



# Bissonet Plaza School

2019-2020 PARENT/STUDENT HANDBOOK

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@BissonetPlaza

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## INTRODUCTION

Welcome to Bissonet Plaza School. We are delighted that you have entrusted us with the education of your child, and we take this responsibility very seriously.

This handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school. In order for our school to operate safely and efficiently, you and your child must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook. The student handbook summarizes school and district policies and contains general guidelines and information.

## SCHOOL INFORMATION

Principal:	Audrey Easley
Assistant Principal:	Nancy Suarez
Secretary:	Tammy Guillot
Account Clerk:	Stephaneli Soto
General Clerk:	Evelynn Lugo
Address:	6818 Kawanee Avenue Metairie, LA 70003
Phone:	(504) 887-0470
Fax:	(504) 887-5693
Website:	<a href="http://Bissonet.jpschools.org">Bissonet.jpschools.org</a>
Grades Serviced:	PK - 8
School Colors:	Red, white, and navy
School Hours:	8:30 – 3:20

## OUR BELIEFS

- Each student is a valued individual, has unique needs, and is capable of learning.
- Each individual in the educational program deserves respect.
- A school's positive image is a reflection of the students, faculty, staff, parents, and community.
- The love of learning is nurtured through a variety of multi-sensory experiences.
- Learning is enhanced through instructional strategies that require students to use higher order thinking skills.
- Learning experiences are broadened through the use of educational technology and community resources.
- Children learn best through activities that are fun, challenging, and flexible.
- A safe, comfortable physical environment helps promote student successes.
- Parental involvement positively impacts the student's sense of responsibility, appropriate behavior, and academic achievement.

## VISION

Bissonet Plaza will provide students with a safe, nurturing environment and a rigorous education, with high expectations for all students. We have one guiding principle: Every Child, Every Classroom, Every Day.

## MISSION STATEMENT

LEARN: Learning every day all we really need to succeed!

## JPSCHOOLS GENERAL POLICIES

School Board Policy can be found at <http://jpschools.org/families/student-policies/>

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or natural origin as required by Title VI of the 1972 Education Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records. Inquiries may be made by contacting the Office of Compliance, 501 Manhattan Blvd., Harvey, LA 70058 or by calling (504) 365-5309 from 8 A.M. to 4 P.M., Monday through Friday.

## PROCEDURES AND POLICIES

### ACTIVITIES AND EVENTS

All activities such as athletic events, dances, group practices, etc., are extensions of the school day and all expectations in the handbook apply. Parish academic eligibility procedures are followed where applicable for participation. Students (and approved guests) participating in any activity must follow the Bissonet Plaza School Uniform Policy/Dress Code.

Failure to comply with rules and expectations of Bissonet Plaza and Jefferson Parish Public Schools will result in the inability to participate school activities and sports. The school administration reserves the right to deny a student or guest's participation.

ONLY Bissonet Plaza School students are allowed to attend dances. Students are not allowed to leave a dance early without parental consent.

Students who are absent more than ½ day of the school day (includes check-in and check-out) may not attend any school activity on the day or days they are absent; this includes, but is not limited to, athletic events, dances, and group practices. Students who are suspended from school may not attend any school activity on the days they are suspended; this includes, but is not limited to, athletic events, dances, and group practices.

### ARRIVAL/DISMISSAL

Car riders and walkers cannot be dropped off at school before 8:00. Students on campus before 8:00 will be placed in before care; fees apply. The school staff begins duty at 8:00 a.m. Students may enter the school campus following the 8:00 a.m. bell. (Do not drop students off at the gate before 8:00 a.m., as this is not safe). All students must enter through the gates in the front of the school near the office. Students and parents must not use the bus gates or the teacher parking lot for entry to the school ground.

The morning bell schedule is:

8:00 a.m. ARRIVAL BELL

8:25 a.m. Get ready bell

8:30 a.m. SCHOOL DAY BEGINS

8:35 a.m. TARDY BELL- Students arriving after 8:35 are considered tardy and must report to the office for a pass. A parent MUST accompany the student to the office for a tardy slip. It is in your child's best interest to make sure he/she is on time.

3:20 p.m. DISMISSAL

Students may NOT be called from classes after 2:30 p.m. Parents should wait for students outside the front gate or the area near the front steps. Do not go to the classrooms or remove students from moving lines. Your cooperation with this matter is required in order to ensure the safety of all children. All students and parents must exit through the gates near the office. Do not use the bus circle or teacher's parking lot.

**IMPORTANT:** Students must know after school plans before arriving at school each day. If a parent calls school during the day with a change of plans for a student's after school transportation, the school staff cannot guarantee that your child will always get the correct message. A consistent schedule is an excellent way to assure that your child will always know where to go at dismissal. Students will not be allowed to call home to arrange for after school activities. The drive through circle is the only designated area for picking up and dropping off children. The students who will be walking home into the neighborhood will cross the street with the crossing guard. There will be no street parking in front of the school during arrival and dismissal times. Students will wait in their grade level lines to be picked up. No students will be allowed to walk in the direction of Rouses unless accompanied by an adult. Parents who choose to pick up their child in the drive-through must have a sign displaying the name of the student being picked up. The child's name must be written in large, bold print. The sign should be held up to the windshield when approaching the driveway. An adult, usually the principal or assistant principal, will call for the student to come to the driveway. If you need assistance with a sign for your child, please contact the office.

## ATTENDANCE

Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established a set of criteria.

In order for an absence to be classified as excused, it must meet the state guidelines listed below. LA. R.S. 17:226 Extenuating Circumstances:

Extended personal physical or emotional illness as verified by a physician (in writing).

Extended hospital stay as verified by a physician (in writing).

Extended recuperation from an accident as verified by a physician (in writing).

Extended contagious disease within a family as verified by a physician (in writing).

Prior school system approved travel for education (see principal).

Death in the family not to exceed one week (bring copy of obituary).

Natural catastrophe and/or disaster.

For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the LEA.

A total of FIVE parent notes will be accepted during the school year to excuse student absences.

Attendance requirements to receive Carnegie Credits- 8<sup>th</sup> grade only: The Louisiana Department of Education has established that 8<sup>th</sup> grade students receiving Carnegie credit that have more than the allowed number of unexcused absences during the first semester or the second semester will not be eligible to receive Carnegie credit.

Students arriving after 8:35 a.m. must be escorted and signed in by a parent. Students will not be admitted to class without a parent signature. Excessive tardiness to school will result in disciplinary action.

(see Tardy Expectations below). Any student who has not entered the building at 8:35 a.m. is considered tardy unexcused (unless there is a documented excuse).

Any student who signs-in after 11:30 a.m. is considered absent ½ day unexcused (unless there is a documented excuse).

Tardy Consequences:

1<sup>st</sup> – Verbal Warning

5<sup>th</sup> – Written Warning signed by parent

10<sup>th</sup> – Administrative and/or Social Worker conference

Students exhibiting chronic tardiness will result in Social Worker referral to Families in Need of Services (FINS).

NO student will be allowed to leave the school campus unless a parent/guardian signs him/her out in the office. In order to be checked-out, a student should: obtain a pass to the office, and the office will contact the parent/guardian and call for the student when the parent/guardian arrives.

NOTE: It is mandatory that the emergency card lists everyone who may need to check-out the students. Those listed on the emergency card must be 18 years old or older. Anyone who checks out a student must present a photo ID in order to ensure the student's safety. No exceptions will be made.

Sign-outs will not be allowed after 2:30 p.m. This is in compliance with the JPSchools Crisis Management Plan.

### TARDINESS AND/OR ABSENCES TO SCHOOL- Sports and Extra-curricular:

Students that are absent and/or ½ day tardy to school on the day of a game or extra- curricular event will not be allowed to participate in the game and/or activity.

If a student is suspended from school, he/she will not be able to participate in any extra- curricular activities (such as skate night), including practices, meetings, and games.

### BACKPACKS/PURSES

School bags for 6<sup>th</sup>-8<sup>th</sup> grade must be clear or mesh (see-through). Purses/fanny packs are allowed, but they MUST NOT be large enough for a notebook to fit inside. Purses/fanny packs may not be used as schoolbags. Purses/fanny packs may be searched, like schoolbags.

### BIRTHDAYS/CLASS PARTIES

Winter and spring parties will be held in each classroom. It is the teacher's discretion to have parental assistance. Only students who are registered at Bissonet Plaza are allowed to attend. No siblings or friends allowed.

Birthday celebrations are allowed for parents wishing to send a treat to celebrate a child's birthday. Parents must first contact the child's teacher to make arrangements. Store bought CUPCAKES ONLY may then be brought to the front office to be shared by the child's class at the end of the day. Parents and other family members will not be allowed in the classroom for birthday celebrations.

## BREAKFAST/LUNCH

Bissonet Plaza students participate in the "Breakfast in the Classroom" initiative. ALL students eat breakfast and lunch free of charge.

## CAFETERIA

- Soft drinks, coffee, and energy drinks, etc. are strictly prohibited.
- Snacks brought from home should be packaged in snack sized bags. Students should not bring full size bags of snacks to school.

## CELL PHONES/ELECTRONIC DEVICES

The use of cell phones is strictly prohibited while on school property, including the bus. To reduce classroom distraction, students will surrender cellphones to their homeroom teachers where they will be locked in the office for the school day. Students will receive their phones from their last period teacher before dismissal.

Phones not turned into their teacher will be confiscated, and students will receive a consequence.

Parents/guardians may pick-up such items the following day between the hours of 8 a.m. and 2 p.m.

The Jefferson Parish Public School System shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone.

If phone is confiscated, parents must collect their cell phone from the office.

1<sup>st</sup> offense- Parent collects cell phone from office next day.

2<sup>nd</sup> offense- Parent collects cell phone from office 3 days later.

3<sup>rd</sup> offense- Parent collects cell phone from office 5 days later.

4<sup>th</sup> offense- Phone is no longer allowed on campus.

## COMPUTER USAGE

Students are only allowed to use the school's internet if they have completed the internet usage policy. Policy can be located at <http://jpschools.org/families/student-policies/> Spanish version is located at <http://jpschools.org/wp-content/uploads/2015/01/Student-Agreement-Internet-Access-Spanish.pdf>

School computers are for educational use. Students are not to download music, pictures or videos, unless this is part of a class assignment. Students are not to use social media on campus. Failure to comply with this rule will result in banning from computers at school, which can affect class grades.

The school is not responsible for issues that arise from Facebook, Instagram, or other social media sites unless it carries over into the school. Please teach your children about online and internet safety.



## CUSTODY ISSUES

All students involved in custody issues must have legal documents on file in the office. It is the responsibility of the parent to provide updated copies as changes occur. This will enable us to follow the court orders. In questionable situations, we will refer to our legal counsel.

## DRESS DOWN DAYS

Full Dress Down Day Guidelines:

- Pants/belts must fit properly and should not be too tight or too loose. This includes but not limited to leggings, stretch-knit or spandex pants, dresses, skirts, pants, slacks, shorts, shirts, or blouses that are tight fitting.
- Pajamas may be worn with prior notification.
- Shirts must have sleeves and not be low-cut; no strapless, tank tops, muscle shirts, midriffs, crop tops, one-shoulder, off the shoulder, or exposed mid-sections or undergarments.
- Pants may not be worn around or below the buttocks.
- T-shirts may be worn but may not exhibit inappropriate images or writing.
- Toes must be covered; no sandals, slippers, flip-flops, thongs, clogs, boots, and heels higher than two-inches are permitted.

Students failing to meet acceptable dress guidelines will be required to call home for a school uniform.

T-Shirt Fridays: On Fridays, students may wear spirit or Bissonet approved t-shirt instead of the uniform shirt. Remainder of the uniform should remain the same.

## EMERGENCY CARDS

An emergency card must be on file in the office for each student. It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.).

## FIELD TRIPS

Prior to participating in school-sponsored field trips, all students must return the completed field trip form signed by a parent/guardian by the assigned due date. All students must report to school before leaving for the field trip and return to school after the field trip is over.

Students participating in field trips must follow the uniform policy and all rules established by Bissonet Plaza and the Jefferson Parish Public School System and pay all financial obligations.

## FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations owed to the school. Checks, cash, money order, or MySchool Bucks are accepted. MySchool Bucks is preferred.

## I.D. CARDS

In an effort to maintain a safe and secure environment for students, faculty, and staff, K-8<sup>th</sup> grade students will be required to wear a current this year ID at all times.

First ID is FREE. Replacement IDs can be ordered for \$5.

Students without an ID will be moved to the back of the lunch line.

IDs – All students will be required wear an ID at all times.

No writing, stickers, etc. are allowed on the ID. ID's are mandatory during all school related events.

## LICE

Students must be treated and be free of any nits or lice upon returning to school. Parents should sign and return a statement indicating that treatment has occurred and that all nits have been removed from the hair. The student's hair will be checked by office personnel prior to returning to the classroom.

## LOST AND FOUND

Please label all personal items to avoid confusion. Students finding any item at school should turn it in to the main office where it can be claimed by the owner. The school will not assume responsibility for missing items including textbooks and personal property. The lost and found will be cleaned out quarterly and items will be donated to charity.

## MEDICATION

The Jefferson Parish Public School System will continue the following procedures for parents requesting medication to be administered to their child during school hours. Information can be found at the following website: <http://jpschools.org/departement/student-support/health-services/>

Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, capsules, powders, liquids, cough drops, chap sticks, medicinal agents or dietary aids. Please read the parish Procedures and Policies for parents and students for complete details. In brief it states that no medicine, not even aspirin, Pepto Bismol, Sunscreen, etc. may be brought by a child to school unless there are written instructions both from the doctor and the parent.

## RESTROOMS

Students are only allowed to use their designated restroom. Students must seek permission from their teacher to use the restroom during class time. Every effort should be made to minimize the usage of bathrooms during instructional time.

## SCHOOL CLOSINGS

In case of severe weather (storms, low temperatures, etc.), official announcements for closing may be heard over radio station WWL AM 870, JPSchools district website, Bissonet Plaza website, Bissonet Plaza Twitter, or Bissonet Plaza Facebook.

## SOCIAL WORKER/COUNSELOR

A social worker and/ or counselor is available to all students to discuss any issues or concerns that arise.

## TELEPHONE USE

Students may come to the office to use the phone to call home in emergencies. No students will be called out of class to speak to a parent on the phone.

## TEXTBOOK/LIBRARY BOOKS

Students are responsible for their books. Books should be returned in the same manner in which they were issued. If a student loses or damages a textbook or library book during the school year, he/she will not be issued another until the parent/guardian has made arrangements for payment. All payments should be paid to the account clerk in the front office.

## UNIFORM POLICY

### PRE-K:

- Purple T-Shirts with our Bissonet logo
- Navy blue bottoms (Navy blue pants, shorts, skirt, skort)
- Tennis Shoes- Velcro
- Purple Sweatshirts only- Bissonet Logo available (optional)

### Kindergarten:

- Purple, Collared Shirts with our Bissonet Logo
- Navy Blue Bottoms (Navy Blue Pants, Shorts, Skirt, Skort)
- Tennis Shoes- Velcro
- Purple Sweatshirts only – Bissonet Logo available (optional)

### 1st-5th GRADES:

- Red, Collared Shirts ONLY (NO WHITE) with our Bissonet Logo
- Navy Blue Bottoms (Navy Blue Pants, Navy Shorts, Navy Skirt, Navy Skort, Navy Jumper)
- Tennis Shoes
- Red Sweatshirts Only- Bissonet Logo available (optional)

#### 6th-8th GRADES:

- White, Button Down Shirt (BP Logo) – Short Sleeve Only OR Charcoal Grey Middle School Shirt with Bissonet Logo- Either can be worn everyday by 6TH-8TH Grade Students.
- Boys: Navy Blue Bottoms (Navy Blue Pants, Navy Shorts –warmer weather ONLY)
- Girls: Bissonet Skirt (Style: #43, Plaid: # 82- Kajan Uniforms), must wear shorts underneath skirt OR Navy Blue Pants.
- Charcoal Grey Sweatshirt ONLY- Bissonet Logo available (optional)

#### THESE ARE THE REQUIREMENTS FOR ALL STUDENTS

- JEANS, JEAN SHORTS, OR DENIM SHORTS ARE NOT ALLOWED
- Belt must be worn with all pants or shorts that have belt loops (Kinder and First can have magnetic closure)
- Shirts purchased at school may be worn on designated days.
- Shirts must be tucked inside of pants or shorts at all times.
- Black or Navy Leggings only during cold weather.

#### Consequences for Uniform Violations:

1st Offense	Verbal Warning
2nd Offense	Parental Contact
3rd Offense	Teacher Parent Conference

## VISITORS

All visitors are to report to the office upon arrival at school.

Photo identification must be presented. If a visitor is on campus to conduct business concerning a student at school, then the visitor must be 21 years old or older AND on the child's emergency card. Photo identification must be copied and a visitor's pass issued. Any person on campus without a visitor's pass will be asked to leave. Passes must be returned to the office when exiting the building. At that time, the photocopy of your identification will be returned to you.

Students are not allowed to bring guests to school nor have visitors unless approved in advance by administration. All volunteers must plan in advance to work with their child's teacher and not bring other children when volunteering.

Outside agencies are not allowed to service students at school without prior permission from the principal.

## WITHDRAWAL FROM SCHOOL

A parent must come to school to officially withdraw a student. A withdrawal form must be completed, all financial obligations to the school cleared, and all books returned before a student may be officially withdrawn.

## ACADEMICS

### ACADEMIC INTEGRITY POLICY

Academic integrity is an important part of Bissonet Plaza's mission. Students are responsible for learning and upholding ethical and honest standards of research, writing, and assessment in all academic areas. Written or other work which students submit must be the product of their own efforts. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

Academic dishonesty includes: Cheating on Classwork, Assessments, or Examinations. Cheating includes both receiving or giving unauthorized assistance. Students may not allow other students to copy from their papers including, homework, classwork, projects, quizzes, or tests.

Plagiarism-Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly, or in part, been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. Range of Possible Consequences:

Cheating on Classwork, Assessments, or Examinations	Reduction in Grade Parent Notification Counselor Notification
Dishonest Academic Involvement	Zero on Assignment Referral to Administration
Plagiarism or Computer Misuse	Dismissal of Extracurricular Activities, Elected or Appointed Student Offices, or Athletics

Eighth grade students taking Algebra I and English I, a Carnegie unit bearing course, must take part in Louisiana's End-of-Course (EOC) Assessment Program. The test is designed to measure whether students have mastered the necessary knowledge, skills, and abilities at the conclusion of the course. The results will count toward the students' report card grade. A tutorial can be accessed via the EOC tests home page at [www.louisianaec.org](http://www.louisianaec.org).

### EXAMS

In the 2nd and 4th marking period, students in grades 6-8 will be administered exams in each subject. These exams will count as 25% of their overall grade for the marking period. NO exams will be given early. Please do not schedule vacations or doctor appointments during exams.

### GRADING POLICY

Bissonet Plaza operates on a computerized grading system. The interim, 9-weeks grades, final, and participation grades are entered into JCampus. Bissonet's grading policy reflects the policy of Jefferson Parish Schools.

Classroom participation is defined as class work, homework, notebook, involvement in discussion and activities, and preparation for class, such as, having books and supplies. Nine weeks exams are not administered at the middle school level at the end of the first and third marking periods.

Letter grades are assigned according to the following scale:

	Grade Equivalent	Quality Points	Rounding
A	93-100	4	3.5–4.0
B	92-85	3	2.5–3.4
C	84-75	2	1.5–2.4
D	74-67	1	1.0–1.4
F	66-0	0	.0- .9

Attendance Requirements to Receive Carnegie Credits – 8th Grade Only To receive Carnegie credit for a course, students must be present 30,060 minutes per semester or 60,120 a school year for those not operating on a semester basis. The Parish Supervisor of Child Welfare and Attendance and the principal may allow a student to make-up seat time to meet minutes for awarding Carnegie credit.

Please refer to the Jefferson Parish Schools Procedures and Policies for Parents and Students for further information and the requirements for promotion to the next grade level.

## HONOR ROLL

Bissonet Plaza will celebrate the following accomplishments every quarter:

- A Honor Roll: All As in core subjects
- A/B Honor Roll: All As or Bs in core subjects
- Perfect Attendance for students who attend school every day, without tardies or early check-outs.

For students who receive O, S, N, U grades, the scores will be translated into the A-F scale for the purpose of Honor Roll.

## INTERIM REPORTS

Reports are issued to all students each grading period (approximately 5th week). Parents are urged to contact teachers if their child is in danger of failing. Teachers can be contacted by calling the front office or emailing the teacher. Email addresses are available on the school website.

## MAKE-UP WORK

Students are allowed to complete make-up work for absences within 10 school days of their last absence. It is the student's responsibility to ask the teacher for make-up work. A student will receive a failing grade on all make-up work not completed. Students are allowed to make-up work because of an absence for an out-of-school suspension.

If a student is unable to attend school for three days or more, please call the main office for assignments. These may be picked up after 1:30 P.M. on the day following the request.

## DISCIPLINE

### BUS BEHAVIOR

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards on the bus and at the bus stop. Students may only ride the bus they are assigned to ride. The JPSchools transportation department is the only entity that can change a bus assignment for a student.

Students in PK/K must have completed a compact for bus transportation before being allowed to ride the school bus. PK/K students will not be released from the bus unless an approved person from the compact is at the pickup location. Those students without an approved person will be brought back to school. After three violations of this rule, the student will no longer be able to ride the bus.

### CLASSROOM BEHAVIOR

Discipline is a school-wide effort. In order for the school to maximize student discipline, two aspects of our discipline policy must be considered:

Each classroom will have class rules as part of our Positive Behavioral Interventions and Support Plan and others that have been carefully developed by the teacher and/or other students, appropriate for that learning environment. It is the responsibility of the student to comply with and conform to the class rules. Failure to comply may result in disciplinary procedures described in the discipline section of this handbook.

Students who remain within the guidelines will receive all of the benefits of the Positive Behavioral Interventions and Support components as described in the PBIS section of the handbook. It is through positive classroom behavior, including student engagement, which students can expect to learn and succeed in their classes.

Bissonet's Essential Twelve:

1. When responding to any adult, you must answer by saying "Yes ma'am" or "No, sir."
2. Make eye contact. When someone is speaking, keep your eyes on him or her at all times.
3. Respect other students' comments, opinions, and ideas.
4. Always say thank you when you are given something.
5. Respond to all questions with a complete sentence.
6. Be as organized as possible.
7. Hold the door for people rather than letting it close on them.
8. If someone bumps into you, say "Excuse me," even if it was not your fault.
9. When walking in line, keep your arms at your sides and move quietly. You should face forward at all times. There will be absolutely no talking.
10. If anyone is bullying you, let your teacher know. We are here to look after you and protect you.
11. No matter the circumstances, always be honest, even if you have done something wrong.
12. Be the best person you can be.

## DETENTIONS

Detentions are assigned in writing with a minimum of 24 hours advance notice- with the exception of Lunch Detentions. Teachers may hold their own detentions in their classrooms before and after school and during lunch. Students must have a written pass in order to enter the building before school and during lunch. If the detention is before or after school, the parent/legal guardian is notified by means of a detention notice at least one (1) day before the detention is to be served. Two (2) copies of the detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the detention is to be served. The parent/legal guardian can legally refuse to allow the student to serve the detention. However, the student will be subject to suspension from school.

## DUE PROCESS

Students are responsible for their behavior. Students will be afforded an opportunity for due process. It is in the student's best interest to use this opportunity for truthful explanations of all events in the referral. In the event that there are witnesses, witnesses will be called for further explanation if needed. If a student refuses to write an explanation of the events in question, he/she forfeits his/her due process rights. Violations of class and school rules may result in any one or combination of the consequences that follow: (1) verbal warning (2) phone call home (3) loss of PBIS benefits (4) ineligibility to participate in school activities such as sports, cheerleading, dances, and field trips (5) suspension (in-school or out of school) (6) expulsion.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Positive Behavioral Interventions and Support is a strategic plan to encourage appropriate student behavior through the support of good behaviors and reward program for these behaviors. These rewards may be a field trip, school dance, out of uniform, movie/popcorn day or other activities.



The following is a list of behavior expectations that all students, faculty and staff are asked to follow:

	Be Safe	Be Respectful	Be Responsible
Cafeteria	-Food and/or straws must remain in cafeteria. -Stay in seat. -Face forward in line.	-Keep place in line. -Use inside voice. -Keep hands and feet to yourself.	-Get all utensils, napkins, milk and condiments when going through line. -Keep your area clean. -Keep all food on your plate. -Know your lunch number.
Playground	-Walk to and from playground. -Rocks, sticks and other such items should remain on the ground. -Use equipment properly.	-Include everyone. -Only appropriate physical contact is allowed. -Keep hands and feet to yourself	-Use bathroom and get water. -Keep playground clean.
Breezeway	-Walk on the blue line (Quiet Zone).	-Hold the door open for others. -Respect other's space.	-Hold backpacks and lunch bags properly.
Bathroom	-Wash hands. -Keep water in sink. -Put trash in garbage cans.	-Give others privacy. -Knock on stall doors. -Use inside voice.	-Use toilet and urinals correctly. -Flush toilet after use. -Report any problems to an adult.
Bus Loaders/Car Riders	-Walk to your area. -Sit facing forward with book bags in front.	-Car riders remain seated until called. -Use inside voice. -Hands and feet to yourself.	-Be on time. -Help others. -Follow bus driver's rules.

#### Progressive Discipline Policy: Consequences for Inappropriate Behaviors

1st Offense	Verbal Warning
2nd Offense	Parental Contact
3rd Offense	Behavior Report
4th Offense	Teacher/Parent Conference
5th Offense	Detention
6th Offense	Administrative Intervention/Referral (ISS, OS, etc.) Depending on the severity of the behavior, consequences may not follow this order.

#### STUDENT BEHAVIOR CODE

The following types of behavior will result in disciplinary action, which may include detention, suspension, expulsion and/or arrest:

- Fighting, instigating a fight, disruption, or interference with curricular or extracurricular activities.
- Damage or destruction of school property or private property.
- Possession of a weapon or any items which may be used as a weapon.
- Possession or use of narcotics, alcoholic beverages and other dangerous drugs while on school premises or while in the custody and control of the school, or school related activity.
- Entering campus while under the influence of any controlled substance or alcohol.

- Violation of rules of conduct for school buses.
- Selling items on campus to other students.
- Use or possession of cigarettes, lighters, matches, or fireworks.
- Stealing or possession of stolen or lost private property.
- Violation of attendance rules and/or truancy policy.
- Violation of student uniform/dress code.
- Insubordination or disrespect toward a school employee.
- Inappropriate display of affection while on school premises.
- Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures, or publications.
- Leaving campus/class or cutting class without proper permission.
- Inappropriate use of communication/electronic devices.

NOTE: Any acts that are not listed above but are deemed a violation of the student behavior code may be added by administration and warrant disciplinary action.

## STUDENT SIGNATURE

The student's signature on a behavior report, interim report, detention notice, suspension notice, etc. simply means that the student received a copy of the document. It does not necessarily indicate that the student is guilty or agrees with the contents of the document. Refusal to sign a notice may result in further disciplinary action.

## THREATS OF VIOLENCE

Any threat of violence shall be reported to the social worker and/or police and appropriate action will be taken. It is the responsibility of the student to report any hostile attempt directed at him/her to an administrator, teacher, etc.

## UNAUTHORIZED ITEMS

- Communication Devices-cell phones, iPads, tablets and computers, etc., "Smart" Watches that can be used as a phone/camera
- Electronic Devices-
- Laser Pointers
- Motorized Vehicles, motor bikes, scooters, etc.
- Water/toy guns and/or other toy/look-a-like weapons
- Skateboards
- Glass containers
- Fireworks of any kind, lighters, matches
- Non-educational items-Pokémon, Yu-Gi-Oh, or baseball cards, etc.
- Obscene materials
- Sums of money \$50 or more will be reported to parent/guardian
- Slime
- Fidget Spinners

- Any item not on this list and deemed inappropriate, distracting, or disturbing to others by administration

Confiscated items will be brought to the office. Items must be claimed by a parent or guardian during the hours of 8 a.m. and 2 p.m. the following day.

## VIOLENCE PREVENTION PROGRAM

All students involved in a fight at school, on the bus, at the bus stop or at a school event will be subject to suspension, expulsion, and/or arrest as stated in the Procedures and Policies for Parents and Students. Pushing and shoving lead to fighting and are violations of school policy.

Students in grades 4-8 who are suspended for fighting as determined by administrators will be required to undergo conflict resolution training with a parent/guardian before being readmitted to school. The conflict resolution session will be held on a Saturday. The cost is \$75.00, which can be paid at the time of enrollment.

The student will also be required to complete four hours of community service, which will be scheduled and supervised by personnel at the school site.

\*\*\*Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court.



**Please detach and return the completed form below:**

We, hereby acknowledge, that we have read the Bissonet Plaza Parent/Student Handbook.

We agree that \_\_\_\_\_ should be held

(Student's Name)

held accountable for these rules and regulations.

Student Signature:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

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

**NOTE: Student must return this form signed to the homeroom teacher.**