx, ESU #13

Business Manager & Secretaries

Vonnie Brown, Business Manager
Gail Beyer, Superintendent Secretary
Kathy Sides, Elementary Secretary

Custodians & Maintenance

Willis Beyer, Maintenance Supervisor
Russ Woods, Custodian

Transportation Director & Bus Drivers

Willis Beyer, Transportation Director
Leigh Burr, 308-225-0342
Ward Nelson, 262-1472
Diane Renander, 262-1773
Tammy Dean, 308-489-5527
Peggy Backer, 308-489-5405
Gail Beyer, 262-1132
Leo Gusman, 262-0453
Barb Nelson, 262-1472
Cal Renander 262-1773

STUDENT SERVICES - OVERVIEW

Title 1

Bridgeport Elementary School is a school-wide Title 1 school. The Title 1 program provides remedial help for students in Math and Reading. Additional information about Title 1 is provided in the Federal Programs section of this handbook.

Special Education

Special Education services are available to all students who meet qualifying criteria established by the Nebraska Department of Education. Disabling conditions may include hearing impaired, visually handicapped, mentally disabled, behaviorally disordered, specific learning disabled, orthopedically impaired, other health impaired, autistic, and speech and language impaired. Identified children are served from birth to age 21. Parents may initiate referrals by contacting the student's teacher, the building principal, or the Special Education director. Classroom teachers and building principals may also begin the referral process, after notifying the parent. All new referrals go first to the Student Assistant Team (SAT), which is a problem solving team designed to look at the student's strengths and weaknesses, and to strategize a plan to enhance the student's performance.

The following services are provided as part of our special education program:

- Occupational Therapy (OT) — Small motor muscle development.
- Physical Therapy (PT) — Large motor muscle development

High Ability Learners Program

The Bridgeport Public School District is committed to the philosophy of providing educational opportunities which allow each student to reach his/her potential. Bridgeport Elementary School provides a variety of programs and services for students who have demonstrated or have the potential for superior academic achievement. Information about these programs and services is available to parents by contacting the Bridgeport Elementary School Office.

Guidance & Counseling Services (Elementary)

The goal of the Elementary Counseling Program is to facilitate the personal and social development and academic success of every student. The Elementary Counseling Program provides individual and group counseling, developmental guidance activities, and support guidance based on individual and school needs.

Speech Therapy

Speech Therapy services are available to all students who meet qualifying criteria established by the Nebraska Department of Education.

English Language Learners (ELL) Program

English Language Learners program is a regular education program to all students who qualify for additional language support services. To initiate the process for any student who may qualify (K-12), individuals should notify Jewel Hoxworth by contacting the Elementary School Office.

School Nurse

The school nurse, Tammy Dean, is available to all students, K-12. The nurse's schedule is available at the Bridgeport Elementary School Office. Students are screened in the areas of vision, hearing, height, weight, dental and posture. The school nurse also assists in the health education curriculum. The nurse may be contacted during the school day by calling the Bridgeport Elementary School Office.

Crisis Intervention Team

A specially trained group that deals with students' crisis (such as death in a student's family, the death of a classmate, or other such crisis). Crisis team members are: Deanne Bilby, Tammy Dean, Pat Hass, Todd Janicek, Kathleen Johnson, and Wendy Wickard.

ADMISSIONS

School Day

Elementary Arrival & Departure

7:55 First Bell-Students may enter building

8:00 Second Bell - School Begins - Students in classrooms

8:05 Tardy Bell/Announcements

3:25 Dismissal Bell

School is over at 3:25 PM and students are expected to depart the school property at this time, unless under direct supervision of a staff member.

Students on the playground before 7:50 will not have the supervision of a staff member.

Hours & Absences

Normal school hours are from 7:55 AM to 3:25 PM, Monday through Friday. Parents should call the Elementary Office between 7:45 AM and 8:15 AM for morning absences and between 12:00 (Noon) and 12:30 PM for afternoon absences. Written documentation is required if a child is leaving the school grounds while school is in session. Students are encouraged to conduct personal business errands outside of school hours.

Admission

A child must be five years of age on or before October 15 to be enrolled in Kindergarten. Kindergarten and First Grade students entering the Bridgeport Public Schools for the first time must present a valid birth certificate and a complete record of immunizations in addition to a physical examination requirement specified by Nebraska state law.

"...to require evidence of a physical examination and immunization as required by Nebraska state law prior to November 1, during the beginning grade of the local school and require evidence of the physical and immunization for the same within sixty days after entrance for transfer students. The Board shall require evidence that a physical examination was given no more than six months prior to the entrance into the beginner grade and seventh grade."

The parent or legal guardian shall furnish:

1. **Valid Birth Certificate** - A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
2. **Physical Examination** - Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. **Vision Screening** - Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. **Immunization Records** (up to date) - Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization meeting the exceptions established by law.

The parent or legal guardian is required to visit with the school nurse when registering their child(ren) to go over the medical history form. Also, parents of out of state students or incoming seventh grade students need to pick up physical examination forms and vision screening forms from the school nurse.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Option Enrollment

Student participation in Option Enrollment, the ability to option into a School District in which one does not reside, will be determined by the guidelines stated in the Nebraska Department of Education statutes. In the event that a parent/guardian desires to option their child(ren), the appropriate paperwork may be obtained from the Superintendent's Office. The paperwork is presented to the School Board of Education, who decides whether or not to accept or deny the option enrollment.

Student Withdrawals

The parents of the students who are moving out of the attendance center are asked to report to the office information regarding the anticipated date of withdrawal. At this time, they are to check in to the teacher, all books and supplies which have been loaned to them by the school. The teacher will then prepare a transfer form for the student to take to the next school.

Residency Requirement

To be a legal student, a student must permanently reside within the boundaries of the school district with either his or her parent(s) or legal guardian(s), or other person if the student is an emancipated individual.

Students who are unable to meet this requirement of residency, except as otherwise provided or required by law, shall be denied admittance to school unless they comply with the requirements set forth in the Board's policy related to non-resident students or by payment of tuition.

Student Information / Change of Address

Any changes of address, telephone number, emergency reference, place of employment, or doctor should be reported to the principal's office.

Insurance

Information about school insurance providers will be sent home at the beginning of each school year and is also available in the school office. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier.

Teacher Request Policy

The procedures for requesting a specific teacher for your child have been revised as of the 2006-2007 school year. The individual needs of all students are a central part of the scheduling process. Bridgeport Elementary School does not assign specific students to specific teachers. At the end of every school year, our grade level teachers meet and draft class lists for the next school year, taking extra care to assemble groups of students who are likely to learn and work well together. During the summer, the Elementary Principal assigns a teacher to each group of students.

This process is used because it works, it is fair, and it results in a healthy and productive mix of children in each class, taking into account the strengths and needs of individual children.

Parents are always welcome to call, schedule an appointment, or compose an e-mail to their child's teacher, counselor or principal to share their first-hand knowledge of their child's strengths and needs. Regardless which one of our outstanding teachers is assigned to the class that includes your child, the teacher will have the benefit of your perspective and insight.

A form is made available from the Elementary Office on which parents/guardians may share your insights into your child's traits and characteristics. Parents/guardians are encouraged to include what will most affect his/her learning as well as teacher traits and characteristics that will facilitate your child's learning. Parents/guardians are encouraged to complete the form and return it to the Bridgeport Elementary School Office on or before June 1 of the year your child will be attending school. This information will be used to help place each child in the environment that will enhance his/her educational experience.

During the first week of August, each teacher will mail a letter to the family of each student who will be in their class with important information for the start of the school year. No student will know who their teacher will be until the letter arrives in the mailbox.

KINDERGARTEN

Entrance Requirements

Legally, a child must reach the age of 5 on or before October 15th of the current school year to be eligible to enter kindergarten in the public schools. A child who reaches six years of age prior to January of the current school year is required to be enrolled in school, according to Statute 79-201.

Parents must provide a copy of the child's birth certificate or other proof of the child's correct age and a written explanation of why the birth certificate is not available. This documentation is needed in order to register any student.

For children born in Nebraska, a state certified birth certificate may be obtained by sending \$8.00 to:

Bureau of Vital Statistics – Nebraska Department of Health and Human Services
Box 95065
Lincoln, Nebraska 68509-5065.

Information that needs to be sent with the \$8.00 is:

Child's full name, birth date, city in which child was born, county in which child was born, hospital in which child was born, father's full name, and mother's full maiden name.

Kindergarten Registration

Parents of children who will attend Kindergarten are asked to register their children during the spring previous to the August when the child will enter school. Spring registration meetings are announced during the school year. Children who will be five years of age by October 15 are eligible to enter Kindergarten in August of that same year. Parents attending Kindergarten Registration should bring the child's birth certificate and record of immunizations at the time of registration.

After registration, a Kindergarten Visitation Day will also be held in the spring, at which time parents will be asked to bring their child for visitation.

Hours & Absences

Normal school hours are from 7:55 AM to 3:25 PM, Monday through Friday. Parents should call the Elementary Office between 7:45 AM and 8:15 AM for morning absences and between 12:00 (Noon) and 12:30 PM for afternoon absences. Written documentation is required if a child is leaving the school grounds while school is in session. Students are encouraged to conduct personal business errands outside of school hours.

Kindergarten children will attend school all day, every day for the whole school term. Children are expected to attend school each day they are scheduled to attend, unless they are ill. If a child is absent or late, parents should send a note of explanation to the teacher or call the office. As a precautionary measure, the school secretary may call home if a child is absent. Parents should also send a note if there is a change in where a child is to go after school. The teacher and bus driver must be notified in writing. Please make sure that anyone picking up your child is here as soon as school is dismissed so your child is not left waiting. Even though there are adults who keep an eye on your child, it can be very stressful emotionally for your child to be left at school.

Preparations for Kindergarten

To receive maximum benefit from any experience, children need to be prepared for the things they will do and the people they will see when they go to school. As parents, there are several things you can do before your child enters school.

Talk about the activities at school, but be realistic; the children shouldn't expect to do everything the first day! Find the safest and shortest route to the bus stop, and walk it several times with your child so he/she knows it well. Your child should know his/her name, address, telephone number, parent's names and the name of the school.

Health and dental check-ups should be completed before entering school and the child's birth certificate will be needed to verify his/her age.

Inform the teacher and the school nurse of any condition, allergy or health problem that might affect his/her progress at school.

Give your child simple responsibilities around the house. Teach him/her to put things away when finished with them. Help your child develop the habit of listening the first time something is said. They should be able to dress themselves, zip and button their coat, tie their shoes, and put on their own boots. They should have good bathroom habits and know the correct terminology.

Preventing Loss of Clothing & Items

During each school year, school personnel find wearing apparel that cannot be identified. In times of very high prices, this loss of clothing is extremely expensive to many families. Therefore, please mark all outer clothing for identification purposes. This will assist us in returning the clothing to its rightful owner.

Discourage your child from bringing unnecessary items to school (dolls, trucks, and toys). Each kindergarten classroom has plenty of things to share.

School Breakfast and Lunch Programs

Breakfast is served each morning from 7:40 a.m. to 8:00 a.m. in the cafeteria. We request that you deposit money for a minimum of ten lunches and/or breakfasts in your family's lunch account. Your child may bring a sack lunch from home if they prefer. A carton of milk or juice may be purchased to drink with their sack lunch. The cost for student breakfast is \$1.15 for K-12 students and \$1.60 for adults, and the cost for student lunch per meal is \$ 2.05 (K-6), \$2.30 (7-12) and \$3.20 (Adults).

Snacks

Kindergarten students will have a daily snack break. Snacks will be available at a cost of .20 per snack. We would encourage you to purchase at least a \$4.00 (month) snack ticket. You may purchase for the semester (17.50) or for the year (\$35.00) if you prefer. Families that qualify for free and reduced lunches are required to complete a fees waiver form and return it to the elementary office. Forms may be picked up from the elementary office.

Health and Safety

As this is your child's first contact with school, it is important that everything possible be done to ensure a pleasant and stimulating experience. Physical conditions, as well as, mental and emotional attitude are factors with which you as a parent may help. Prior to original enrollment of kindergarten students, the parent or guardian shall, by state law:

1. present written verification of immunizations against DPT, measles, mumps, rubella, polio, hepatitis B, chicken pox, and Hib, or provide a waiver of immunizations;
2. present written verification of physical examination or sign a written statement that he/she does not wish the child to have a physical exam; and
3. present written verification of vision screening.

These are some of the things that the school has found to be most helpful to a child's welfare:

1. adequate sleep;
2. ability and opportunity to play with other children;
3. knowing the way to and from school and where to go after school;
4. being allowed to do tasks that can give them a sense of achievement;
5. respecting the rights of others;
6. following these safety precautions:
 - a. walking on the sidewalks
 - b. staying out of the street
 - c. looking both ways before crossing the street
 - d. crossing the street at the end of the block
 - e. not accepting a ride from a stranger
7. regular attendance is important; and
8. arrive at school on time.

Please refer also to the Health section in this handbook for any further discussion of health topics and requirements.

Kindergarten Activities

The kindergarten day is varied and quite flexible. Sometimes the activities are quiet and thoughtful; sometimes they require more movement and conversation. Some projects are for group participation and some stress individual endeavors. Some activities are for the development of logical thinking and others for less tangible skills.

There is no one as eager as a kindergarten child when they get to school each day. They are bursting with things to tell their school friends and their teacher, and they can hardly wait to find out what this day has in store for them. Free play begins at this time. To utilize this freshness and eagerness, group activities and individual experiences are selected from Kindergarten curriculum and may include literature and language activities, social studies, math readiness, music rhythms, and physical education.

A typical kindergarten day may include the following activities:

- Sign In
- Circle Time
- Reading Mastery
- Physical Education
- Music
- Writer's Workshop
- Library
- Restroom/Drinks
- Lunch
- Recess
- Story / Quiet Time
- Math
- Center Time / Theme Time
- Social Studies
- Science
- Sound Sacks

The kindergarten at Bridgeport Elementary School is an all-day program, which provides more instructional time to support student learning and peer relationships.

Depending on conditions, the children play inside or on the playground, but either place, they learn and develop as they play. They have the opportunity to play with many educational devices and manipulative materials. Some play stresses the use of the large muscles and some the small muscles. Physical education with the PE teacher is a part of every other school day.

Children like to make things and are encouraged to be creative. They use a multiple choice of materials such as paints, crayons, staples, magic markers and paper of all kinds.

Things a parent can do to help -

- Encourage your child's interest in books; take your child to visit the library. Start a collection of books for your child at home. Read to them frequently. Ask questions about what you have read. Paperback books are made available at a reasonable price through school book clubs during the year.
- Converse with your child; encourage them to use complete sentences and avoid baby talk. Listen to them when they have something to tell and watch them when they want to dramatize an event. Be willing to answer their questions.
- See that your child has toys and things to work with which will develop their coordination.

Reading Readiness in Kindergarten

Almost everything a kindergarten child does can help in their ability to use language. Their association with new people in a new environment increases their vocabulary. They hear new stories and are exposed to good literature, including verse. They act out stories. They learn how to listen and to concentrate.

Because of the importance of language skills as a prerequisite for academic success, Bridgeport Elementary School has implemented a Reading Readiness program. This approach to oral language development is designed for use in the classroom or small group situations.

Kindergarten children are encouraged to recognize and write their own name in manuscript (not cursive), to become familiar with the sounds and symbols of the alphabet in reading readiness.

Also to prepare them to read, they work with likeness and difference, learn left-to-right eye movement, and practice ear-eye and hand-eye coordination. The reading readiness program starts during the first quarter. The readiness to read largely depends on the individual ability to master letters and letter sounds associations, interest and motivation within the child.

A child learns to read and write by reading and writing. Quality literature is used to present concepts and skills necessary for the kindergarten child to be a successful reader and writer. The child is given a variety of resource materials in order to practice these skills and discover new ones.

Recognizing names and words, observing and discussing printed signs, looking at and describing pictures, and listening to stories and books are all good reading and writing experiences for the kindergarten child.

A wide variety of language and math activities may take place in work centers arranged throughout the room, depending upon the developmental level and interest of the child. Independent activities in the work centers enable a child to pursue different yet appropriate ways of extending his/her reading, writing, and math experiences.

Kindergarten children need to be actively involved in their learning processes for them to be successful.

Math Readiness in Kindergarten

The kindergarten program utilizes manipulative activities within the Saxon Math program to help the development of logical thinking and reasoning ability. Because the children can see and feel these materials, they are able to visualize patterns and relationships, as well as recognize geometric shapes and sizes. Numbers from one to twenty are the primary concern.

Things a parent can do to help

- Play games with your child, which will develop logical thinking.
- Give child the opportunity to count, and use numbers.
- Point out to your child the likeness and differences in shapes, sizes and quantities, and encourage them to look for these, also.

For a child to learn mathematical concepts effectively, he/she must have the opportunity to manipulate concrete materials. The kindergarten student is given the opportunity to use real objects so he/she can practice and form the basis for the development of mathematic skills and understanding mathematical concepts. A strong emphasis is placed on working with patterns, recognizing and forming them, as well as drawing conclusions from problem-solving activities in order for the young child in kindergarten to experience mathematics in a meaningful way.

Science Kindergarten Activities and Projects

Kindergarten science activities are planned around the process of observing and then describing those observations. The science curriculum is based primarily on the Weekly Reader, which introduces a great variety of materials/activities and ideas. Also, any item of interest that students can contribute for observation in science is encouraged.

Films/videos are used to expand their general vocabulary and knowledge about animals, insects, seasons, safety and health.

Things a parent can do to help

- Take your child to museums and zoos. Take them for drives and walks in the country or park, so that they see plants and animals in their native habitat.
- Give them a pet, which they will take care of and/or encourage them to plant and care for a small garden.
- Instill in them an appreciation for living and growing things.

Social Studies Kindergarten Activities

Children should develop an understanding of themselves in relation to their expanding environment. In Kindergarten, they will learn about school, the people who work in the school, and the values of rules and policies. In learning about themselves, children come to understand the function of the five senses, the importance of learning to think and the role of emotions as they relate to themselves and others. Films/videos are used to expand their knowledge of people around the world.

Things a parent can do to help

- Provide opportunity for your child to learn to meet and play with many different kinds of children, representing all walks of life.
- Teach them to share their belongings with others and to respect other's property.
- Develop moral values by thoroughly explaining why they should not do certain things.
- Teach them to respect authority and to follow rules.

Kindergarten Music, Art and Crafts

Children enjoy aesthetic experiences even at five and six years of age. They like to sing, dance, and listen to music; they respond easily to rhythm they hear. This response, in turn, aids a child's physical coordination and his ability to move gracefully.

The elementary music teacher will have a music class for each group every other day in session.

The joy of creating something from the raw materials to a finished product and the feeling of success that follows is most important to a Kindergarten child. They need to be pleased with themselves and know that others are pleased with their work. They gain this kind of self-confidence from their creative activities. Art activities and songs are geared to their developmental level.

Things a parent can do to help

- Make arrangements for your child to hear good music either on radio or records, cassettes, compact disc (CD's), etc. Encourage them to sing.
- Let them use creative tools such as crayons scissors, paste, paper, etc.
- Show an interest in what they make at school and display their work where the family may see it.

School – Home Communications

Because the child's maximum growth and development will be achieved only if the school's staff and members of the family work together, several channels of communication between the school and home have been organized.

Parent/Teacher conferences give you and the teacher an opportunity to sit down together and discuss your child and the progress they are making in all areas of development. The office schedules these conferences, and you will be notified concerning the procedure. Report cards are sent home at the end of each quarter.

At any time the teacher feels there is a special problem needing attention, she/he will contact you. Any time you feel there is a problem, be sure to call it to the attention of the teacher.

You are invited to visit the Kindergarten class while school is in session. However, it is better to wait until after the first quarter has ended before you visit.

Teacher and Parent Cooperation

When you bring your child to kindergarten, he/she will be with a teacher who knows and understands children. We have found, in many cases, that the child's first days in school and the days following will be more successful if the parents do not remain at the school. We believe it would be better for parents to visit after the transition from home to school has been accomplished. These first weeks constitute an important period of satisfactory adjustment.

If the teacher can have an opportunity to be alone with the children while they are making the adjustment from home to school, it will be more successful. We do encourage parents to visit after the transition period. We are anxious for you to see your child working and playing as a member of his/her group and also to have you become acquainted with the various classroom activities. The kindergarten teacher does not take the place of the parents, but continues the training the parent has begun.

The teacher needs the parent – the parents need the teacher, in order that the child can develop fully his/her power to be a useful human being.

Together the home and the school help the child to learn not only to live today as a child, but also to live tomorrow as an adult.

Thank you for lending us your child. The years of loving care and training you have given them have helped them in their work and play. When we send them home to you each day, we hope that they will be a little stronger, a little taller, a little freer, and a little nearer to their goal!

SCHOOL CLOSURE & EMERGENCIES

Severe Weather & School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. In the event of severe weather, public announcement of school closure will be announced over Radio Stations **KOLT 1320 AM, KMOR 92.9 FM, KNEB 960 AM, KSID 98.7 FM, KPNY 102.1 FM, KOAQ 105.9 FM, and KSTF-TV and KDUH-TV**. If the weather is bad, please listen to one of the above radio or television stations for announcements. Bridgeport Public Schools will also contact parents/guardians via the emergency phone system. Parents/guardians will receive an automated phone message from the school with information about school cancellation, late start, or early out.

During inclement weather, playground times are reduced or eliminated. If the wind chill factor is below 0° or the temperature is 0° or lower, there will be no regular recess. Otherwise, students are expected to go to the playground during recess. If your child needs to stay in at recess time for health reasons, a note from a Doctor must be sent to school. If it is a "one time" occasion, a note from the parent is sufficient — one day only per year.

Emergency Phone Number

It is important that we have an emergency phone number, other than your home phone number, on file in the office for your child. This emergency number should be a local number. Please make sure this number is kept up to date.

Emergency Drills

Fire drills are held once a month during the school year, and tornado drills are held once in the fall and once in the spring.

Nebraska school laws require that each school hold at least two fire drills the first two weeks of school and eight additional fire drills during the school year. The children are taught to leave the building quickly, quietly, and in a safe organized manner. Students will not be allowed to go to their lockers for extra clothing when a fire drill is taking place. Schools also engage in lock-down, shelter-in-place, state-wide tornado, and evacuation drills (bomb threats and other emergencies) during the school year. The evacuation drills could involve evacuation of students to the school's designated alternate site. Please call your building principal if you have questions about drills conducted by your school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation. Your school will also have an established student pick-up protocol in case of certain emergencies.

Emergency Procedures

The school district has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency affecting the school your child attends that prohibits reentry to the building (such as a broken gas or water main, a fire, or toxic spill), elementary students will be transported via school transportation to the nearest and most appropriate school building.

Junior and senior high school students will be dismissed to return home for the day.

We ask that you follow the procedure below if you hear of any school emergency:

- 1. Turn on the radio or television. We will keep the media informed of any emergency.**
- 2. Please do not telephone the school. We have limited phone lines. These MUST be used to respond to the emergency.**
- 3. Please do not come to the school unless required to pick up your child.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

USE OF BUILDING & GROUNDS

Entering/Leaving Building

Beginning of School: Students should not be on the school grounds prior to 7:50 a.m. other than those eating breakfast. During fair weather conditions the first bell will ring at 7:55 a.m. allowing students to enter the building and proceed to their lockers and classrooms. During bad weather, the entrance will be open by 7:55 a.m. for students to enter the building. Students are to proceed directly to their classrooms and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:25 p.m. Make-up work, special help, assignments after school, club meetings, and other school activities begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Visitors

All visitors must report to the office, upon entering, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school.

Visitation of classrooms by parents will be welcomed after the first two weeks of school and before the last two weeks of school or around holidays. A note to the teacher or a call to the office informing us of the pending visit is required. Parents may eat lunch with your child we just ask that you notify Kathy that day in case a lot of parents are attending then the kitchen staff will be prepared for a larger number.

Care of School Property

Students are responsible for proper care of all books, equipment, supplies and furniture supplied by the school.

Students that disfigure property, break windows or do any damage to school property or equipment will be required to pay for the damage done or replace the item.

School issued items that are damaged or stolen from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Telephone Usage

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY. Examples include: illness, broken glasses, lost lunch, etc. Students are not to use the telephone in the office without first having permission from the office staff. Students will not be called out of class to answer the telephone unless it is an emergency. We will make inquiry as to who is calling and the nature of the emergency.

Arrangements for after school, such as rides and going to other student's homes, are not appropriate uses of the school phone, and should be made before coming to school.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed, students should leave the money or valuables with a staff member in the school office for temporary and safe keeping. Even then, the school is not in the position to guarantee that the student's property will not be subject to loss, theft or damage.

Students are not allowed to bring electronic music and game players or pocket computers to school. Examples of such items include but are not limited to the following: IPOD, MP3 players, Palm Pilot, DiscMan, etc.

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles may be claimed by the owner. It is recommended that articles of clothing and lunch boxes be clearly marked with the student's full name. If articles are lost at school, report that loss to office personnel.

Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.

Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.

Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Video Surveillance

The Board of Education has authorized the use of video cameras on school district property and vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Safety

For each student's safety, only the front entrance to the middle school will be open, all other doors to the elementary and middle school will be locked. **Gates to the playground will be locked at approximately 8:10 each morning.** Students who are tardy must check in at the elementary office. A sign will be posted noting which door is open. Visitors are required to check in at the elementary office to receive a visitor's pass. Open doors per building:

- 4-6 Building: Front Door (South Side), West Door

When students are coming to school or returning home, bicycles present a hazard to the rider, motorists and student pedestrians. Please be alert during these times.

Please review the following guidelines with your child or children and make sure that each child understands them:

1. Walk your bicycle at all times when on school grounds.
2. Put your bicycle in the bike racks upon arriving at school.
3. Do not ride your bicycle beside nor in front of the buses.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and **approved** materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's Office.

ATTENDANCE

Attendance Policy – Board Policy #503.04a

Where as, the Mission of Bridgeport Public Schools is: TO PROVIDE A POSITIVE EDUCATIONAL ENVIRONMENT ENABLING ALL STUDENTS TO REACH THEIR FULL POTENTIAL WITH THE COOPERATION OF PARENTS AND COMMUNITY.

Bridgeport Public Schools believes the primary responsibility of attendance rests with the student, although parents are also responsible for instilling this value and promoting good attendance. The administration and faculty of Bridgeport Elementary School see the high correlation between regular attendance and success in school. What happens in the classroom is important. Merely submitting written makeup assignments does not replace the time in class for participation, discussions, demonstrations, lectures, audiovisual presentations, field trips, etc. Regular attendance in school is the key to learning, and absence from school is the greatest single cause of lack of achievement.

Our goal is for Bridgeport Elementary students to be in class, on time, everyday. Each year employers contact the high school for information regarding job applicants. The most frequently asked question is, "What is the student's attendance record?" Businesses simply do not hire people who are not dependable. Regular attendance is as important in the world of work as it is in education. Good attendance begins in elementary school by parents, staff, and administrators who instill the importance of education and regular school attendance.

Elementary Board Policy #503.04a

Nebraska State Law 79-201 states: "Every person residing within the state of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools which have met the requirements for legal operation (prescribed in Chapter 79) each day that such schools are open and in session, except when excused by school authorities, unless such child has been graduated from high school."

It is the responsibility of the District's principals, according to State Law, to ensure that the children of Bridgeport School District attend school on a regular basis. As a means of doing this, the principal or the child's teacher must have documentation to account for every absence that a student may have during the school year. Parents or guardians are requested to send a signed and dated note with your child when he/she returns to school explaining the reason for the absence.

Absences

When it is necessary for a student to be absent for any reason, the parent or guardian of the student should call the Elementary School Office between **7:45 a.m.** and **8:15 a.m.** for morning absences and between **12:00 (Noon)** and **12:30 p.m.** for afternoon absences. In so doing, the parent or guardian will verify the reasons for the absence. If the office receives no telephone call, the school will contact the home to insure that the student is accounted for. **Students will be counted absent for the morning if they arrive to school after 9:00 a.m. and they will be counted absent for the afternoon if they leave school before 3:00 p.m.**

When a child returns from an absence, he/she shall report to the office to check in. A note is required briefly describing the reason for the absence, signed and dated by the parent/guardian, when the child returns to school, and should be given to the Elementary Office or the child's teacher. **A note from the doctor stating that they have been seen at the office, but does not state that they cannot attend school will not be accepted as an excuse for missing the remainder of the school day.**

If a student misses five or more consecutive days of school due to illness, they must have a medical doctor's permit to re-enter school, or be cleared through the School Nurse.

Eighteen Day Rule

When eighteen (18) absences have been recorded during the school year, exclusive of participating in school-sponsored activities, the student and his/her parent/guardian will be required to meet with the Attendance Committee. Due process will be followed.

1. Students who exceed this limit will be reviewed by an Attendance Committee to determine if an extension is warranted. The Attendance Committee will be made up of the Principal and two appointed faculty members. Documentation will be required.
2. The parent and/or guardian will be notified when six (**6**) absences have occurred, when ten (**10**) absences have occurred, and then again by Certified mail when fourteen (**14**) absences have occurred.
3. Notification will be sent by Certified mail when the student records his /her eighteenth (**18**) absences.
4. The Attendance Committee will determine whether the student needs to attend summer school for promotion.

Listed below are absences from class not counted against the attendance policy. However, make up of assignments is required.

1. School sponsored activities
2. Required court appearances
3. Out of school suspension
4. Administrative excused absences: (funeral, bereavement, counselor meetings)

Absences due medical appointments or hospitalization will be handled on an individual bases by Attendance Committee, and documentation will be the responsibility of the parents/guardians.

The Administration will make decisions concerning extenuating circumstances.

Homework Policy

When a student is absent, make up work is the responsibility of the student. Upon return from any absence, the student must check with each of his/her teachers about missing assignments, tests, quizzes, etc. All makeup work must be turned in no later than two days after the student returns, unless other arrangements are made with the teacher.

Example: If a student misses Monday, the work is due by the end of the day on Wednesday. If a student misses Monday and Tuesday, all work is due by the end of the day on Thursday. If the student misses Monday, Tuesday, and Wednesday, all work is due by the end of the day on Friday.

When the student knows that he/she will be absent or the absence is prearranged, all effort should be made to complete and turn in all assignments he/she will miss prior to the date of the absence.

If the student does not complete the work in the required amount of time, he/she will not be given credit for the assignments that are not completed and turned in to the teacher. The student and/or the student's parent/guardian may request that a list of the homework be completed by the teacher and put in the office to be picked up by the parent/guardian, so the student can do the work at home. If this is not possible, the student and teacher will make arrangements for the student to make up the work within the required time.

Leaving School

Permission to leave the school grounds must be obtained from the Principal, or the Elementary Office. This permission must be obtained in advance of the time a student finds it necessary to leave. This also pertains to students who will be going home for lunch. We ask that parents/guardians send a note to that effect; otherwise we observe the closed campus policy. Students who leave the building without checking out, or students who leave without prior parental approval or notification will be considered truant and subject to disciplinary action. Students are also required to check in with the Elementary Office upon their return to school.

Checking Students out of School for Appointments

Parents that would like their child to walk home, or to a doctor's office, dentist, etc. must provide written permission prior to the time the student will leave, before that student will be allowed to leave the school grounds.

When a child is being picked up from school before the end of the school day, they will remain in class until the parent arrives at school. If reasons arise that require you to remove your child from school early, please call or stop in at the office. Students must be picked up from the Elementary Office so that they can be checked out with the Elementary Secretary. Students will not wait out in front of the building to be picked up.

We ask that every attempt be made to conduct personal business outside of school hours.

Tardiness (Grades K - 6)

Punctuality is a good work habit! Being tardy is defined as arriving to class after the tardy bell has rung.

Parents will receive written notification of any tardies exceeding six (6) in a semester.

Gates to the playground will be locked at approximately 8:10 each morning. Students who are tardy for school must check in at the elementary office before going to class.

Definition of Truancy

Truancy shall be considered as an absence. A student who does not report to school or to his/her scheduled or assigned class, or who leaves without proper authorization is considered truant.

Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. *(See the section on Absences.)*

Excessive Absenteeism/Truancy

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment.

The superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who is unlawfully absent from school. The Principal as initial appointed attendance officer will follow all attendance procedures and inform the Superintendent and County Attorney of continuous absences of students or disregard of attendance policy by students or parents.

If any student has accumulated a total of five *excused and unexcused* absences per quarter or the hourly equivalent of five absences, for a total of 20 absences per school year, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. Administrator will send letter to county attorney.
2. A meeting or meetings between the attendance officer or designee, the student's parent/guardian and the student to solve the truancy problem.
3. Educational counseling to explore alternative educational programs to solve the excessive absenteeism problem.
4. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem.
5. Investigation of the problem by a school social worker or designee to identify conditions contributing to the truancy problem, meeting(s) with the parent/guardian and referrals to appropriate agencies to remedy the conditions.
6. If the problem continues, the attendance officer shall serve written notice to the parent/guardian warning him/her of the need to comply with the compulsory attendance statute of section 79-201. If the violation continues, within one week a report shall be filed with the county attorney as required by law.

Students are subject to disciplinary action for excessive absenteeism including in-school suspension and/or Saturday school. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Perfect Attendance

Perfect attendance for the year, which includes NO tardies and/or No Out of School suspensions, will receive recognition.

Attendance Requirements for Activity Participation

Students must attend school in the morning and afternoon (all day) the day of any scheduled school activity in order to **participate in that activity or be a spectator at the activity**. Students will **not participate or be a spectator** if they are absent from school at any time during that day. This includes sports contests, practice, and concerts. Failure to attend on that day will result in a student being **withheld from participation in the activity or being a spectator at the activity**. The principal retains the right to grant participation should exceptional circumstances prevail.

EXTRACURRICULAR ACTIVITIES

School Parties

For the following three occasions (Halloween, Christmas, Valentine's Day), time will be provided during the school day for parties. Parents are encouraged to help with these parties. On special occasions, other parties may be held with the principal's authorization.

Invitations and Treats

Students are only allowed to pass out invitations in school if the invitation is provided to each student in the child's class.

Treats are allowed if they are provided for the entire class. Parents are strongly encouraged to provide treats that are healthy as opposed to those that do not promote good health habits.

Sending flowers and balloon bouquets to students while they are in school is discouraged. These items will be held in the school office until the end of the school day.

Field Trips

Field trips may be made to supplement regular classroom instruction. Students are required to present a permission slip signed by the parent or guardian before being allowed to participate. All field trips shall be approved by the building principal.

School insurance covers only students riding in school vehicles. The school district does not provide liability insurance for students riding in other than school vehicles.

LIBRARY K-6

Students will be governed by the same school rules while in the library as in the classrooms with these exceptions and additions:

- Grades K-6 will be taught library skills for 15 minutes each 30-minute class period. This will include story time, care of books and library property, checkout procedures, library citizenship, and reference skills (dictionary, card catalog, encyclopedias and other reference books).
- Grades 5 and 6 will be given a grade each nine weeks. Grades will be based upon attitude, cooperation, listening ability, discussion, courtesy, quantity and quality of work.
- Grades K-1 will be allowed to check out one book weekly and must learn the responsibility of returning these promptly.
- Grades 2-6 will be able to take two books or a magazine and a book for a two-week period and additional materials for special classroom assignments.
- Overdue books and magazines will be assessed a fine of one cent per day. (excluding weekends and holidays). Lost items must be paid for (price determined by age, condition, etc. of materials). Checkout privileges will be discontinued until a student has paid for lost items with the exception of materials needed for special classroom assignments. Fine money is used to replace lost library books and magazines or to buy new books.
- Encyclopedias may be taken to the classroom for individual and classroom usage, but NEVER taken home.
- Students, Grades 3-6, may take turns serving as librarians (carding books returned, and stamping date due on books and magazines checked out). Deliberate negligence in these duties will result in pupils not being allowed this privilege.

SCHOLASTIC ACHIEVEMENT

Curriculum

Bridgeport Public Schools' curriculum is aligned with the Nebraska state standards for reading, writing, math, science and social studies. Students should know and perform to these standards at each grade level.

Major curricular areas in the elementary grades include:

Literacy – This area includes reading, writing, listening and speaking. Reading focuses on helping students find meaning in written words. A strong beginning in phonemic awareness is important to reading mastery. Rich literature selections draw student interests and create a positive disposition to read.

Children learn to read by reading often. Parents who read daily with their children provide strong motivation for successful readers.

Students are taught the "Six Traits of Writing" that lead to successful written expression. These traits include: ideas, organization, fluency, word choice, personal voice, and conventions of writing. Final written products have been incrementally improved through self-reflection and teacher feedback.

Reading, spelling, and writing instruction are integrated to help students make connections in their literacy learning.

Special reading support is provided through Title 1 programs in both buildings.

Math – This area emphasizes understanding of numbers, mastery of basic math operations, application of math knowledge and math language to solve everyday problems. Math reasoning is nurtured so that students may become confident in the use of mathematics as well as the technical tools used to solve math problems.

Science – This area develops science knowledge, concepts, understanding, and the application of science process skills.

Hands-on experiments and technology are used to stimulate students' natural curiosity about the world. Students interact with nature to observe "cause and effect" elements of the environment.

Social Studies – This area develops students’ understanding of their physical and social environment. Students gain understanding from their immediate surroundings in the global universe. They learn to become effective citizens in an ever-changing world.

Map and globe skills are an integral part of the elementary social studies program.

Music – Music is formally provided weekly by music specialists. The emphasis is on understanding music, self-expression, and satisfaction and accomplishment through participation in musical experiences.

Fifth and sixth grade students may elect to participate in orchestra band classes taught by an instrumental music specialist. The orchestra lessons provide familiarity with an instrument and satisfaction and accomplishment in music production.

Physical Education – Specialists provide lessons that emphasize physical fitness, health behaviors, motor skill development, recreational and sports skills, and confidence in bodily movement.

Art – Discipline-based art education is supported by an art specialist. Students discuss art history, art criticism, art aesthetics, and art production. The program encourages self-expression in images and teaches techniques to develop art concepts. Art instruction is designed to reinforce student learning in the core areas, especially Write Traits, literacy, history, and science.

Media – Students utilize the library/media center to explore literature and develop research skills. Students are shown how to access information using technology skills. Media specialists support students’ learning in the core areas through supplementary materials.

Health – This area is addressed by classroom (science) and physical education teachers, and nurses who present programs to students. Health knowledge attitudes and behavior are taught and discussed to help students become responsible health-related decision makers, capable of self-care.

Drug, alcohol, tobacco-free curriculum – Lessons are provided on the use, misuse and abuse of drugs, alcohol and tobacco with the intent of teaching good decision-making skills. Students are instructed on issues of illegality, and negative health and social effects of using these products. Resistance skills and positive decision-making are taught by school counselors. Sixth grade students also participate in “All Stars”, which teaches resistance to outside pressures that cause students to experiment with alcohol, drugs and tobacco.

Technology - Students are taught keyboarding skills, Internet usage (with parent permission), and applications using curriculum-based software that supports academic learning. Computers are used for writing production, class presentations, tools for math and science, extra drill on basic concepts, and learning assessment.

Band – Students at the fifth and sixth grade levels have the opportunity to participate in instrumental music (band) classes. This is a wonderful opportunity to learn how to play an instrument, which can be very beneficial to their education experience. Students that begin the year in band are expected to continue participating throughout the school year.

Grading System

The following grading system is used in the 1st – 6th grades:

A	94 – 100	Excellent
B	86 – 93	Good
C	78 – 85	Satisfactory
D	70 – 77	Needs Improvement
F	Below 70	Failing

The standards for math, reading and language are listed on the report card. The student’s proficiency level for each standard is listed on the report card as well.

The parent may request their child’s academic average at any time during the nine-week period. Computer classes and Art classes are graded Satisfactory (S) or Unsatisfactory (U). Special Education and Resources grades are designated on the report cards. Report cards are issued every nine weeks.

Promotion, Retention & Placement

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered and certain procedures should be followed during the retention process.

1. The attitude of principals and teachers toward promotion and retention must be positive so that the best interests and the future of the student are primary considerations for decisions regarding grade placement.
2. By the end of the third reporting period, a teacher should be able to identify a child who needs to be retained. The teacher/principal should notify the parents of the child immediately following the third reporting period that their child may need to be retained.
3. In reaching a decision to retain a child, the teacher and/or principal should study all available data before a decision is reached.
4. Children with an IEP usually should not be retained. A child who is to be retained should have the potential to gain at least five (5) months of academic growth during the nine months that he/she is retained. A child retained should be able to gain from the retention, or no purpose is achieved.
5. Poor attendance and physical or emotional immaturity can be justification for retention.
6. It is not advisable to retain a child for more than one year during Grades one through five; however, unusual circumstances may make it necessary to retain a child for a second time in the elementary school.
7. Teacher judgment should always be a prime factor in reaching a decision to retain a child; however, to help the teacher and principal reach this decision, achievement test results will be considered.
8. If a kindergarten teacher is not able to make a definite decision about retaining a child, then the child should be promoted to the first grade. However, if the first grade teacher is still not able to reach a firm decision concerning the retention of this child, then the child should probably be retained in the first grade. Every effort should be made to retain a child who is deficient in his/her reading skills in kindergarten or first grade.
9. The final responsibility for the promotion or retention of an individual student rests with the principal as with any other official action taken within his/her school.
10. As the study of all factors is carried out to determine whether to promote or retain a child, close contact with parents should be maintained. Conferences with teacher, principal, and parents involved are encouraged.
11. Parental contact and involvement should be requested by the teacher, as early as possible, if there is a possibility of their child being retained.
12. A student will be placed when prior retention, age, or other circumstances makes retention unacceptable.
13. A student will be required to attend Summer School if the student fails math or reading for two consecutive semesters in first through sixth grade.

Progress Reports for Parents & Parent/Teacher Conferences

It is very important for students and parents to be informed about the student's progress in school, to understand themselves, to capitalize on their strong points, and to remedy any weaknesses. Students need to know what their strengths and weaknesses are. In order for parents to work cooperatively with the school in supporting educational endeavors, parents need to know how their child is progressing, and they need information on the educational program. For these reasons, a good reporting system is necessary.

The following procedures will be followed in reporting to the request of a parent or staff member.

- Kindergarten through Grade 6 will have two Parent-Teacher conferences during a school year. At the mid-term of the first nine weeks of school, a conference will be scheduled for the parents of each child. At the end of the third nine weeks period, Parent-Teacher conferences will be scheduled again.
- Individual conferences may be scheduled when a need arises or upon the request of a parent or staff member. Conferences may be scheduled by calling the Elementary School Office and making arrangements with one or more teachers as needed.

- Report cards will be issued at the end of each nine-week period. The school calendar included in this handbook designates the dates when each nine-week period ends. Report cards will generally be issued the week following the end of the nine-week period. Please remember these important dates.
- Mid-term grade reports will be sent home with the students during each quarter for students in Grades 3-6. Progress reports will be sent home at this time for students in Grades K-2.

Report Cards

Report cards will record the grades achieved in each of the subject areas being studied by your child.

The standards for math, reading and language are listed on the report card. The student's proficiency level for each standard is listed on the report card as well.

The parent may request their child's academic average at any time during the nine-week period. Computer classes and Art classes are graded Satisfactory (S) or Unsatisfactory (U). Special Education and Resources grades are designated on the report cards. Report cards are issued every nine weeks.

Testing

Bridgeport elementary students participate in the following assessments to fulfill State and Federal testing requirements:

- Kindergarten: AIMS Web
- First Grade: AIMS Web
- Second Grade: AIMS Web, Levels (Maps)
- Third Grade: State Reading and Math Assessments, AIMS Web, Levels (Maps)
- Fourth Grade: State Reading and Math Assessments, Levels, State Writing Assessment, AIMS Web
- Fifth Grade: State Reading, Science Assessments and Math Assessments
- Sixth Grade: State Reading and Math Assessments, Levels (Maps), AIMS Web

ELDA assessment is given to ELL students of all grade levels.

Honor Roll (Grades 4 - 6 only)

The Honor Roll will consist of two separate lists. The Distinguished List will include the names of those students who have earned all "A's". The Honor List will include the names of those students who have earned all "A's" and "B's". These lists will be produced at the conclusion of each grade period and semester. These lists will be published on the Bridgeport Public Schools website, in the Bridgeport Public Schools newsletter, and in the local newspaper.

Student Records / Parental Rights

Parents of elementary students may schedule a conference with any administrator to evaluate the student file upon request.

Requests for student transcripts must be made in writing to the principal. Parents must sign the request. The office may send transcripts to an educational institution with a verbal request but all other requests must be made in writing. This is in compliance with the guidelines established by the Federal Privacy Act. Questions concerning the complete FERPA rules and regulations may be directed to the elementary principal.

If a student is not supposed to have contact with his/her parents, the school must be notified in writing by the appropriate authorities.

FOOD SERVICES

School Breakfast Program

- The cost for student breakfast per meal is **\$1.15** (Grades K-12).
- The cost for adult breakfast per meal is **\$1.60**.
- Breakfast begins at 7:40 AM; students need to finish eating by 7:55 AM. Students will not be served past 7:55 AM.

School Lunch Program

- The cost for student lunch per meal is **\$2.05** (Grades K-6), **\$2.30** (Grades 7-12).
- The cost for adult lunch per meal is **\$3.20**.
- The cost for extra milk is **\$.40**.
- The cost for extra entrée is **\$1.45**.
- All students can have extra servings of canned fruit, fresh fruit, vegetables, and bread from the Fruit and Vegetable Bar at no charge.

Children have the opportunity to eat school lunch, bring a sack lunch and purchase milk, or go home for lunch. Please do not send soda pop in your child's lunch. If you plan on eating lunch at school with your child, please let the office know in advance. The cost for an adult meal is \$3.20, which can be paid in the office or at the cashier in the cafeteria. It is recommended that parents **do not** stay for recess.

The lunch program accounting system is a **prepay system**, which means that you deposit money into your family lunch account, and as your student(s) eat, the meal charge is deducted from your family account balance. Students **may not** charge against their family account if the account has a zero or negative balance. It is necessary to keep money in the family account so your children can continue to purchase against it. When the family account starts to get low, your student(s) may be given a verbal or written notice when he/she goes through the lunch line. If the family account falls to a zero or negative balance, the school will send home a written notice of the account status and the amount owed. You may pay with a credit card in Kathy's office.

Free & Reduced Lunch Policy

Students from families whose income is below certain designated levels, **you must complete a new free and reduced lunch form each school year** to determine eligibility. Information concerning the eligibility income scale or any other facet of the program is available through the Superintendent's Office or Elementary Office.

Lunch & Noon Recess

The following are APPROXIMATE times for lunch and at noon recess:

K – 6 Lunchroom 11:00 – 11:50 Recess 11:20 – 12:10

Students Leaving Campus for Lunch

Parents who will be having their children eat lunch at home need to call the office or bring a note indicating that their children will be going home for lunch.

Parents who would like to take their children out to lunch need to go through the principal's office to check their children out of school.

TRANSPORTATION

EMERGENCY TRANSPORTATION OF STUDENTS WHEN PARENTS CANNOT BE CONTACTED

To transport a student for emergency reasons, (sickness, etc.) two adults must take the student home or to the designated place.

Bus Stops: Students will be returned to the same bus pick up stop from which they were picked up in the morning unless arrangements have been cleared through the Transportation Director.

Bus Riders: School buses are provided for transportation of our rural patrons' children that attend Bridgeport Public Schools. We ask parents to only use the buses to transport their children to a different destination in emergency situations. Our bus routes are designed to meet the needs of the regular route; therefore, requests from others put a capacity and time burden on bus drivers and regular riders. If an emergency arises, we will be happy to accommodate, but please notify the **Elementary Office** that such services are needed.

Pupil Misconduct During Activities: Any student misconduct reported by the bus driver or sponsor during an activity trip may result in the Student(s) being denied bus riding privileges to other activities the remainder of the school year.

Transportation of Unsafe Items: School transportation vehicles shall not transport any items, animals, (service animals will be allowed) materials or equipment that in any way would endanger the lives, health, or safety of passengers and driver.

Bus Rules: In the interest of promotion of the safety and well being of all bus passengers, the following bus rules have been established:

1. Students must remain seated at all times. The bus driver or Transportation Director may assign students to seats during the AM or PM routes.
2. Students are expected to visit quietly.
3. Students shall not throw objects in the bus, throw trash on the floor, or throw objects out the bus windows or doors.
4. Students are expected to keep their hands, arms and all other body parts in the bus.
5. School dress code applies when students are on the bus.
6. Misconduct and disrespectful behavior will not be allowed.
7. Any student who is not a regular passenger on a particular bus route must be approved by the Transportation Director before the student will be allowed to ride. Parents are asked to send a note or call the office stating the route they wish to have their child ride, and the reason they wish to ride. If the bus is already filled to capacity, the request may be denied.
8. Code of Conduct regulations stated in the Parent/Student handbooks applies to student conduct on all bus routes.

Penalty: Violation of the above rules will render pupils immediately liable for temporary debarment from riding the bus using the following procedures:

1. The bus driver reports the violation to the Transportation Director.
2. The Transportation Director and Principal discuss the infraction with the student. Such infraction to be reported to the student's parents. The student will be given a warning unless the violation requires suspension/expulsion as defined by the Code of Conduct within the Student Handbook.
3. A second violation will result in denial of bus riding privilege for one week (five school days) on notice sent to the parents from the Transportation Director.
4. A third violation will result in a 10 school day suspension from bus privileges.
5. Any further violation will result in debarment for one semester (90 school days) or a permanent suspension.

Use of Video Cameras on School Buses

The Bridgeport Public School Board of Education has authorized the use of video cameras on school district buses. The video cameras are used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video tapes may be used in a student disciplinary proceeding. The content of the video tapes is confidential student records and will be retained with other student records. Video tapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the school administration. Parents may request to view video tapes of their children if the video tapes are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with a video camera:

"This school bus is equipped with a video/audio monitoring system."

Reviewing Video Tapes

The school district shall review video tapes when necessary as a result of an incident reported by a bus driver or a student.

Viewing of video tapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the video tapes stating the time, name of individual viewing, and the date the video tape was reviewed.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of the regulation shall be disciplined in accordance with the school district policies and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

HEALTH

Injuries

Students injured on the playground or on the school property during school hours will be referred to the school nurse for assessment. Parents **may** be notified by the school nurse in writing or by phone, based on the seriousness of the injury.

Dispensing Medications

If you want your child to use **cough drops** during the school day, we ask that you send a note to the classroom teacher.

Regular strength Tylenol may be given to your child from the Elementary Office with a written statement from you, the Parent or Guardian. The statement will be kept in the student's file.

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

A. **Authorizations for Prescription Medications.** Prescription medications which must be administered during school hours may be administered when the following are on file at school:

1. **Physician's Authorization:** A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.
2. **Caretaker's Authorization:** A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall

mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration.)

3. **Original Packaging:** The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval, and route to be administered. Two labeled containers may be requested, one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
4. **Delivery of Medication:** Medications **MUST** be brought to the school nurse – NOT THE TEACHER OR SECRETARY OR PRINCIPAL – if a student brings medications, they must bring them to the school nurse.

B. **Authorizations for Non-Prescription Medications.** If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.

School Health – Recent Legislative Requirements

"LB 114, LB 1107, LB 1148" are just a few of the new Nebraska legislative bills that will affect students in Nebraska beginning for the 2006-07 school year.

LB 114 – Visual Evaluations: applies to Kindergarten students and all out-of-state transfer students.

Parents/guardians must submit evidence of a visual evaluation by physician, a physician assistant, or advanced practice registered nurse, or an optometrist, within 6 months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade. The visual examination shall consist of testing for amblyopia, strabismus, and internal and external eye health with testing sufficient to determine visual acuity. No visual examination shall be required of any child whose parent or guardian objects in writing. The cost of the exam shall be borne by the parent or guardian of the child.

LB 1148 and 1107 – Self-management of Asthma and Diabetes: These two bills allow for students who have been diagnosed with asthma or diabetes to self-manage their health condition. However, there are "conditions" the student/parent must follow in the case of self-management. They are as follows:

- A written request of the student's parent or guardian is submitted to the school;
- Authorization (written) from the student's primary care physician is submitted to the school;
- A receipt of a signed no liability statement from the parent/guardian is submitted to the school;
- A medical management plan for the student while in school is developed (e.g. "Upon receipt of a written request and [physician] authorization...the school and the parent or guardian, in consultation with the student's physician shall develop a [asthma or diabetes] medical management plan for the student for the current school year.")

Consequently, all students carrying inhalers while at school (self-administering) will need to complete the appropriate forms (Asthma Action Plan) with their parent/guardian and primary care physician. **Students carrying inhalers without the appropriate permission forms completed will be disciplined accordingly for the illegal use of drugs while at school.** This will be strongly enforced in order to protect all individual students while in school. Additionally, any student who carries an inhaler and does not follow the medical management plan (e.g. chooses to share the inhaler with another student or leave the inhaler unsupervised) will be disciplined accordingly. Students with self-management plans have expressed a desire to do just that – self manage. Therefore, it is not the responsibility of the coach or teacher or administrator to "keep track" of the student's inhaler while they are participating in sports and/or activities. It is the responsibility of the student who is "self-managing" their medical diagnosis.

Students not carrying their own inhalers, but rather leaving their inhalers in the school nurse's office will still need to complete the Asthma Action Plan. The school nurse is available on a full-time basis to help monitor any problems that may be encountered with these diagnoses. In the absence of the school nurse, a medical response team has been trained to manage life threatening asthma and/or allergic reactions that may occur.

If you have any questions or are interested in the self-management plans, please contact Tammy K. Dean, RN, BSN, School Nurse, at 308-262-0346 or 308-489-5527 to set up a time to complete paperwork. Forms for the new school health laws can be obtained from the school nurse office or from the school website at www.bridgeportschools.org

A written excuse from the parent or legal guardian is required after any absence. Children returning to school after having any illness that has required the child to miss five consecutive days of school must have a doctor's permit or be seen by the School Nurse or the Elementary School Principal. Any contagious or infectious disease; such as impetigo, ringworm, measles, chicken pox, etc. will require a doctor's permit at the discretion of the School Nurse or Elementary Principal to return to school.

Please notify the school office if your child has a health problem history such as, convulsive disorder, allergies, hearing or signing problems, and any special medication your child might require.

DRUGS, ALCOHOL & TOBACCO

Drug-Free School

Tobacco-Free Environment – It is the intent of the Bridgeport Public Schools to create a tobacco-free environment within the Bridgeport Public Schools. Because we value our students and employees, the promotion of health, safety and well-being is one of our utmost concerns. Use of tobacco is banned on all school property and in all school-owned vehicles. Tobacco use by **general public or adult employees will be prohibited.**

Employees and visitors are expected to honor the tobacco-free environment policy. **All employees are responsible for monitoring compliance with the tobacco-free policy.**

Illicit Drugs & Alcohol – It is the policy of the Bridgeport Public Schools to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or drug paraphernalia, or alcohol by any student of the District during regular school hours or after school hours at school-sponsored activities on school premises, or at school-sponsored activities off school premises or as a part of any of the school's activities.

Conduct prohibited at places and activities as hereinabove described, shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Possession of drug paraphernalia on school premises.
8. Distribution of any drug or controlled substance when such distribution is unlawful.
9. The possession, use, or distribution of alcohol.

It is also the policy of the Bridgeport Public Schools that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, or referral to appropriate authorities for criminal prosecution.

STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS

General School Rules

The Bridgeport Board of Education believes discipline to mean the process by which students learn and practice self-responsibility in the conduct of their activities in and out of the school community. It is developmental and based upon a respect for the potential and dignity of each individual.

Students shall be expected to conduct themselves in keeping with their level of maturity, with due regard for the regulations of the school, the authority and responsibility of their teachers, and the rights and privileges of others in the school

Discipline is the responsibility of all persons involved in the education of young people. The process requires understanding, acceptance; establishment of proper goals; provision of stimulating instruction; approval and commendation of student achievement; setting of proper limits; firm, fair, and consistent enforcement of limits; and punishment when circumstances warrant it. The goal is self-discipline. The process should be geared to the developmental level of students, resulting in more self-direction as the student matures.

The Superintendent is authorized and directed to delegate to the building principal, and to other staff members, authority to establish and carry out such rules and regulations as are consistent with Board Policy and with the Constitution and Laws of Nebraska and the United States. Therefore, all discipline matters are delegated to the building principal.

The Student Shall be Expected to:

- A. Respect the rights and property of others at all times.
 1. Refrain from damaging, defacing, or destroying school and personal property.
 2. Use drinking fountains, play equipment, and lavatories with safety and cleanliness in mind.
 3. Do not throw objects that may injure another.
 4. Do not push, trip, fight, or wrestle students at school or on the way to and from school.
- B. Follow directions.
 1. Accept the leadership and authority of all teachers, the principal, and other staff members.
 2. Cooperate with teachers and other students.
- C. Practice and develop good citizenship, character, and safety.
 1. Complete assigned work.
 2. Be regular and punctual in attendance.
 3. Dress appropriately and neatly.
 4. Practice habits of good health and cleanliness.
 5. Exhibit honesty and courtesy.
 6. Use only acceptable language, no profanity or obscenity.
 7. Walk in hallways and on the sidewalks. Use the sidewalks, do not walk on the lawn.
 8. Assist in keeping the grounds and facilities free of papers and other debris.
 9. Know and obey traffic signs.
 10. Accept no rides, gifts, or candy from strangers.
 11. Cross streets only at the corners or at marked crosswalks.
 12. Bus students shall board their respective buses as soon as they are dismissed from school. Town children must leave the school grounds as soon as they are dismissed from school.
 13. Always enter the school building in a quiet and orderly manner.
 14. In the interest of children's safety, children are **not** to come on the playground until 8:00 in the morning, unless their parents make arrangements.

15. As a demonstration of respect, no caps or hats are to be worn in the building. Students should take hats off as they enter the building and put them on as they leave the building. (K-3 exception i.e. stocking hats.)

Playground Rules

1. During recess, students are not allowed to leave the playground.
2. No tackle football at any time. If tag football is being played, there is to be no body blocking at any time.
3. No baseballs, golf balls, tennis balls, or super balls are allowed on playground. This also includes softballs, unless they are whiffle or nerf balls.
4. No throwing of rocks, sticks, snowballs, or snow in any form on the playground before school, during school, or after school.
5. No playing around buses or cars that are parked on or near the school grounds at any time.
6. Do **NOT** bring any toys, games, etc. from home unless requested by your teacher for a classroom activity.
7. If a ball goes into the street, (or off the playground area), students must have the permission of the playground supervisor before they can retrieve it.
8. No child is permitted to climb on school property such as buildings, etc.
9. Children are not to borrow or take other student's mittens, snow boots, etc. Children are not to take other students' hats, scarves, and gloves while playing.
10. Playground equipment should be used in a safe manner. This means that there should be no jumping from swings, jumping from the top of climbing devices, etc.
11. No standing in the swings, swinging double, swinging sideways, twisting, etc.
12. No pushing, pulling, shoving, tripping, etc. at any time on the playground.
13. **Snow Rules:** Children are not to slide on the snow or ice when concrete playground is in this condition. Children may be on the snow piles **ONLY** if they are wearing snow pants, heavy coat, snow boots, gloves (or mittens) and head coverings. Pushing or shoving others off the snow piles is not allowed. Only the snow piles on the south and west side of playground may be played on.
14. **Slide Rules:** Students must sit with feet extended forward to go down. They may not walk up or down the slide, or go down in any other manner. No pushing or shoving in line, on the ladder, or when going down.
15. Students are not to kick, bounce, or throw balls against the buildings, inside the building, or while standing in line.
16. Students who fight at school (verbally or physically) are subject to disciplinary action, detention, or suspension. This includes so-called play fighting or wrestling.
17. No student should be in the building before 8:00 AM or during NOON recess--unless requested by a staff member, or for medical reasons.

Bicycles

Children riding bicycles to school should park them in the bicycle rack in front of the K-3 elementary building or in front of the middle school. Bicycle racks are not supervised at all times during the day; therefore, for protection against theft, a method of locking the bicycle to the bicycle rack is a necessity. Although school administrators and teachers are interested in protecting the property of students, they cannot assume responsibility for items like bicycles for which they cannot provide supervision throughout the day.

No bicycles are to be ridden on the playground or other school property during school hours. Students may walk their bicycle across the school grounds when coming to school or going home. Bicycles should not be ridden beside or in front of the buses.

Skateboards/Rollerblades/Scooters

Children are not permitted to bring skateboards, roller-skates, rollerblades or scooters to school. Children are permitted to ride bicycles to school.

Cell Phones, Pagers & iPods

Students are not allowed to use cell phones, pagers, and/or ipods in the school building. In the event that cell phones and/or pagers are brought to school, they must be turned off and checked in to the teacher or Elementary Office. Misuse of a cell phone, pager, or an ipod will result in the confiscation of the cell phone, pager or ipod. If confiscated, cell phone, pager, or ipod must be picked up by parent or guardian from the office at the end of the school day.

In the event that you are sending a cell phone to school with your child, please contact the Elementary Office to notify the staff that your child will be checking in a phone for the day. Bridgeport Public Schools is not responsible for lost or stolen cell phones, pagers, ipods, or MP3 players.

Lunch Rules

The lunchroom is for everyone's use and enjoyment. Should a student repeatedly not consider the rights and privileges of other students, appropriate discipline will be administered.

1. Please line up single file in an orderly fashion while waiting to be served
2. Please use good table manners which include the following:
 - Talk quietly to friends around you.
 - Never throw food in the lunchroom.
 - Don't run in the lunchroom, for everyone's safety.
 - All food should be eaten while seated in the lunchroom.

Parents who wish to take their students out of school for lunch shall provide a signed note to the teacher or Elementary School Office prior to doing so.

Classroom Rules

1. Teachers are to have control of their classrooms at all times, and if there is a student that constantly hinders the educational process in the classroom for other students, that child will be sent to the principal's office for disciplinary action.
2. Each classroom teacher will post their individual classroom rules in their individual classrooms the first day of school, and send a copy of the classroom rules home with each student.
3. Students are not to bring sunflower seeds, candy, gum or other food items to the classroom.
4. Children are asked not to bring personal possessions such as toys, balls, jump ropes, skateboards, etc. to school. Nuisance items such as radios, ghetto blasters, dolls, water guns, etc. may be confiscated. The school will not accept responsibility for such items.
5. Books, equipment, furniture, or anything else supplied by the school district must receive reasonable care. Students will be expected to pay for the loss or damage done to a book, computer equipment, furniture, or any other school property.
6. Video/Movie policy: Only "G" or "PG" rated movies may be shown in the classrooms. If the movie has a "PG" rating; the teachers will send home parent consent forms indicating the title of the movie and the rating. These consent forms must be returned to the teacher.

Dress Code – Student Attire and Grooming at All School Activities

The school administration and teachers will continue to encourage all students to behave and dress in a fashion that reflects good taste and a style appropriate for a school day.

An individual's dress, personal appearance and cleanliness, like individual behavior, should reflect sensitivity to and respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. The final decision in those situations of disagreement will be resolved by the school administration after consultation with the student and parents.

In addition to the above guidelines, the school administration will exclude the following items and/or method of grooming. This list is not inclusive of all items that may be excluded.

1. Clothing that is excessively soiled, torn, or ragged.
2. Articles displaying obscene or vulgar writing or symbols.
3. Articles displaying alcohol or drug advertisements.

4. Articles that could cause damage to other individual or property.
5. Clothing that is excessively revealing, such as tank-tops, shirts with spaghetti straps, or low-cut blouses.
6. Bare feet.
7. The wearing of outdoor clothing such as hats and coats within the building.
8. Wearing of shorts will be allowed during the months of April, May, August, and September. Length of acceptable shorts: As the child stands with arms extended down to their sides, the shorts must be long enough to be even with the child's finger tips. Bicycle shorts, tank tops, or crop tops will not be allowed.
9. Shoes with laces should be tied at all times. Flip flops shall not be worn. (This is for safety reasons, especially on steps, play at recess, or participation in PE.)
10. No baggy, saggy pants, pajama pants, will be allowed. Hoodies maybe worn as long as they are not excessively baggy. No coats will be allowed to be worn in the classroom.
11. Skate shoes may not be worn during the school day unless the wheels are removed from the shoe.
12. Piercing: Students will be asked to remove any body piercing type jewelry, other than earrings, when attending PE or recess for safety reasons.
13. It is the intent of the school that it be free from the threats or harmful influences of any group that advocates drugs or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by nature of its color, arrangement, trademark, or any other attribute denotes membership in such groups will not be permitted. Such group related clothing may vary and may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing or accessories. (Example: "Homie" T-shirts, sagging pants, chains, beepers, suspenders, worn off the shoulders, handheld phones, caps with graffiti written on them, and bandanna.)

Playground Dress for Winter Weather

- Play Area Cleared of Snow — Students may play on this area with regular clothes; suggested clothing — Gloves, regular shoes, coat and some type of head covering.
- Snow-Covered Playground Area—Students may play on this area if they wear snow boots and other clothing mentioned above.
- On Snow Banks — Students may play on the snow banks, if they have a snowsuit or insulated coveralls, snow boots, gloves, and a cap.

Recess Cancellation Due to Cold Weather

Recess will be indoors when the temperature or wind chill is below zero degrees. Students will come in from morning recess, upon arriving at school, when the temperature or wind chill is below zero degrees.

Internet/ Computer Policy

See Internet and Computer Policies for Bridgeport Public Schools at the end of this handbook. Please sign and return student/Parent/Guardian Permission form to your child's teacher at the beginning of each school year.

Rules and Policies May Change Due To Circumstances and Conditions.

Code of Conduct

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity.

Suspension or expulsion shall be mandatory for these serious violations in a school building on school property, in school vehicles or during a school-sponsored activity. These violations include but are not limited to:

1. Willful disobedience or defiance of proper authority.
2. Causing and attempting to cause damage to school property or stealing or attempting to steal school property of value.
3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury to another person except in self-defense.
5. Commission of any acts which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory, in accordance with state law, and infractions will be reported to law enforcement authorities.
6. Violation of criminal law.
7. Violation of district or building regulations.

8. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a deadly weapon without the authorization of the school or school district, in accordance with state law, and infractions will be reported to law enforcement authorities.
9. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale and/or distribution of drugs or controlled substances, in accordance with state law, and infractions will be reported to law enforcement authorities.
10. Violation of the district's smoking and use of tobacco policy.
11. Throwing objects outside of supervised school activities that cause bodily injury or damage property.
12. Directing intimidation, profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic, racial, gender slurs, sexual harassment or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty which includes but is not limited to cheating on a test, stealing a test, plagiarism, unauthorized collaboration with another person in preparing school work, or unauthorized access or modification of any school records.
17. Any sexual harassment including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
18. Behavior on or off school property that is detrimental to the welfare, safety or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. Gang-related behavior that includes gang-identifiable dress, symbols and/or paraphernalia.

These written rules regarding student conduct are not intended to cover all the problems and situations that may occur. Both staff and students must realize that mutual good will, common sense, and fairness are necessary if the school system is to successfully operate within these guidelines. All staff members will be required to document and report any of the above violations to the principal. The principal or superintendent will make all final decisions on suspensions.

Each principal or designee shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any patron of the district upon request.

Discipline Plan for Grades K-6

The Bridgeport Board of Education believes that reasonable rules and regulations are necessary to attain quality education. The Board further believes that every student is to be treated fairly, impartially, and with respect and dignity. Equal treatment is to be afforded to all members of the educational system and the rights of each individual are to be equally protected. In order to achieve these goals, Bridgeport Public Schools will use the following progressive discipline plan.

Students have a responsibility to their school, other students, their parents, and themselves to behave and set a good example. Responsibility means to answer for one's acts or decisions. If a student, in their pursuit to fulfill their needs, infringes upon the rights of others to do the same, they will receive consequences that may vary from verbal warning to suspension to expulsion. All suspension, whether in school suspension (ISS) and out-of-school suspension (OSS), will result in student's inability to attend school activities on the days of the suspension.

The typical process to be followed for violations of the Code of Conduct is:

- 1st Offense – Office visit to explain to the student what will happen the next time that the student is sent to the Office. Student will receive a 15 minute detention. Parent is notified.
- 2nd Offense – Student will receive a 30 minute detention. Parent is notified.
- 3rd Offense – One day of ISS. Parent is notified.
- 4th Offense – Two days of ISS. Parent is notified.
- 5th Offense – Three days of ISS, Parent is notified.
- 6th Offense – One day OSS. Parent conference. Remedial Discipline Plan developed and referral to the Elementary Counselor. Parents and student must meet with principal upon reentry to the classroom.

- 7th Offense – Two days of OSS. Parent is notified. Parents and student must meet with principal upon reentry to the classroom.
- 8th Offense – Three days of OSS. Parent is notified. Parents and student must meet with principal upon reentry to the classroom.
- 9th Offense – Parent is notified. Five days OSS **and** Recommend Expulsion or Alternative Education to Board of Education.

The administration reserves the right to move to serious discipline actions when violations occur that warrant serious discipline actions, or Board policies specifically state discipline action to be taken.

Example: Bringing drugs or weapons to school will automatically result in expulsion. You may refer to the Code of Conduct for other examples.

During all out of school suspensions, all assignments must be completed upon returning to school. The administration reserves the rights to move to serious discipline actions when violations occur that warrant serious discipline actions or Board Policies specifically state discipline actions to be taken. (Example-- Selling drugs or carrying weapons on school properties will automatically result in expulsion).

Detention

Students may be assigned after school detention by any teacher for unacceptable behavior in the classroom or school campus. Teachers will give bus students 24 hours notice in order for the student to make arrangements for transportation home. (If a bus student drives, the 24 hours is waived).

Definition of Defiance

"Defiance" will be defined as "an act or attitude of challenge or resistance or behavior contrary to instructions from a person in a position of authority."

Examples of Defiance

Defiance is demonstrated under the following scenarios:

- A student is directed to perform a specific task or action and refuses or ignores the instruction.
- A student is ordered by any school personnel to cease a particular action or activity and refuses to do so.
- A student habitually fails to comply with oral or written directives or instruction.

Documentation

Each and every instance of defiance by a student must be documented by the teacher by the end of the school day and filed in the designated format with the administration. Documentation is essential in order for any action to be taken by the school administration.

Student Discipline

Remedial Discipline Plan

1. Staff members must refer incidents of disruptive behavior to the principal or designee, who for purposes of these procedures will be called the "disciplinary officer".
 - School personnel will provide written documentation to the disciplinary officer when a student initiates disruptive behavior in the classroom, on school grounds, in school vehicles or at school activities or events which is willful and overt and which requires the attention of the school official reporting the incident.
 - The disciplinary officer will confer with the staff member reporting an incident of disruptive behavior. If determined necessary, the disciplinary officer will contact the student's parent/guardian either by telephone or in person to discuss the nature of the incident.
 - The disciplinary officer will prepare a brief written summary of the incident based on these conferences. The parent/guardian will be given a copy of the summary that will be placed in the student's cumulative file. The student and/or guardian may submit a written response to the incident report that will be attached to the written summary.
2. The disciplinary officer will develop a remedial discipline plan for a student when it is determined that the student has been disruptive for the fifth time in a school year, based on the incident reports on file.
 - The disciplinary officer at his discretion may develop a plan for any student prior to the filing of the third disruptive incident report.

- To develop the plan, the disciplinary officer will arrange for a meeting with the student, the student's parent/guardian, any members of the staff whom the officer deems need to attend and community agency personnel working with the student.
 - The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives and time-lines to modify such behavior. A written plan will be prepared which establishes behavior goals and objectives and any other information deemed necessary. It will include the consequences in the event the student is disruptive in violation of the plan.
 - The plan may be written in the form of a contract, which the student and his/her parent/guardian will sign and date.
 - The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.
3. Disruptive behavior by special education students will be dealt with in accordance with the student's individual education plan (IEP). These procedures for disruptive student behavior applies only to the extent that staff members must file incident report on disruptive behavior by all student. It will be the responsibility of the disciplinary officer to coordinate these procedures with the special education student's IEP.
 4. A student will be declared "habitually disruptive" if he initiates overt and willful misbehavior more than seven times during the school year and violates his remedial discipline plan.

The principal will inform the superintendent if a student is disruptive for the eighth time and is in violation of his remedial discipline plan.

District procedures for expulsion will be followed prior to expulsion of a habitually disruptive student.

ALL SCHOOL RULES ARE SUBJECT TO THE CONSTITUTION AND LAWS OF THE UNITED STATES AND NEBRASKA. DECISIONS REGARDING THE ENFORCEMENT OF THE CODE OF CONDUCT SHALL BE MADE IN ACCORDANCE WITH APPLICABLE GOVERNING LAWS.

The information included in this policy is intended to inform students of inappropriate behavior and its consequences. In most circumstances, this list will be an effective guideline and the order of the offenses and consequences will be appropriate. However, by its very nature, this list cannot be complete and the severity of an infraction may require a consequence more severe than the one indicated on the list. Therefore, the administration will judge each infraction individually. When, in its discretion, the administration determines that the severity of an infraction requires a consequence more or less severe than the one indicated on the list, it might deviate from the list and impose the consequence it deems most appropriate.

Complaint or Grievance Procedures

The School Board considers it to be reasonable and expects that school patrons will from time to time have complaints and inquiries. It is not reasonable to expect that such matters can be adequately accommodated at Board meetings. The practice of initiating inquiries and complaints with Board members or at Board meetings is usually taking the long way around. Attempts to resolve complaints should occur first with the person closest to the problem. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

In the event a complaint remains unresolved, the complainant should follow the various levels of the chain of command: Principal, Superintendent, Board of Education.

Formal complaints that arise from parents or patrons of the district should be initiated in the following manner:

1. All formal complaints concerning a particular school situation shall be submitted in writing to the building principal on the appropriate form. They should be as detailed as practical. If the complaining party involved is other than an individual, then the organization or persons represented shall be identified.
2. The school administrator, after he sees the complaint in writing, shall arrange a meeting date that is mutually convenient to all parties involved. At this time suggestions for resolving the complaint will be discussed.
3. Should the matter remain unresolved to the mutual satisfaction of all parties involved, the complainant may appeal in writing to the Superintendent of Schools.

4. If the complainant is not satisfied with the response of the Superintendent, said party might address a written appeal to the Board of Education through the Secretary of the Board of Education.

All formal complaints shall be in writing and no anonymous correspondence may be considered by the Board of Education.

It shall be understood by all parties involved in the complaint procedure that no reprisals of any kind, applied or intended, shall be brought against any person or persons involved in the complaint.

If after talking to the teacher, the problem is not resolved, the patron may wish to take it to the principal; if the problem still remains after taking it to the principal, the patron may wish to take the concern to Superintendent of Schools. The Superintendent will ask for a summary statement of the previous investigation with the teacher and/or principal. He will then investigate the matter and report findings and conclusions to the patron. A reasonable amount of time should be allowed for the investigation.

A patron always has the right to appeal to the School Board, but should first take the steps outlined above. To be heard by the Board of Education, the complainant must ask the Superintendent to place the item on the Board agenda at least five days in advance of the next scheduled meeting. Even in matters directly related to acts of the Board itself, it is proper to first present the matter to the Superintendent of Schools, whose duty it is to interpret and administer School Board Policy.

Board members are busy people and the time allotted for Board meetings is usually rigidly scheduled to accommodate the necessary business at hand, which has been carefully researched and thoroughly studied by Board members and Administrators. Matters irrelevant to the scheduled business are a distraction to the effective conduct of that business.

Using these procedures, the needs and desires of all parents can be met. It is the desire of all administrators and teachers to solve all problems at the building level whenever possible. Please remember that we stand ready to visit with you, we are more than willing to explain our position on a problem, and we will listen to your concerns.

Transportation Policy and Rules

Rules

1. Students must remain seated at all times. (The Bus Driver or Transportation Director may assign students to a seat during AM and PM routes.)
2. Students are expected to visit quietly.
3. Students shall not throw objects in the bus, or throw trash on the floor. Also, students shall not throw objects out the bus windows or doors.
4. Students are expected to keep their hands, arms, and any other body part in the bus.
5. School dress code applies when students are on the bus.
6. Misconduct and disrespectful behavior will not be allowed.
7. Any student who is not a regular passenger on a particular bus route must be approved by the Transportation Director before the student will be allowed to ride. Parents are asked to send a note or call the office stating the route they wish to have their child ride, and the reason they wish to ride. If the bus is filled to capacity, the request may be denied.
8. Code of Conduct regulations stated in Student Handbooks applies to student conduct on all bus routes.

Penalties

1. The bus driver will report any of the above violations to the Appropriate Principal and student will be given a warning unless the violation requires suspension/expulsion as defined by the Code of Conduct within the Student Handbook.
2. A second violation will result in a five (5) school day suspension from bus privileges.
3. A third violation will result in a ten (10) school day suspension from bus privileges.
4. Any further violations may result in termination of bus privileges for one semester or ninety (90) school days.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Notice

The Bridgeport Public Schools Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with a video camera:

This bus is equipped with a video/audio monitoring system.

Reviewing Videotapes

The school district shall review videotapes when necessary as a result of an incident reported by a bus driver or student.

Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the videotape was reviewed.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of the regulation shall be disciplined in accordance with the school district policies and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

STATE & FEDERAL PROGRAMS

Designation of Coordinators

Any person having inquiries concerning this District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is:

Bridgeport Public Schools, 800 Q Street, P.O. Box 430, Bridgeport, NE 69336

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Anti-Discrimination & Harassment Policy

It is the policy of Bridgeport Public Schools that racial, sexual, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school sponsored events on or off school property. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing, or calling someone "gay"; ethnic or racial slurs; threats; or insults, or assaults against someone due to their sex, race, religion or ethnic group.

A complete copy of the Board of Education's Anti-Discrimination & Harassment Policy may be obtained by calling the Elementary Office 308.262.1574, or the Superintendent's Office 308.262.1470.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security, or his/her sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal.

Parental Involvement Policies – LB1161

Bridgeport Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Bridgeport Public Schools' policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students. Please request a copy for further information.

No Child Left Behind (NCLB) Act of 2001 – Notice Concerning Staff Qualifications

The NCLB Act of 2001 gives parents the right to obtain information about the professional qualifications of their child's classroom teachers. Upon request, Bridgeport Public Schools will provide parents with the following information about their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade level and subject areas for which the teacher provides instruction;
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate;
- (3) The baccalaureate degree major of the teacher;
- (4) Information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree; and
- (5) We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to the administrator of your child's building. Bridgeport Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the NCLB Act of 2001.

Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latinos;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within the Bridgeport Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Homeless Students Policy

Students defined in state law as homeless children shall be admitted without payment of tuition. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. **The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.** Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

Title 1 Program – Letter to Parents/Guardians

Dear Parent(s)/Guardian(s):

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now called the *No Child Left Behind Act* (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title I funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers must meet a specific legal definition of "NCLB qualified" in order to teach in schools that receive Title I funding. The legal definition of an "NCLB qualified teacher" has three parts. It states that the teacher must have the following:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of their knowledge in the subject they teach

Nebraska has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Bridgeport Elementary School. All of our regular teachers have college degrees and many have advanced degrees. The state of Nebraska has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

All of our elementary teachers already meet this legal definition of NCLB qualified. According to NCLB, veteran teachers, hired before the 2002-2003 school year, who do not yet meet the legal definition of highly qualified, had until the end of the 2005-2006 school year to do so.

To ensure that every child in every classroom has a highly qualified teacher, the state of Nebraska and our school district are working together to help teachers meet the requirements of the federal law by providing several options. Teachers will soon be able to take a new test, or they can demonstrate their expertise through a combination of college coursework, professional development activities, and experience.

An NCLB qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of Title I parents, please visit the United States Department of Education Web site at www.ed.gov/nclb. By partnering, families and educators can provide your child with the best education possible.

Sincerely,

Debra Turner
Elementary Principal

Bridgeport Elementary Schools Title I School-Parent Compact

The Bridgeport Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary agree that this compact outlines how the parents, the school staff, and the students will share the responsibility for improve student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Bridgeport Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Provide to parents information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student's progress, and the proficiency levels students are expected to meet.
3. Hold parent-teacher conferences twice a year (once during the fall semester and once during the spring semester) during which this compact will be discussed as it relates to the individual child's achievement.
4. Provide parents with reports with individual reports on their student's academic progress, and reports indicating their student's progress on State assessments in Math, Language Arts, and Reading.
5. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing and timely manner.
6. Provide parent reasonable access to staff.
7. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
8. Provide each parent timely notice when their student will be taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
9. Hold an annual Title I, Part A meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parent to be involved in Title I, Part A programs.
10. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parent with disabilities, and, to the extent practicable, in a language that parents can understand.

11. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. See to it that my child is in school every day as long as he/she is healthy. I understand the relationship between regular attendance and successful academic performance.
2. Communicate regularly with my child's school and teacher by communicating with the teacher during parent-teacher conferences, classroom visits and phone calls. Developing and maintaining an open and positive relationship with the teacher to discuss decisions relating to our students' education.
3. Attending school functions on a regular basis to support our children during school activities.
4. Reviewing homework, report cards, assignment books, and written communication from the school with our children.
5. Establishing quiet environment for our children to complete his/her homework each night, discussing what was learned at school each day, modeling the importance of learning, providing positive reinforcement of academic achievement, fostering a healthy respect for school, and reading to or with our children of a daily basis.
6. Discuss the importance of self-discipline by reinforcing appropriate school behavior, emphasizing the importance of being well prepared for school by having the necessary school supplies and completing homework assignments, and by reviewing the Code of Conduct with our children.
7. Parent/Guardian has the right to request teacher qualifications.

Student Responsibilities

I, as a student at Bridgeport Elementary, will share the responsibility to improve my academic achievement and the State's high standards by:

1. Doing my homework every day and ask for help when I need it.
2. Be actively engaged in all classroom activities and assignments.
3. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.
4. Come to class on time, with appropriate materials (books, pen, pencil, and paper). Bridgeport Public Schools can arrange to provide the school supplies if informed that there is a need.
5. Set aside time every day to complete my homework.
6. Know and follow the school and classroom rules. Respect my school, classmates, staff and family.

- 7. Regularly discuss my academic progress with my parents and teachers.
- 8. Believe that I can and will learn.

RECEIPT OF Title I, Part A Parent/School Compact

We have read and understand the above parent/students/school compact. We make a commitment to work together to carry out this agreement.

Parent/Guardian

Student Name

Date

RECEIPT OF Title I, Part A Parent/School Compact - INSTRUCTIONS

Please complete and sign this receipt after you have read the Title I, Part A Parent/School Compact. Detach from handbook and send receipt back to school with your child.

Thank you for your assistance.

RECEIPT OF 2011 - 2012 HANDBOOK FORM

Before a student will be permitted to attend school, this page must be returned to the Office with the student(s), parent/guardian signatures, and date.

Student(s)

Parent/Guardian

Date _____

RECEIPT OF HANDBOOK - INSTRUCTIONS

Please complete and sign this receipt after you have read this handbook.
Detach from handbook and send receipt back to school with your child.

Thank you for your assistance.