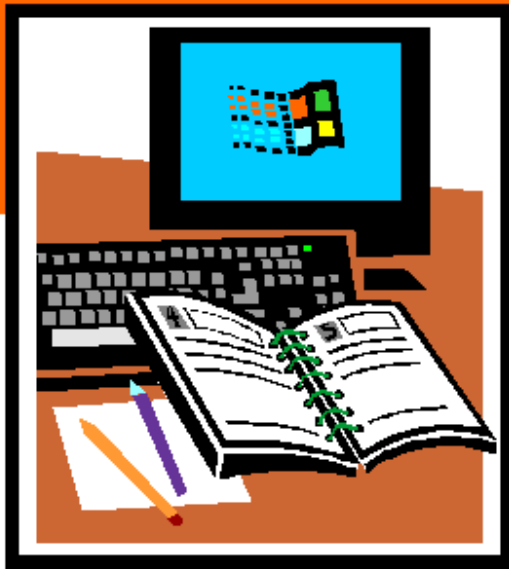


Quick Reference

2004-05

Back to School Guide



BISD

Jay Thompson

**Staff & Student
Services**

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Section I - Parent Information	
Student Registration	
What/When/Where/How	
Elementary & Middle	July 20 th -22 nd , 2004 Exact days and times vary by campus.
High School	
Senior (Girls)	July 21 st , 2004 12:30 – 3:30 p.m.
Senior (Boys)	July 21 st , 2004 8:30 – 11:30 a.m.
Junior (Girls)	July 22 nd , 2004 12:30 – 3:30 p.m.
Junior (Boys)	July 22 nd , 2004 8:30 – 11:30 a.m.
Soph (Girls)	July 26 th , 2004 12:30 – 3:30 p.m.
Soph (Boys)	July 26 th , 2004 8:30 – 11:30 a.m.
New Students	July 27 th , 2004 1:00 – 4:00 p.m.
Freshman A-L	July 27 th , 2004 5:00 – 8:00 p.m.
Freshman M-Z	July 28 th , 2004 5:00 – 8:00 p.m.
Late Registration	August 2 nd , 2004 8:30 – 11:30 a.m. 12:30 – 3:30 p.m.
FISH CAMP / BHS	July 28 th , 2004 3:00 – 5:00 p.m.
FISH CAMP / HHS	July 27 th , 2004 (A-L) 7:00 – 8:00 p.m. July 28 th , 2004 (M-Z) 7:00 – 8:00 p.m.
FISH CAMP / RHS	July 28 th , 2004 9:00 – 11:30 a.m.
Dress Code	During registration students shall comply with the BISD dress code.
Fines Due	Students who owe a fine must pay the fine before registering.
ID Cards (Secondary)	Students must bring: \$10 for an ID card & technology fee (planner at BHS is included in fee), Social Security card, or last year's student ID.
Out of District Students	BISD EMPLOYEE BENEFIT ONLY - Check carefully that all addresses are in BISD before enrollment. Rick Kempe, Administrator for Student Services, shall process all out-of-district transfers.
Parking (Secondary)	Parking tags are required for all motorized vehicles. Parking tags are \$40 for the year. Bring License Plate Number, Make, Model, and Year of Vehicle.
Pre-K	All students entering Pre-kindergarten must present a birth certificate or hospital record/certificate showing they have reached the age of four on or before September 1, 2004.
Kindergarten	Kindergarten students who are entering Birdville schools for the first time must present a birth certificate or hospital record/certificate showing they have reached the age of five on or before September 1 st of the current year.
1 st Grade Registration Guidelines	First-grade students who are entering Birdville schools for the first time must present a birth certificate or hospital record/certificate showing they have reached the age of six on or before September 1 st of the current year.
Pupil Grade Assignments	Students in other grades will be placed according to school records. If a new-to-district student does not have school records with him/her, he/she will be placed

	tentatively until school records are received from the previous school. Parent or guardian must present, within thirty (30) days, proof of a child's identity and a copy of the student's records from the most recent school attended. Immunizations must be current and on schedule and evidence of such provided at the time of entry in school. (Evidence includes a verbal or written statement indicating such.)				
Proof of Residence	All students must bring current proof of residence. Acceptable documents include: utility bill, i.e. water, electric, gas; lease agreement; homeowners insurance; voter registration card; Social Security check. Driver's license only with another acceptable document. <i>Not acceptable Include: credit cards, personal checks, car insurance, and telephone bill.</i>				
Student Fees	<table> <tr> <td>Student Parking</td> <td>\$40</td> </tr> <tr> <td>Registration Fee</td> <td>\$10 (includes multiple campus fees into one standard fee, i.e. Student Planner, ID cards, etc)</td> </tr> </table>	Student Parking	\$40	Registration Fee	\$10 (includes multiple campus fees into one standard fee, i.e. Student Planner, ID cards, etc)
Student Parking	\$40				
Registration Fee	\$10 (includes multiple campus fees into one standard fee, i.e. Student Planner, ID cards, etc)				

Age Grade Registration (AGR)													
Completing Forms	Should be sent home the first day of school to the parents to make corrections and affix their signature in black ink . Students should return the AGR forms to the campus the following school day. Campuses opting to have all parents complete a new AGR Form must still obtain the parent signature.												
Emergency Notification	Campus staff will print "Emergency Notification Lists" periodically, for use by the front office and teachers to look up parent/guardian telephone numbers, emergency numbers, etc. The schools will retain the AGR/Locator Form for their use during the school year.												
Immunizations attached to AGR	Immunization records are a part of the student record and must be entered into the student data file. A copy of the student's immunization record should be attached to the AGR/Locator Form for data entry, and given to the school nurse for addition to the Student Health Record Form.												
New Students	All <u>new</u> completed AGR Forms are to be entered in the student data file as soon as possible (within a day).												
Old AGR Forms	Do not reuse old, previously completed Registration Forms.												
Printing by TIMS or campus	The AGR Form will be printed by campus staff for all students enrolled in BISD schools as of the day of the printing. All new and previously withdrawn students must complete a new AGR form.												
Public Info Mgmt System Coordinator	The campus principal shall serve as the Public Education Information Management System (PEIMS) building coordinator, or designate another administrator to serve as building coordinator. If another administrator is assigned other than the campus principal , please notify the Records Department the first day of school.												
Restricted Info	<p>Parents must let the school know within ten (10) school days whether they want any "<i>information restricted</i>" on their child from being released. If a parent restricts information, then all the students info is restricted (all or none...i.e. Student Directories).</p> <p>Restricted information includes:</p> <table border="0" style="width: 100%;"> <tr> <td>Student's name</td> <td>Address</td> <td>Telephone Number</td> </tr> <tr> <td>Date of Birth</td> <td>Place of Birth</td> <td>Attendance Dates</td> </tr> <tr> <td>Awards Received</td> <td>Last School</td> <td>Weight/Height (athletic teams)</td> </tr> <tr> <td>Recognized activities/sports</td> <td colspan="2">Achievements (paper, video, newsletter, interview)</td> </tr> </table>	Student's name	Address	Telephone Number	Date of Birth	Place of Birth	Attendance Dates	Awards Received	Last School	Weight/Height (athletic teams)	Recognized activities/sports	Achievements (paper, video, newsletter, interview)	
Student's name	Address	Telephone Number											
Date of Birth	Place of Birth	Attendance Dates											
Awards Received	Last School	Weight/Height (athletic teams)											
Recognized activities/sports	Achievements (paper, video, newsletter, interview)												
Student Directories	Directory information reflected on the AGR form may be released by the district to anyone who requests it, unless the parent objects in writing .												

Student Forms – State Required	
State and Federal Notifications	provided to campus by Student Services
Health Services Notification	provided to campus by Student Services
Form for School to Administer Medications	provided to campus by Student Services
Restricted Information Form	provided to campus by Student Services

Student Forms – Federal Required	
Homeless Survey	provided to campus by Student Services
Free/Reduced Price Meals Application	provided to campus by Child Nutrition Dept
Home Language Survey Form to all new students	provided to campus by Special Services / ESL Dept

Student Forms – BISD Required

AGR/Locator Form	provides to campus by TIMS Dept
Honor Code (Secondary Only)	provided to campus by Student Services
Insurance Application for Students	provided to campus by Bene-Marc Insurance
Courses Descriptions (new students in grades 9-12)	provided to campus by Instruction Dept

Student Forms – Available On-Line

Code of Conduct	Available online at www.birdville.k12.tx.us . Hard copies will be provided upon request only to the local campus.
Student Handbook	Available online at www.birdville.k12.tx.us . Hard copies will be provided upon request only to the local campus.

Section II – Campus Info for Start of School Let's Get Rolling

Attendance	<p>The reporting of attendance for Foundation School Program purposes will be based on a once-per-day check in all elementary and middle schools:</p> <p>Pre-Kindergarten Kindergarten 9:00 - 10:00 a.m. Grades 1st-12th 9:00 - 10:00 a.m.</p> <p>The three high schools are approved to check attendance during the third period.</p> <p>The Executive Director of Technology and Information Management Systems (TIMS) will see that the central accounting system used in each school meets all legal requirements.</p>
Classes Equalized	<p>Grades K-4 classrooms should not exceed 22 students Grade 5 classrooms should not exceed 28 students Grades 6 - 12 classrooms should not exceed 32 students unless all sections are equal. Top priority should be given to equalizing classes and adjusting schedules.</p>
Enrollment Reports (Daily)	<p>A daily report of registered students (not by Skyward, formerly Delta student grade roll up) by grade shall be reported via the Membership Report web site by 10:30 a.m., beginning 1 week prior to the start of school continuing until notified to cease.</p>
Enrollment Reports	<p>All principals will report (via Membership Website) the registration totals (not the Delta roll up) by grade by 10:30 a.m., daily until Oct 1, 2004 then the first two weeks of each semester or until notified to cease.</p>
First Day (Buses/Café)	<p>All students will report to school Thursday, August 5, 2004, for a full day of school. School buses will run. Cafeterias will be serving.</p>
Good Start	<p>Encourage teachers to assume responsibility in getting school off to a good start by having their work properly planned to give the students a worthwhile program beginning with the first day of school.</p>
Length of Day	<p>Pre-Kindergarten A.M. 8:00 a.m. - 11:00 a.m. P.M. 12:15 p.m. - 3:15 p.m. Kindergarten 8:00 a.m. - 2:25 p.m. Grades 1-8 8:00 a.m. - 3:15 p.m. Grades 9-12 8:00 a.m. - 3:42 p.m.</p>
Modified School Day	<p>Students with disabilities attend school according to the guidelines above unless their Individual Education Plan (IEP) specifically denotes a modified school day.</p>

Secondary Balanced Schedules	Secondary principals shall send a balanced schedule of classes to Dr. Mary Bull, Associate Superintendent for Instruction by June 30, 2004 .
Student Groups	Every effort should be made to see that classrooms are heterogeneously grouped. Special education students (Content Mastery, Resource) and students with behavior problems should be evenly distributed. EXCEL students should be clustered with designated teacher(s) at each grade level.
Tardy Bells	Elementary Pre-Kindergarten 8:00 a.m.; 12:15 p.m. Grades K-5 8:00 a.m. Secondary 8:00 a.m.

Immunizations General Info.	
Exemptions / For Reasons of Conscience	Effective 09/01/03, exemptions for reasons of conscience may be granted from Texas Department of Health (TDH) provided the parent or guardian submits an official TDH affidavit to the school within 90 days of the date the affidavit is notarized. The exemption(s) are effective for 2 years from date of issue. No reproductions are allowed. They must be original forms issued by TDH and must include: Full name of each child Date of birth for each child Parent or legal guardians address Notary stamp and signature
Exemptions / Medical	If for any reason the licensed doctor feels that an immunization is not feasible in certain cases, the student must present a certificate signed by a doctor, fully registered and licensed under the Medical Practice Act, in which it is stated that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the applicant or any member of his family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid only one year from the date signed by the physician, and must be renewed at that time for the exclusion to remain in effect. This certificate will be placed in the student's file and shall be accepted in lieu of the immunization in question.
Grace Period for Transfers	"If a student transfers from one Texas school <u>district</u> to another Texas district, a grace period of 30 days shall be allowed at the new school while awaiting the transfer of the immunization record, during which time the student may be provisionally enrolled." This ruling applies to transfers to and from Texas districts, not between BISSD schools.
Health / Agape Clinic Immunizations	Agape Clinic will provide immunizations at the following times and locations, only with a permission slip signed by a parent/legal guardian.
Health / Agape Clinic BHS	07/26/04 8:30 – 3:30 a.m. 07/27/04 1:00 – 9:00 p.m. 07/28/04 1:00 – 9:00 p.m. 08/06/04 8:30 – 3:30 p.m. (Late Student Registrations)
Health / Agape Clinic HHS	07/26/04 8:30 – 3:30 a.m. 07/27/04 1:00 – 9:00 p.m. 07/28/04 1:00 – 9:00 p.m. 08/02/04 8:30 – 4:00 p.m. (Late Student Registrations)
Health / Agape Clinic RHS	07/27/04 1:00 – 9:00 p.m. 07/28/04 1:00 – 9:00 p.m. 08/02/04 8:30 – 4:00 p.m. (Late Student Registrations)
Health / Agape Clinic WMS	07/26/04 12:00 – 8:00 p.m. 07/27/04 10:00 – 5:00 p.m. 07/28/04 7:00 – 3:00 p.m.
Health /	Immunizations must be current and on schedule and evidence of such provided at the

Immunizations	time of entry in school. (Evidence includes a verbal or written statement from an authorizing agency or school indicating such.)
Principal Responsibility	The principal shall be responsible for enforcing the rules regarding vaccination and immunization as set forth in the policies, and shall see that no pupil is enrolled in school that has not complied with these regulations.
Provide Evidence	All students entering a Birdville school must present evidence of having met local and state laws and regulations concerning the required immunizations. See Board policy FFAB (LEGAL) and FFAB (LOCAL).
Public Law / Dept. of Health	We have responsibilities to public law and the Texas Department of Health in requiring and recording immunization records. We also have a desire to maintain positive relationships with our community as we meet our responsibilities.
Requirements	Attached is an information sheet describing <u>2004-2005</u> immunization requirements and a recently released flow chart, "Provisional Enrollment: A Topic That Has Created Controversy in Texas Schools." The immunization requirements document is available in quantity from the Special Services office.
SMS	The Scholastic Management System (SMS) is now online at all campuses. All campuses will use the Student Health Record Form data file in the computer as the official document for audit purposes.