Bridgeport Elementary School

STUDENT HANDBOOK
2017-2018

“Dedicated to providing opportunities to generate success for all.”
WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook which you must read, sign and return no later than September 1st, 2017.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact our office.

Sincerely,

Troy Malone
Elementary Principal
tmalone@bpsbulldogs.org
Twitter: @MalonePrincipal
School Website:
http://www.edlinesites.net/pages/Bridgeport_ES
http://www.bridgeportschools.org/pages/Bridgeport_Public_Schools
Office: 308-262-1574
Title I Parental Involvement Policy

Bridgeport Elementary School commits to meeting all requirements of the No Child Left Behind Act of 2001 as they apply to all Title I programs conducted within the District. This Policy and all procedural steps included in the implementation of this Policy have been developed jointly with parents and will be reviewed, evaluated regarding its effectiveness, and updated annually at a scheduled meeting for this purpose, held at a convenient time for staff and parents. Parents are encouraged to provide input into such review, evaluation and possible revisions. This Policy will be distributed to all parents annually, in a language that parents can understand.

The District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parental involvement in the academic success of their children. Opportunities will be provided for parent involvement in their child’s education in the following manner:

1. Parents will be involved in the planning, review, and improvement of the Parent Involvement Policy and School/Parent Compact through at least one annual meeting held at a convenient time.

   An annual meeting will be held with parents to inform them about their child’s participation in the Title I Program, explaining what Title I is and the requirements associated with it. This meeting is held each fall.

2. The District will strive to increase opportunities that will help build the capacity for strong parental involvement in all aspects of the District’s programs.

   The school district will build capacity through workshops, meetings, volunteer opportunities within the school and materials providing assistance to parents of children served by the school(s).

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These opportunities will be provided by the school staff through a variety of means of communication such as parent-teacher conferences, handbooks, progress reports, newsletters and other school publications.

7. The District will conduct an annual evaluation of the content and effectiveness of the parental involvement policy. A survey of parents is conducted to determine if their needs have been met and barriers prohibiting their participation in their child's education have been identified and reduced.
**Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

**Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician’s verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student’s family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. Personal or family vacations
**Band**
Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

**Bills**
Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Bridgeport Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

**Books and Supplies**
Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

**Bulletin Boards**
Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in lockers or a personal vehicle.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle’s driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student’s parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school’s administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

**Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.
guardian or upon being notified that the student has enrolled in another school.

**Computer Network Use by Students**
Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**
   
   A. **Acceptable Use**
   1. Students may use the Internet to conduct research assigned by teachers.
   2. Students may use the Internet to conduct research for classroom projects.
   3. Students may use the Internet to gain access to information about current events.
   4. Students may use the Internet to conduct research for school-related activities.
   5. Students may use the Internet for appropriate educational purposes.

   B. **Unacceptable Use**
   1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
   2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
   3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
   4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
   5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
   6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
   7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
   8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
B. Consequences for Violation of this Policy
1. Access to the school’s computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
a. Loss of computer privileges;
b. Short-term suspension;
c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students
A. Children’s Online Privacy Protection Act (COPPA)
1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior
1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
   a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
   b. Cyberbullying awareness and response.
3. The School District’s technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.
a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. A complainant who is not satisfied with the administrator’s or the Title IX/504 coordinator’s decision regarding a complaint may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Conferences
Students’ academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student’s teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information
Parents must supply the school with their student’s address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Damage to School Property
Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Discrimination and Harassment
The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Superintendent Lambert at (308) 262-1470, clambert@bpsbulldogs.org or in person at school. Students who
they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

**Emergency Contact Information**
Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

**Evacuations**
The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

**Eye Exams**
All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

**Food Service Program**
The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

**Breakfast**
The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students $1.35 and adults $1.85 for breakfast.

**Lunch**
Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is $2.60. Lunch for 7-12 students is $2.85 and $3.60 for adults.
**Health Problems**
Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor’s verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, and the like.

**Homebound Instruction**
The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student’s physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student’s educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

**Homeless Children and Youth**
Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school’s policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. 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. The district’s homeless coordinator is Superintendent Lambert, who may be contacted at (308) 262 1470.
deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

**Lockers and Other School Property**
The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or 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 assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

**Lost and Found**
All lost and found articles are to be taken to elementary or secondary offices. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

**Medications**
Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication. (4) Parents must transport the medication to and from school and be prepared to count medications with a designated school staff member.
Involvement Conference.
5. Communication to parents about student progress to be provided in the language used in the home. Responses to parent concerns will be provided in a timely manner.

There will be opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

**Parties**
Elementary classes may have seasonal parties during the year. Parents shall communicate with their student’s classroom teacher for the teacher’s rules regarding birthday and holiday parties.

**Personal Items**
The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

**Physical Education**
The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear PE uniforms, but are encouraged to wear tennis shoes for P.E.

**Physical Exam**
Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

**Pictures**
The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student’s class composite may purchase them directly from the photographer.

**Playground Rules**
Students must follow these rules to keep the playground safe:
1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

**Secret Organizations**
Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

**School Day**
The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 10 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

**Self Management of Diabetes or Asthma/Anaphylaxis**
The school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

**Smoking and Tobacco**
Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

**Staff Qualifications**
The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, the school district will give parents the following information about their child’s classroom teacher:
Definitions.
1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

**Voluntary Contributions to Defray Costs.**
When appropriate, the district will request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents and patrons.

**Student Illness**
Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student’s plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student’s IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child’s parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child’s parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician’s statement before allowing such students to return to school.

**Student Records**
The Family Education Rights and Privacy Act (“FERPA”) provides parents certain rights with respect to their student’s education records. These rights include the right to inspect and review the student’s education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student’s education records that you believe to be inaccurate.
Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

**Non-Directory Information**
All of the other personally identifiable information about students that is contained in this school district’s education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent’s written instructions.

**Transfer of Records Upon Student Enrollment**
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

**Complaints**
Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

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Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
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**Tardiness**
A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After four tardies to school, the student and parents may be required to meet with the principal to discuss the situation.

**Telephone Calls**
The school’s telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.
3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team’s response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Transportation Services
The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School
Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations
Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities
The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent.

Video Surveillance and Photographs
The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in this policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from a staff member. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas
SECTION TWO

ACADEMIC INFORMATION

Grades

Elementary School Grading System for All Curricular Areas
The following grading system is used in the K-2 grades:
Kindergarten  PF= Proficient  PG= Progressing  B= Beginning
1st Grade     M= Mastery       P= Progressing  B= Beginning
2nd Grade     PR= Proficient   P= Progressing  B= Beginning

The following grading system is used in the 3rd-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.
SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district’s discipline is guided by the following principles:

1. The school district’s discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district’s expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student’s academic record or achievement.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments,
• **Detentions** are 30 minutes, served in the central office or the detention room designated by the building principal.

**In-School Suspension**
The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

**Emergency Exclusion**
Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

**Short-Term Suspension**
The Principal or the Principal’s designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and given an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's
review will be conducted by the hearing officer who conducted the
initial expulsion hearing, or a hearing officer appointed by the
Superintendent in the event no hearing was previously held or the
initial hearing officer is no longer available or willing to serve, after the
hearing officer has given notice of the review to the student and the
student's parent or guardian. This review shall be limited to newly
discovered evidence or evidence of changes in the student's
circumstances occurring since the original hearing. This review may
lead to a recommendation by the hearing officer that the student be
readmitted for the upcoming school year. If the school board or board
of education or a committee of such board took the final action to
expel the student, the student may be readmitted only by action of the
board. Otherwise the student may be readmitted by action of the
Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an
expulsion action may be suspended (i.e., "stayed") for a period of not
more than one full semester in addition to the balance of the semester
in which the expulsion takes effect, and as a condition of such
suspended action, the student may be assigned to a school, class, or
program/plan and to such other consequences which the school district
deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall
either provide an alternative school, class or educational program for
expelled students or shall follow the pre-expulsion procedures outlined

**Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion
or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension,
expulsion, or mandatory reassignment, subject to the procedural provisions
of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296,
when such activity occurs on school grounds, in a vehicle owned, leased, or
contracted by a school being used for a school purpose or in a vehicle being
driven for a school purpose by a school employee or by his or her designee,
or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct
   in a manner that constitutes a substantial interference with school
   purposes;
2. Willfully causing or attempting to cause substantial damage to
   property, stealing or attempting to steal property of substantial value,
   or repeated damage or theft involving property;
is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
b. Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one’s skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums,
c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student’s representative or guardian has the right (i) to examine the student’s academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student’s guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days
SECTION FOUR

STAFF DIRECTORY

Board of Education
President  Justin Corman
          Scott Linders
          Kay Anderson
          Jeff Pohl
          Linda Norman
          Craig Barnette

Bridgeport Administration
Chuck Lambert, Superintendent
clambert@bpsbulldogs.org

Dustin Favinger, Secondary Principal
dfavinger@bpsbulldogs.org

Troy Malone, Elementary Principal
tmalone@bpsbulldogs.org

Kari Foreman, Director of Special Education
kforeman@bpsbulldogs.org
<table>
<thead>
<tr>
<th>Specialists</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Deanne Bilby</td>
<td><a href="mailto:dbilby@bpsbulldogs.org">dbilby@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Reading Program Coordinator</td>
<td></td>
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<tr>
<td>Title I Instructor</td>
<td></td>
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<tr>
<td>June Brown</td>
<td><a href="mailto:jbrown@bpsbulldogs.org">jbrown@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Title I Instructor</td>
<td></td>
</tr>
<tr>
<td>Hayley Noonan</td>
<td><a href="mailto:hnoonan@bpsbulldogs.org">hnoonan@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Special Education Instructor</td>
<td></td>
</tr>
<tr>
<td>Lisa Lussetto</td>
<td><a href="mailto:llussetto@bpsbulldogs.org">llussetto@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Speech Pathologist</td>
<td></td>
</tr>
<tr>
<td>Jerod Dean</td>
<td><a href="mailto:jdean@bpsbulldogs.org">jdean@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
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<tr>
<td>Jaylene Lambert</td>
<td><a href="mailto:jlambert@bpsbulldogs.org">jlambert@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Vocal Music</td>
<td></td>
</tr>
<tr>
<td>Joe Jensen</td>
<td><a href="mailto:jjensen@bpsbulldogs.org">jjensen@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Band Instructor/Director</td>
<td></td>
</tr>
<tr>
<td>Amy Widener</td>
<td><a href="mailto:awidener@bpsbulldogs.org">awidener@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Media Specialist/Librarian</td>
<td></td>
</tr>
<tr>
<td>Jewel Hoxworth</td>
<td><a href="mailto:jhoxworth@bpsbulldogs.org">jhoxworth@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>ELL/English Language Learner Instructor</td>
<td></td>
</tr>
<tr>
<td>Jeremy Reimers</td>
<td><a href="mailto:jreimers@bpsbulldogs.org">jreimers@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>High Ability Learners / TAG</td>
<td></td>
</tr>
<tr>
<td>Deb Millette</td>
<td><a href="mailto:dmillette@bpsbulldogs.org">dmillette@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Art Instructor</td>
<td></td>
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<tr>
<td>Michelle Stevens</td>
<td><a href="mailto:mstevens@bpsbulldogs.org">mstevens@bpsbulldogs.org</a></td>
</tr>
<tr>
<td>Guidance Counselor</td>
<td></td>
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<tr>
<td>Tammy Dean</td>
<td><a href="mailto:tdean@bpsbulldogs.org">tdean@bpsbulldogs.org</a></td>
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<tr>
<td>School Nurse</td>
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<td><strong>Maintenance &amp; Transportation Director</strong></td>
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<td>Willis Beyer</td>
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<td><em>Maintenance Supervisor</em></td>
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<td><strong>Bus Drivers</strong></td>
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<td>Willis Beyer</td>
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<td><em>Transportation Director</em></td>
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<tr>
<td>Leigh Burr, 308-225-0342</td>
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<tr>
<td>Ward Nelson, 308-262-1472</td>
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<tr>
<td>Diane Renander, 308-262-1773</td>
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<tr>
<td>Tammy Dean, 308-489-5527</td>
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<tr>
<td>Peggy Backer, 308-489-5405</td>
<td></td>
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<tr>
<td>Gail Beyer, 308-279-1797</td>
<td></td>
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<tr>
<td>Leo Gusman, 262-0453</td>
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<tr>
<td>Barb Nelson, 262-1472</td>
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<tr>
<td><strong>Custodians</strong></td>
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<tr>
<td>Janice Macomber, Lead Custodian</td>
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<td>Susan Simons, Custodian</td>
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<td>Susana Cantu, Custodian</td>
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<td>Jesus Cantu, Custodian</td>
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<td>Jackie Garza, Custodian</td>
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<td>Maria Castano, Custodian</td>
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<td>Francisco Lopez, Custodian</td>
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| **Kitchen Personnel**                    |  |
| Rachel Patterson, Manager                |  |
| Elba Sandoval                            |  |
| Veronica Castano                         |  |
| Delores Muzquiz                          |  |

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Updated July 2016
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).
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

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

Parents (or guardians) and students are required to sign & return the receipt form below before ________.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Bridgeport Public School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Bridgeport Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

I have received the Title I Parent/Student Compact and will contact the school if I have further questions regarding the federal Title I Program at Bridgeport Elementary School.

Student’s Signature  Date  Parent/Guardian’s Signature  Date

________________________

Cell Phone Number (Optional)

________________________

Parent’s Email Address (Optional)  Parent’s Email Address (Optional)
Bridgeport Public School District
Parent/Guardian Publicity Authorization and Release

Dear Parent/Guardian:

The Bridgeport Public School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

1. Name of Pupil (please print)

2. Birthdate (please print)

3. Name of Parent (please print)

a. I, as a parent or guardian, of the above named pupil fully authorize and grant the Bridgeport Public School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as “Recordings”), for the purposes stated or related to the above.

b. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil’s parent or guardian.

c. I understand and agree that the Bridgeport Public School District and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.

d. I understand and agree that the Bridgeport Public School District and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.

e. I hereby release and hold harmless the Bridgeport Public School District and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney’s fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

My signature shows that I have read and understand the release and I agree to accept its provisions.

4. Signature of Parent/Guardian

5. Date Signed

6. Address (Number, Street, Apartment Number)

7. City

8. State

9. Zip Code

10. Telephone

11. Best time to contact if necessary

Granting of permission is voluntary. Please return completed form to school.
STUDENT INFORMATION SHEET

STUDENT'S NAME______________________________

DATE OF BIRTH______________________________

PARENT'S NAME_________________________________________________________________

MAILING ADDRESS________________________________________________________________

PHYSICAL ADDRESS________________________________________________________________

CITY___________________________________ZIP CODE___________________________

HOME PHONE # ________________________________

CELL PHONE # DAD______________________ MOM_________________________________

PLACE OF WORK-DAD________________________ WORK PHONE #_______________________

PLACE OF WORK-MOM________________________ WORK PHONE #_______________________

E-MAIL ADDRESS DAD__________________________________________________________

E-MAIL ADDRESS MOM__________________________________________________________

LOCAL FRIEND OR RELATIVE TO CALL IN CASE OF EMERGENCY:

NAME__________________________________ PHONE#______________________________

LOCAL FAMILY PHYSICIAN________________________________________________________

IF YOUR CHILD IS A BUS STUDENT, PLEASE GIVE THE DRIVER'S NAME.

DRIVER_________________________________________________________________________

PLEASE SIGN BELOW TO GIVE CONSENT FOR RELEASE OF YOUR CHILD TO THE ABOVE EMERGENCY CONTACT PERSON IN THE EVENT OF AN EMERGENCY EVACUATION.

PARENT/GUARDIAN SIGNATURE:___________________________________________________