



Bishop CISD

Lillion E. Luehrs Junior High

LJHS

2024-2025

**Student – Parent
Handbook**

Bishop Consolidated Independent School District Luehrs Jr High School – Parent – School Compact

ESSA – Title 1, Part A

I understand that the school, parents, and students share responsibility for improved student achievement. I am willing to develop a partnership with the school to help _____ (Child's Name) achieve the state's performance standards (STAAR).

As a **staff member** of Luehrs Jr High, I will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that meets local, state, and national standards
- Arrange Parent – Teacher conferences as needed.
- Motivate students to achieve their highest potential, while maintaining high standards of behavior.
- Hold conferences to discuss each child's individual progress

As a **parent** of a student at Luehrs Jr High, I will:

- Ensure that my child attends school regularly and on time.
- Volunteer/Observe in my child's classroom.
- Encourage my child to be responsible.
- Motivate my child to achieve his/her highest potential, while maintaining high standards of behavior.
- Attend Parent – Teacher conferences /meetings.
- Review my child's homework email and assignments, encouraging him/her to complete homework

As a **student** at Luehrs Jr High, I will:

- Return my completed homework when due or accept the appropriate consequences
- Follow the Student Code of Conduct, or accept the appropriate consequences
- Be respectful and responsible
- Attend school regularly and on time

The **School – Parent- Student Compact** was discussed by:

School representative: _____

Parent: _____

Student: _____ Date: _____

General Information

BADGER APP

Bishop CISD uses the Badger App to inform parents of important information pertaining to their child (ren). You can download the app from I tunes or google play, then search under Bishop Badger to download.

ANNOUNCEMENTS

Announcements pertaining to school activities are made each day. All announcements to be made that day should be in the front office as soon as possible.

ASSEMBLIES

Assemblies may be scheduled during the school day as deemed appropriate by the principal. The announcement of special assemblies will be made as far in advance of the day of the pro-gram as is possible and practical.

BREAKFAST AND LUNCH

Luehrs Jr. High School will have two lunches; each lunch is 30 minutes. They are as follows:

A Lunch 12:03-12:33

B Lunch 12:35-1:05

*** Due to security and safety protocols, deliveries of food will not be accepted. Students must bring lunch in the morning or purchase from the cafeteria. ***

Only clear water bottles are allowed.

NO tumblers of any kind.

Due to safety reasons, students are not able to leave during lunch.

LJHS Breakfast will be served in the Classrooms until 7:35 A.M.

No food or drinks are allowed to be taken out of Badger Den or Cafeteria.

Only immediate family members (mother, father, brother, sister, grandparents) are allowed to eat lunch in the cafeteria with other students and their family member.

Guests provide driver's license to the front office and wear a visitor's tag provided by Raptor system.

CAFETERIA

The District participates in the National School Lunch Program and offers nutritionally balanced lunches to students and staff members during the regular lunch period.

Free breakfast and lunch are served to all Bishop CISD students. Information on this program is available from the cafeteria manager, who may be contacted at 584-3591, ext. 426

CLASS SCHEDULE

The first bell will ring at 7:35 A.M. and ***a student is tardy if not in the appropriate place at 7:45 a.m.*** Students are to leave the school grounds when school is dismissed at 3:35 p.m. and should not be on the campus when school is not in session unless attending a school function.

COMPLAINTS

A student or parent who has a complaint should first take the matter up with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parent who has a complaint regarding possible discrimination on the basis of gender, regarding handicapped students or the District's program for handicapped students, or regarding other matters should contact the school principal. If the outcome of that conference is not satisfactory, the student and/or parent may follow the District's complaint procedure (available from the school principal's office) to carry the complaint to the superintendent and ultimately to the school board.

LIBRARY

The library is open for use each day during school hours for students who wish to read, study, or use reference materials. The library is not intended to be a place of social gathering. Students are responsible for taking care of checked out materials.

BOOKS and MATERIAL

Fiction, biography, and short stories may be checked out for two weeks and rechecked once. Non-fiction (other than reference material) may be checked out for two weeks and rechecked once. Reference material, including all magazines, may be checked out for one class period only.

Bishop students may also use the public library located in the Bishop County Building at the corner of East Fifth and South Ash St.

***Library fines may be assessed for books and material not returned on time. Report cards may be withheld if fines are not paid. ***

LOCKER ASSIGNMENTS

Each student will need to request a locker at the beginning of the school year. Each student will use the locker assigned to him/her unless permission to change is granted from the office. **Students must provide their own locks and provide a copy of the combination or key to the front office.**

Lockers should be kept in a neat, orderly manner and are subject to periodic inspection by the principal, assistant principal, or some other designated staff member.

School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school or the school environment, a student's locker may be searched without prior warning.

All PE/Athletic students must have a lock/locker. All personal items must be locked up. Bishop CISD will not be responsible for lost/stolen items.

SAFETY

In order to be prepared in case of an emergency, school personnel periodically conduct fire and other emergency drills.

In addition, campus staff takes various other precautions toward maintaining a safe and secure school. During the school day, all doors remain locked to outside traffic. The school welcomes visitors through the main entrance and asks that all visitors check in at the front office.

TEXTBOOKS

All textbooks issued are the property of the school or the State of Texas and are designed for use during the school year.

Textbooks are issued at the beginning of the school year or semester as needed. The bar code or number of each textbook issued each pupil is recorded. Textbooks must be returned to the teacher before final tests are taken or grades are issued.

A textbook not returned or paid for will delay registration for the student in August. Textbook checks will be made periodically during the school year, and the teacher will check book damage or misuse as well as general care of the book.

Textbooks left in lockers, in the hall, or in the Cafeteria are turned in to the office as lost items.

No writing should be done in any textbook unless the student desires to buy the textbook at full purchase price, at which time it becomes his/her personal property.

A student who has paid for a lost book may receive a refund for that book if it is returned and accounted for through the textbook custodian no later than the last day of the current school year. Students who withdraw during the school year must turn in all issued textbooks to the office or pay for them before they can be officially withdrawn.

All students will have access to McGraw Hill K-12 App.

WEATHER PROBLEMS

On the rare occasions that the weather is extremely bad (high water, hurricane, snow, etc.), administration reserves the right to cancel school as deemed necessary for the safety of staff and students. Parents and students will be notified through the Badger App as well as by phone call out system as soon as a decision is made.

The following television stations will also issue the news report:

Station KIII	Channel 3
Station KRIS	Channel 6
Station KZTV	Channel 1

House Bill 4545 Accelerated Learning Requirement

House Bill 4545 was enacted by the 87th Regular Legislative Session and is effective as of June 16, 2021. The law requires 30 hours mandatory accelerated instruction (tutorials) for students who failed or did not participate in STAAR testing in the spring of 2021.

Recommendation is that students receive the supplemental instruction before or after school, embedded in the school day or during summer school. Additionally, a student/teacher ratio of 3:1 is required unless otherwise approved by the parent/guardian. As group of three or less is difficult during the school day, small groups will primarily occur after school and during the summer months.

<https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/house-bill-4545-implementation-overview>

*****LJHS EXEMPTION POLICY*****

1. Academic and Attendance Requirements:

- A student may be exempt from a semester exam if: (a) The student has a course grade average of at least 90 and no more than three absences (excused or unexcused); or (b). The student has a grade average of at least 80 and no more than two absences (excused or unexcused); or (c). The student has a grade average of at least 75 and no more than one absence (excused or unexcused).

2. **3rd Period Attendance Requirement:** If a student has more than three absences (excused or unexcused) during their 3rd period class, they are ineligible for exemptions in any of their courses

EXAMINATION PERIODS

Semester exams count 20% of the semester grade.

The principal schedules semester examinations, and the office releases the schedule to the teachers and posts it on the bulletin board several days prior to the days of examination. All students will take examinations at the scheduled times unless illness or other emergencies cause a special examination schedule to be established. Students are to remain in their respective classes during the entire exam period.

LJHS HONORS CLASSES

Honors classes will be offered for ELA and Math classes at LJHS. Honors classes are limited to a designated number of students per school year. Criteria will be set yearly based on various academic requirements and students will be ranked and placed in Honors classes based on those rankings and space availability. **Honors classes will be monitored every 9-week grading period. An average of 80 must be maintained to remain in honors classes.** If the student doesn't meet the Honors criteria, they will be moved from Honors classes and put into a regular ELA/Math class.

GIFTED AND TALENTED PROGRAM (G/T)

Any student, parent or teacher may nominate a student for the G/T program. Students must qualify to be admitted to this program.

LHS GRADES AND GRADING SYSTEM

The school year is divided into one and two semester courses *of two nine-week periods each*. Report cards are issued about 5-6 days following the close of each nine-week period. Progress reports will be sent out approximately mid-way through each nine-week grading period.

Category Type	Percentage toward grade	Minimum Number of grades per nine weeks
Test Grades	40%	2+
Classwork/Homework	40%	14+
Quizzes	20%	2+

* Pre-AP & Honors class requirements and percentages may vary. *

TUTORIALS

Any student who is failing a course or who needs help or remediation is to obtain help (tutoring) from the teacher. Teachers may be available for tutoring after 3:35 p.m., Monday, Tuesday and Thursday, during a regular week. Students are to check with the respective teachers for specific days and times. Teachers may also be available for tutoring at designated times in the morning before school.

It is strongly advised that a student obtain help before he/she begins having difficulty with a subject.

Student is responsible for setting up & attending tutorials as needed.

SPECIAL PROGRAMS

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with [prior written notice](#) that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the [Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities](#). Additional information regarding the IDEA is available from the school district in a companion document [A Guide to the Admission, Review, and Dismissal Process](#).

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

[Texas Project First](#)

[Partners Resource Network](#)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Dr. Jennifer Trice
719 E. 6th St.
Bishop, Texas 78343
361-584-3591 Ext. 223

Jessica Gaona
719 E. 6th St
Bishop, Texas 78343
361-584-3591 Ext. 266

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior

written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Jessica Gaona

Phone Number: 361-584-3576 Ext:266

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Debra Garcia

Phone Number: 361-584- 3576 Ext: 439

Additional Information:

The following websites provide information and resources for students with disabilities and their families

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Jessica Gaona

Número de teléfono: 361-584-3576 ext: 266

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Debra Garcia

Número de teléfono: 361-584- 3576 ext. 439

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)

Attendance

ABSENCES

According to Texas law, a student between the ages of six and eighteen must attend school. Regular attendance is of vital importance to all students. Much of the work missed in class can never be made up completely. Absences also cause our school system to lose some financial support from state funds since some state funding used to operate Texas schools is based on average daily attendance.

Causes for absence will be given the following identifications:

Excused Absences

Personal illness, or death in the family, quarantine, medical and dental ap-ointments, impassable roads and school-sponsored events are considered as excused absences. Any other excuse, including those for "School Business" days, must be secured from the high school administration in advance of the absence. Teachers must permit students to make up work missed during an excused absence. Students shall turn in make-up work at a time designated by the teacher, or loss of credit for that work will occur.

A "School Business" or "S.B." day is an absence a student takes in order to participate in a Board-approved extracurricular activity or public performance that is under the direction of a member of the District's professional staff or of an adjunct staff member who has a bachelor's degree and is eligible for participation in TRS. An absence approved as a "School Business" day does not count against a student's final examination exemption status or against the requirement that a student attend 90% of the days a class meets.

Students with high school credit must attend 90% of class in order to receive credit

Unexcused Absences

School administrators will determine whether or not an absence is excused. The most common reasons for unexcused absences include being out of town, needed at home, business errand, trip, or work. Students may be limited to a maximum grade of 70 for assignments and tests missed because of an unexcused absence.

It is the student's responsibility to acquire any & all missing assignments for classes.

Truancy

Truancy is being absent from school without the consent of parents and school administration. Skipping class for a single period is also truancy. Students may be limited to a maximum grade of 70 for assignments and tests missed because of truancy.

Hall Pass

To maintain a safe and orderly school environment, students must have a hall pass when in the hallway during class time. Any student without a hall pass will be subject to disciplinary action:

1st Offense: Lunch Detention

2nd Offense: After School Detention

3rd Offense: In School Suspension

A parent or guardian must contact the school office by writing a note or personally appearing at the high school office and explaining the absence for any school day or portion of a school day that a student is absent from classes if the student is to be considered for an excused absence. If the cause of absence is one specified for excused absence (noted above), the student will be excused.

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to attend school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. If a student has a fever over the allowed temperature, they will be required to be fever free without medication for at least 24 hours before they are admitted back to school.

Examples of communicable diseases/conditions include:

Amebiasis	Hepatitis, Viral (A, B, or C)	Rubella (German Measles),
Campylobacteriosis	Impetigo	including congenital
Chickenpox	Infectious mononucleosis	Salmonellosis, including
Common cold with fever	Influenza	typhoid fever
Fifth disease	Measles	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
		Whooping Cough (Pertussis)
Head Lice (Pediculosis)	Ringworm of the scalp	<i>Corona Virus (COVID-19)</i>

OTHER ILLNESSES

Diabetes

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

**** Please refer to Bishop CISD's Health and Safety Plan in regards to protocol regarding COVID-19.**

LEAVING CAMPUS DURING SCHOOL DAY:

At any time during the school day, a student who leaves the school campus for any reason must have their parents sign the dismissal board in the office and indicate the time of departure and the reason for departure. **The parent must sign his/her student out personally in the office before a student will be allowed to leave the campus.** If the student leaves school without the parent's signature and/or

without signing the dismissal board, that student will be considered truant from school. If s/he returns during the school day, the student must report to the office before returning to classes.

TARDIES

3 tardies in the *same* week will result in after school detention. If a student is more than 5 minutes late for class, they will be counted absent from that class. Persistent tardies may result in further consequences at the discretion of the Principal.

EXTRACURRICULAR ACTIVITIES

Membership in one or more extracurricular activities is encouraged, but the number of clubs with which a pupil is associated shall be determined by his or her scholastic standing. A pupil will be asked to withdraw from any organization when it becomes apparent that the activity is detrimental to his scholastic program.

Participation in the various clubs and organizations requires that students meet all UIL, SBOE, local, and Texas Education Agency regulations relative to, but not limited to, eligibility, attendance, and practice or meeting time. Organizational sponsors shall provide specific information to participants. Refer to the section "University Interscholastic League Activities and Eligibility Rules" for additional details.

UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ACTIVITIES AND ELIGIBILITY RULES

Bishop CISD students are encouraged to participate in various event sponsored by the University Interscholastic League.

Events which may be included in UIL contests this year are cross country, football, basketball, track and field events, golf, baseball, softball, tennis, volleyball, academic UIL events, Band and other activities as added.

All UIL, State Board of Education, Texas Education Agency, and/or local rules shall be strictly observed for participation in any contest.

In order to be eligible to participate in an extracurricular activity for a nine-week period following the first six-week period of a school year, a student must have passed all courses for the previous six-week period. A student who fails a course for a six-week period shall be ineligible for participation in any extracurricular activity until regaining eligibility at the three-week or six-week eligibility period.

A student regains eligibility five academic school days after progress report period if the student is passing all courses on the last day of the three-school-week period. A student's work is evaluated from the first-class day of the new grading period to the end of the three-school-week evaluation period. If the student has a passing grade of at least 70 in all classes for work done since the end of the grading period, the student regains eligibility seven calendar days later at the time the regular school day ends.

Key Points Relating to No Pass - No Play Eligibility

The school week is defined as beginning at 12:01 a.m. following the progress reports and ending at the close of instruction after the 5 instructional days. (Excluding holidays)

If a grading period or three-week evaluation period ends on the last day prior to a school holiday of one calendar week or more, the student loses or regains eligibility five instructional days later at the time the regular school day ends. In this case, the five -instructional-day grace period to lose eligibility and the five-instructional-day waiting period to regain eligibility begins the first day that classes resume. An incomplete grade at the end of a **nine**-weeks report will be treated as a failing grade until the incomplete work has been turned in and the student passes the class in which the incomplete grade has occurred. (Must be cleared within the 1st week grace period)

Students who pass all courses at the UIL cut-off times remain eligible throughout the next grading period.

A contestant in an athletic event must be an amateur and must never have participated in a college event.

A student should be in attendance at least one-half of the school day on which the contest is held. Or have a Doctor note or family emergency.

All students will fulfill the UIL, SBOE, TEA and/or local rules. Each contest sponsor has a copy of the UIL Constitution and Contest Rules book. The principal and contest sponsor should be contacted for details relating to eligibility or other aspects relating to UIL and other competitive events.

The school district shall not schedule or permit students to participate in any school-related or sanctioned activity on or off campus that would require or permit a student to be absent from class in any course more than twelve times during the 180-day school year for a full-year.

All UIL-sponsored activities are sanctioned as school-related activities and, therefore, come under the provisions of State Board Rule. The governing boards at the highest state level of any other organization requiring student participation which causes a student to miss a class during the school day must request approval, in writing, from the commissioner of education. If the Commissioner of Education does not grant approval, the absence incurred by a student will be considered unexcused. If a student is involved in extracurricular activities other than a UIL activity and a conflict occurs concerning participation in competition, the UIL competition has priority. If conflicts occur between several UIL events, and one is a district or post-district level event, the district or post-district level event shall have priority over an invitational competitive event. Also, if conflicts occur when a student is to compete in two UIL events, and the sponsors cannot agree upon a solution, the principal will decide in which event the student will compete.

Discipline

OVERVIEW

A goal of the Bishop CISD educational program is to encourage independence and responsibility, which are characteristic of the mature person. An orderly, controlled atmosphere is essential if learning is to take place.

Each campus within the District shall maintain an environment that shall encourage the student to behave in a manner so that s/he can learn and so that other students can learn. Each school shall teach good behavior, responsibility, and appropriate dress as a part of its educational program. The schools shall promote good behavior through the staff's attempt to provide leadership and guidance in matters of propriety, appropriate dress, good conduct, self-control, respect for the property of the school and its occupants, and appreciation and respect for the rights and privileges of others.

The District has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods;
3. Within 300 feet of school property;
4. While the student is in attendance at any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
7. When the student commits a felony, as provided by Texas Education Code 37.006;
8. When criminal mischief is committed on or off school property or at a school-related event.

Teachers are responsible for discipline in their respective classrooms, on the school grounds and at school activities. Much of the discipline is in the hands of the individual teacher; however, teachers at any time may refer a discipline case to the office of the principal. The campus principal shall take the necessary action in administering the appropriate disciplinary action.

The Student Code of Conduct is a separate handbook on student discipline. Please refer to the Code of Conduct for additional, specific information concerning student discipline. In case of conflict between the Student Code of Conduct and the Student/Parent Handbook, the Student Code of Conduct will prevail. The Student Code of Conduct is adopted by the District's Board of Trustees and has the force of policy.

Campus Behavior Coordinator

LEGAL REQUIREMENT

Under the requirements of Senate Bill 107, 84th legislature, TEC 37.0012, each campus must have a staff person designated as the Campus Behavior Coordinator. The person designated may be the principal of the campus or any other campus administrator selected by the principal.

RESPONSIBILITIES

The campus behavior coordinator is primarily responsible for maintaining student discipline and the implementation of this subchapter.

The campus behavior coordinator is required to promptly notify a student's parent or guardian if the student is placed into in-school or out-of-school suspension, placed in a disciplinary alternative education program, expelled, or placed in a juvenile justice alternative education program or is taken into custody by a law enforcement officer. A campus behavior coordinator must comply with this subsection by:

- (1) promptly contacting the parent or guardian by telephone or in person; and
- (2) making a good faith effort to provide written notice of the disciplinary action to the student, on the day the action is taken, for delivery to the student's parent or guardian

If a parent or guardian entitled to notice of a student's disciplinary removal has not been reached by telephone or in person by 5 p.m. of the first business day after the day the disciplinary action is taken, the campus behavior coordinator must mail written notice of the disciplinary action to the parent or guardian at the parent's or guardian's last known address. If a Campus Behavior Coordinator is unable or not available to promptly provide the required notice to a parent or guardian of a student, the principal or other designee shall provide the notice.

CONTACT YOUR CHILD'S CAMPUS BEHAVIOR COORDINATOR:

Principal

Yvette Rodriguez

yrodriguez@bishopcisd.net

(361) 584-3576 EXT: 439

Bullying

What is Bullying?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

What is Cyberbullying?

Cyberbullying is [bullying](#) that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Report Bullying at:

<https://www.bishopcisd.net/Page/42>

All bullying incidents will be thoroughly investigated and all measures will be taken to prevent further occurrences.

DETENTION

Detention is held every Tuesday in the LJHS Badger Den immediately after school until 4:15. Students who are late will not be given credit for attending detention. If a student misses their assigned detention, they will be assigned ISS the following school day.

No cell phone use will be allowed in detention.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

Certain behavior violations will result in referral to an administrator. The disciplinary action taken will depend on the offense, frequency, previous actions, and severity of the violations. Serious offenses are not limited to the ones indicated in the *Student Code of Conduct*. Students who are in violation of the District's communicated standards of student conduct will be assigned to a Disciplinary Alternative Education Program (DAEP). Some examples of offenses that will result in DAEP placement include, but shall not be limited to, the following:

- *Committing an assault under Penal code 22.01(a) (1);*
- *Making a terroristic threat;*
- *Making a false alarm or report (pulling a fire alarm or calling in a bomb threat);*
- *Selling, giving, or delivering to another person, possessing or using or being under the influence of marijuana, a controlled substance, **vape**; or a dangerous drug;*
- *Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol;*
- *Possessing, using, or being under the influence of an alcoholic beverage;*
- *Exhibiting behavior that contains the elements of an offense relating to Abusable glue or aerosol paint or relating to volatile chemicals;*
- *Exhibiting behavior that contains the elements of the offense of public lewdness;*
- *Exhibiting behavior that contains the elements of the offense of indecent exposure;*
- *Committing a felony whether on or off school property;*
- *Retaliating against any school employee, when not combined with another offense, either on or off school property;*
- *Being involved in gang activity, whether it be as a member, pledge, or soliciting another person to become a pledge or member of a gang;*
- *Being involved in a public-school fraternity, sorority, or secret society, whether it is as a member, pledge or member of a public school, fraternity, sorority, or secret society;*
- *Committing criminal mischief if punishable as a felony, whether on or off school property, or at a school-related activity;*
- *Possessing or using a knife of any kind or any object, such as knuckles, that can cause bodily harm;*
- *Other as determined necessary;*
- *Other serious offenses listed in the *Student Code of Conduct*.*

While assigned to the DAEP, students are prohibited from participating in or attending any extracurricular activity. In addition, students may not enter, at any hour, any Bishop CISD property except the Alternative Learning Center, where DAEP students are assigned.

Any additional referrals from the main campus will result in a student's reassignment to the district's DAEP or assignment to the Juvenile Justice AEP, depending on the seriousness of the offense. If the conduct occurs during the final six-weeks reporting period of a semester, the removal may extend beyond the end of that semester.

Students will be suspended if inappropriate behavior continues while assigned to DAEP. Students who are suspended will, upon their return, continue the original disciplinary assignment to the DAEP.

Students who cause behavior problems in the DAEP may be referred to the juvenile justice system.

Student behavior and performance will be evaluated continuously by the respective DAEP personnel. Tracking instruments will be used to review student progress on a daily basis.

EXPULSION

The Texas Administrative Code and District policy require expulsion for some offenses and permit discretionary expulsions for others. Examples of offenses that require expulsion include, but shall not be limited to, the following:

- Using, exhibiting or possessing a firearm, an illegal knife, a club
- Engaging in conduct containing the elements of the offense of aggravated assault
- Arson
- Indecency with a child
- Other “offenses against the person” under Title 5 of the Penal Code behavior punishable as a felony that involves the selling, giving, or
- Delivering to another person, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

IN-SCHOOL SUSPENSION (ISS)

Students found guilty of conduct that would warrant such disciplinary action may be placed in an in - school suspension program at the discretion of the appropriate school official, who should determine the length of such assignment. Refer to the student code of conduct for ISS reasons.

Rules and Guidelines for In-School Suspension

- In-school suspension begins at 7:30 am and ends at 3:35 p.m.
- The student must take all books, paper, pencils, and pens which will be needed for the day, as s/he will not be permitted to go his/her locker during the school day.
- Each student will be assigned a seat, and s/he is not to change or leave her/his seat unless it is approved by the teacher.
- There will be no talking, whispering, passing of notes, or other forms of communication.
- Students are to spend all time studying or doing assigned work while they are in the suspension center. In the event a student completes all work assigned, additional work may be assigned.
- Restroom breaks will be determined by the ISS teacher.
- Students may purchase lunch at the cafeteria or take lunch with them.
- Students assigned to in-school suspension will be served lunch in the ISS room.
- A student assigned to in-school suspension is not to attend any school-sponsored function or activity until the suspension has been completed.
- No magazines, newspapers, or paperback books (unless assigned) are permitted.
- A class admittance slip will be issued only after all requirements of in-school suspension have been satisfied.
- All lessons will be completed and will be turned in to the appropriate teacher before a student may return to regular classes.
- Any infraction of the above rules or any other irresponsible behavior will result in additional disciplinary action being added to the original assignment.
- Students who are absent from school on days of assignments to in-school suspension must make up the missed days in suspension even when the absence is excused.

SATURDAY SCHOOL

At the discretion of the principal, a student may be assigned to Saturday School in lieu of ISS for Academic, Attendance or disciplinary reasons. A student assigned to Saturday School will report at 8:00 a.m. and stay until 12 noon. Students must follow the Student Code of conduct at all times.

Law, Policy and Other Rules

ALCOHOL

The possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field, or stadium where an athletic event sponsored or participated in by a school in the District is being held constitutes a violation of school rules and state law and classified as a Class C misdemeanor.

BUS RULES AND REGULATIONS

Safety and Behavior Code for Bus Riders

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Information about bus routes may be obtained by calling the Transportation Office at 584-7039.

Permission for any pupil to ride in a bus is conditioned on his/her good behavior and observance of the following rules and regulations. Any pupil who violates any of the rules will be reported to the school principals. Students can be denied the privilege of riding a bus to and from school.

- Be on time at the bus stop. Avoid running to catch the bus because you may slip and fall under the vehicle. While waiting for the bus, stay clear of the roadway to avoid being hit by passing cars.
- Do not struggle or scuffle over who is going to be the first one on or off the bus.
- Wait for the bus to come to a complete halt before trying to board, and if you must cross the road, wait for your driver to signal you across with his/her hand. Always cross at least 10 feet in front of the bus.
- When necessary, there will be at least three persons in a seat, and the practice of saving seats for students getting on at other stops will not be allowed.
- After boarding the bus, you must remain in your seat until the bus reaches your designated stop. Please don't ask your driver to let you off at such places as a store, job, etc. All extra stops must be cleared in advance with the principal.
- Please use handrails when getting on or off the bus. Be extra careful when the weather is wet or icy, as steps can become very slippery.
- Treat bus equipment as you would the furniture in your home. Any damage to bus seats, windows, etc. must be paid for by students responsible for the damage.
- Keep the aisles clear of items such as musical instruments, etc. If you carry personal items on the bus with you, please hold them in your lap or store them under the seat.
- ***At no time should a student put hands, head, or other body parts out the window.***
- Don't be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
- Be absolutely quiet at all railroad crossings. Your driver stops at railroad crossings to listen for oncoming trains. Your talking could drown out all warning signals.
- Do not throw paper or other objects out bus windows. This could obstruct the view of an oncoming vehicle and result in an accident or cause the driver to have to stop very suddenly, causing injury to passengers.
- There should be no eating or drinking on the bus without the expressed consent of the supervisors or driver. Loose papers or food on the floor may cause a slip-ping hazard.
- A driver has the responsibility to correct any student on the bus for improper conduct. This includes improper language, use of tobacco, and unnecessary noise.
- ***Drivers have the authority given by the School Board to enforce all bus rules. Any student refusing to obey these rules will be reported to school principals and may lose his/her bus riding privilege.***
- Remember, your driver is only human, so greet him/her cheerfully each time you board the bus and give her/him the same respect you would your teacher.

Responsibilities of Bus Drivers, Principals and Parents

- ✓ The bus driver will be responsible for the conduct of students on his/her bus. All infractions are to be reported to the school principal.
- ✓ It will be the responsibility of the principal to work with bus drivers on discipline infractions and suspensions of school bus privileges.
- ✓ Bus drivers will submit daily written discipline reports. If there were problems, the driver will so state. The report will be given to the appropriate principal for his/her action. The principal will develop a discipline notice, if needed, and send a copy to the student's parents. The notice will include possible disciplinary action at present or in the future.
- ✓ Reinstatement of riding privileges will be handled through the school principal.
- ✓ It also is the responsibility of the principals to discuss the "Safety and Behavior Code for Bus Riders" with students and to be sure each student and his/her parents receive a copy of the code.
- ✓ It is the parents' responsibility to discuss with their children/child the provisions of the "Safety and Behavior Code for Bus Riders" and to support the drivers and the school principals.
- ✓ ***Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for the child/children until such time as reinstatement may be made.***

CHEATING

Any student who is found to have cheat notes or who is caught cheating will receive a "0" for that work. A student who assists another student to obtain answers is guilty of cheating and will also receive a "0" for that particular assignment. Any student involved in cheating is also subject to further disciplinary action.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

The District prohibits any clothing or grooming that in the principal's and/or designee(s) judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited or any recognizable symbol of gang, satanic, racist or any other cult affiliation.

If it is determined that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate (make more stringent) the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

DRESS AND GROOMING CODE for LJHS 2024-2025 School Year

Clothing

Shirts

1. Choice of hunter or kelly green, yellow, gold short-sleeved or long-sleeved knit polo style shirt **(White polo shirts are no longer allowed)**
2. No logos
3. Oversized or undersized shirts not allowed
4. Student may choose to wear a bishop spirit shirt or college t-shirt on any day. The shirt must have the words "Bishop, Badgers & Petronilla" or the college name or recognizable Badger or college emblem.
5. No crop-tops

Pants/Skirts/Shorts/Capris

1. Must be blue jean, black, grey or khaki
2. Warm-ups and shorts must be of a solid color and no designs
3. Basketball shorts must be appropriate length and of a solid color
4. All pants must be standard fit; no baggy or oversized pants.
5. Pants are to be worn at the waist.
6. Pants should not drag on floor.
7. Leggings may be worn under appropriate dress or skirt. Leggings alone may not be worn.
8. Length on skirts and shirts must be no shorter than the kneecap when standing.
9. No skin should be visible through jeans. Jeans with holes or rips that show skin are not allowed.
10. No crop tops will be allowed.

Coats/Jackets

1. No long trench coats
2. Hoodies will be allowed.

Shoes

1. All shoes must have a back strap.
2. House shoes, shower shoes are not allowed

Hair

1. May not be worn covering the eyes.
2. No facial hair on boys (may be asked to shave at school)
3. The sideburns should be no lower than a point ½ inch above the bottom of the ear lobe.
4. No un-natural hair color.
5. No extreme haircuts or decorative shaves (no mohawks).
6. Hair that is deemed distracting to the class is not allowed.

Miscellaneous

1. Unusual eyebrow "trims" will not be allowed for either boys or girls
2. No sweatbands are allowed on the head, leg or arm.

3. No clothing emblems with skulls, blood, or depiction of violence, gang affiliations, or suggestions of sex, alcohol, drugs and/or violence shall be worn.
4. Tattoos must be covered. Band aids or other material will not be provided to cover up the tattoos.
5. No caps or hoods are to be worn on school grounds during school hours.
6. No plastic shower flip-flops.
7. No wallet chains or other type of chains are allowed.
8. Clothing with skin showing through holes is not allowed.
9. Any apparel or unusual accessory that school officials have reason to believe would disrupt normal school activities is unacceptable.
10. Exposed piercings must be limited to the ears only.
11. Tights, leggings or pajama bottoms are not allowed

****Students who are found to be out of dress code will be given a chance to comply. If the student is unable to comply with the dress code, the student will be assigned to In School Suspension for the remainder of the day, or until they can comply with the dress code. ****

ELECTRONIC EQUIPMENT

Students should not have radios, hand-held game devices, iPod's, MP3, Bluetooth speakers, laser pointers or other similar equipment in school. Students may not use these items in any capacity or have them visible during the school day. Any student caught using his/her electronic device on school grounds during the school day will have it picked up and taken to the office, where it will remain in the campus vault until the end of the day, or upon pick up.

*BCISD is NOT responsible for any lost, damaged or stolen items. *

Electronic devices will only be released to parents/guardians upon payment of the \$15 fine.

CELL PHONES

Consequences:

- 1st. offense: office will hold for 10 days or owner pays \$15 fine
- 2nd offense: office will hold for 30 days or owner pays a \$30 fine
- 3rd offense: confiscate device for the remainder of the semester.

Regardless of circumstances, no exceptions will be made.

Students will be allowed to use the school phone to contact their parents for needs they may have.

****On a trial basis, we are going to allow students to use their cell phones or any other electronic devices during their designated lunch period. Should students abuse this PRIVILEGE, administrators have the authority to revoke cell phone use in the cafeteria.*

****Cell Phone Abuse consists of: photos and video recordings made without the consent of an individual, posting to social media websites, and any immoral or harmful conduct towards one's personal or school reputation.*

TEACHER MAY REQUIRE STUDENT TO PUT HIS/HER PHONE IN A DESIGNATED SPACE OR BE TURNED OFF IN THEIR BACKPACK.

HALL PASSES

Pupils leaving a classroom or homeroom must receive permission from the teacher in charge and carry a designated hall pass signed by the teacher. Hall traffic should be kept to only the very necessary minimum to eliminate disturbances which might be created for classes in session.

Health

The nurses and other staff of Bishop CISD want each student to have an equal opportunity in the classroom. **Healthy students learn better.** The state of Texas requires certain screenings, immunizations, and exclusions from school. The state also mandates that schools inform parents of certain diseases and their characteristics. The following information describes the health procedures in Bishop CISD.

Asthma Medications at School

A student with asthma is entitled to possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if:

- 1) The prescription asthma medicine has been prescribed for the student as indicated by the prescription label on the medicine;
- 2) The self-administration is done in compliance with the prescription or written instructions from the student's physician or other health care provider; and
- 3) A parent of the student provides to the school:
- 4) A written authorization signed by the parent for the student to self-administer prescription asthma medicine while on school property, or at a school-related event or activity, and
- 5) A written statement from the student's physician or other licensed health care provider that states:
 - 6) that the student has asthma and is capable of self-administering the prescription asthma medicine;
 - 7) the name and the purpose of the medication;
 - 8) the prescribed dosage for the medicine;
 - 9) the times at which or circumstances under which the medicine may be administered; and
 - 10) the period for which the medicine is prescribed.

The physician's statement must be kept on file by the school nurse at the school the student attends.

Medication at School

The school must have a completed copy of the **EMERGENCY INFORMATION AND PROCEDURE** for on file for each student. The form lists the name of the family doctor, any allergies, and emergency telephone numbers. Parents should update information on this form as necessary.

A student who must take prescription medicine during the school day must deliver to the school office a written request from his/her parent and the medicine, in its **original** container, properly labeled with the student's name. **Students are not allowed to have any medication or drugs in their possession on campus.**

The written request must be dated and signed by the parent and include:

- ✓ the student's name;
- ✓ the name of the medicine;
- ✓ the time the medicine is to be administered.
- ✓ the amount of the medication to be administered at each designated time; and
- ✓ the number of days the medication is to be administered.

NON-DISCRIMINATION POLICY

The Bishop Consolidated Independent School District functions under a policy of nondiscrimination for reasons of race, creed, sex, or national origin.

Furthermore, the Superintendent of Schools shall be designated as the person responsible for enforcing the above policy and receiving complaints arising from any suspected noncompliance.

Persons making complaints of discrimination should start them at the lowest level. For instance, a student should initiate his complaint with a teacher. If the complaint is not settled at the first level, it should then be channeled to the principal, then to the superintendent, and then to the school board. Employees in other departments should report their complaints to their immediate supervisors, and if satisfactory action is not taken, they may be appealed to the superintendent and, finally, to the school board.

All appeals to the superintendent should be in writing. This written statement should fully de-tail the alleged discriminating act or actions.

Appeals to the school board should be in writing. Such appeals shall be heard by the board within fourteen (14) days. The decision of the school board shall be final. The appropriate report forms are available in the principal's office.

It is the policy of Bishop CISD not to discriminate on the basis of sex, handicap, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

Bishop CISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX and Special Programs Director, Eden Hernandez, at 719 E. Sixth Street, Bishop, Texas 78343, or telephone number (361) 584-3591. You may also contact the Office for Civil Rights.