



BARBERS HILL
ELEMENTARY
SCHOOL

STUDENT HANDBOOK
2011~2012

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This agenda belongs to:

Name _____

Address _____

City/State _____ ZipCode _____

Phone _____ Homeroom _____ Grade _____

BARBERS HILL ELEMENTARY SCHOOL

Vision

Barbers Hill Elementary maintains a standard of excellence for students and staff by focusing on student success and providing a positive, child-centered atmosphere involving the community, family, and faculty.

Mission

Barbers Hill Elementary will achieve success by educating and motivating a community of learners where individual excellence is expected from students, faculty and parents working as unified partners so that we provide a strong foundation for a successful future.

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Eagles

**We Can.....We Will,
We're BarbersHill!**

WELCOME

We would like to take this opportunity to welcome you to **Barbers Hill Elementary School**. These policies and procedures are provided for both students and parents so they may better understand the educational program at our school. We are looking forward to an outstanding year. We solicit your cooperation because our success can be best achieved through a united effort. The student agenda is provided to serve as another mode of communication between the school and parents.

The official student handbook for **Barbers Hill Elementary School** is available online at www.bhisd.net, or you may request a copy from the campus secretary.

We would like to inform both students and parents that this is your school and I, as your principal, will always welcome your suggestions and comments. My door will be open to you at all times. We will endeavor to keep an open line of communication, for we believe that lack of communication is the source of most problems and misunderstanding.

We would ask our parents to thoroughly read and review this manual with your child so that they will understand the rules and regulations of our school. Please understand the contents of this manual are not contractual, and do not give rise to a claim of breach of contract against the school district.

SPECIAL PROGRAMS

Special Education Options and Requirements

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, speech, dyslexia, and/or homebound instruction. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all 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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguard – Rights of Parents of Students with Disabilities*.

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

**Sue Garcia, Director of Special Services
(281) 576-2221 ext. 1239**

Opciones de Educación Especiales y Exigencias

Si un niño experimenta dificultades de aprendizaje, el padre puede ponerse en contacto con la persona puesta en una lista abajo para aprender sobre remisión de educación general total del distrito o sistema de proyección para servicios de apoyo. Este sistema une a estudiantes para una variedad de opciones de apoyo, incluso la remisión para una evaluación de educación especial, discurso, dislexia, y/o instrucción de regreso. Los estudiantes que tienen la dificultad en el aula regular deberían ser considerados para el seminario, servicios de apoyo compensadores, y otros que están disponibles a todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para servicios de educación especiales. Dentro de una cantidad razonable del tiempo, el distrito debe decidirse si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y pedido proporcionar el consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de 60 días naturales de la fecha del distrito recibe el consentimiento escrito. El distrito debe dar una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proveerá al padre de un aviso escrito que explica por qué el niño no será evaluado. Este aviso escrito incluirá una declaración que informa al padre de sus derechos si ellos discrepan con el distrito. Además, el aviso debe informar al padre como obtener una copia del Aviso de Salvaguardias Procesales – los Derechos de los Padres de Estudiantes con la Invalidez.

La persona designada para ponerse en contacto en cuanto a opciones para un niño que experimenta dificultades de aprendizaje o una remisión para la evaluación para la educación especial es el Director de Servicios Especial, Sue Garcia, en 281-576-2221, ext. 1239.

NOTICE ON NON-DISCRIMINATION

In its efforts to promote nondiscrimination, Barbers Hill ISD does not discriminate on the basis of race, religion, color, national origin, gender, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator, for concerns regarding discrimination on the basis of gender: – Barbara Ponder, Assistant Superintendent of Personnel, 281-576-2221, ext. 1255.

ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mary Cummings, Coordinator of Elementary Education, 281.576.2221 ext. 1345.

All other concerns regarding discrimination: See the superintendent, Dr. Greg Poole, 281.576.2221 ext. 1201.

Homeless Children and Youth - Our school district is required to enroll children and youth who are homeless. Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping

grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the school office.

English as a Second Language (ESL)

English as a Second Language is intensive English language instruction for students who speak or hear a language other than English and have difficulty with the English language. The ESL Program provides intensive instruction that develops oral and written comprehension, reading, and writing in English using the academic and cultural experiences of the student. It prepares the student to be successful in all academic subjects. ESL is taught by teachers who are specially trained, tested, and certified to provide programs that meet these special needs.

Gifted & Talented

Gifted and Talented (GT) children are those identified as having a high level of intellectual ability by professionally qualified persons through a specified screening and selection process. These are children who require a differentiated program in order to realize their full potential.

Students identified as GT will be clustered in classes in all four core subjects with GT-trained teachers. In mathematics and language arts, vertical acceleration in combination with expanded breadth and depth of learning will be provided. In social studies and science, expanded breadth and depth of learning will be provided. When/if students not identified as GT are clustered with GT students, the GT program, as described, will not be compromised. Satisfactory performance, as measured by a 70 or higher grade each six weeks, is the minimum standard expected from all GT students in all GT classes.

Students may be nominated for the gifted and talented program by any professional staff member at BHISD, their parents, or themselves. This is done by submitting the name(s) to the campus GT coordinator. Students may be nominated and screened for GT each 6 weeks, but an individual student will be screened no more than once each 12 months. Prior to February 1st of each year, a district-wide call for GT nominations will be conducted. Transfer students who were identified as GT in their previous district will be screened for placement in the GT program after they have been enrolled for six weeks. Nominations received during the last six weeks of the year will be considered during the first six weeks of the following year.

A gifted and talented professional resource library is available to teachers and parents. It contains information related to instructional planning and delivery, professional development and student support. Parents and community members will be involved in decisions regarding program modifications through annual surveys and through advisory committee participation. Credit by Examination information can be found in the student handbook or by contacting the counselor at 281-576-2221 ext. 1506.

COUNSELOR

A full-time counselor is on staff at the Elementary School to help our students deal with the wide assortment of pressures that face today's youth. The goals of the counseling program are to help students develop: 1) problem solving skills, 2) self-esteem, 3) respect for others, 4) responsible behavior, 5) citizenship skills, and 6) interpersonal effectiveness.

Parents who wish to talk with the counselor concerning any phase of their child's progress in school can call (281)-576-2221, extension 1506 to make an appointment.

SCHOOL HEALTH PROGRAM

The School Nurse administers first aid and adheres to the policies and procedures as outlined in the Barbers Hill Independent School district School Health Manual which can be accessed online. The nurse does not diagnose illness, but takes note of symptoms and notifies parents of the observations. For the welfare of your child and all the children at school, it is very important that children be kept home when ill. Emergency numbers and home telephone numbers must be kept current and accurate in the event your child becomes injured or ill at school. Unlisted numbers will be kept confidential at your request. Any change in guardianship must also be kept current at the school.

Illness

A child must have an elevation of temperature before he/she is sent home or, in the opinion of the nurse, needs to go home for other reasons.

Fever Statement

A student with a temperature of 100.4 or above will be sent home and must remain fever-free, without the use of fever reducing medicines, for 24 hours before returning to school.

If a child becomes ill or is injured, first aid will be administered and parents/legal guardian notified. If you cannot pick up your child, arrangements must be made by you for his or her care. In extreme emergencies, emergency medical service will be sought as indicated.

Medications

The Barbers Hill I.S.D. does not provide any medication to children or staff. If the situation arises that the child must take medication at school, the following procedure must be followed. Medication (prescription or nonprescription) will **not** be administered if the following guidelines are not followed:

1. The school must have written permission to administer any medication to the child. **NO** verbal permission will be accepted. For nonprescription medication the permission must include the child's name, the medication, the amount and time to be given, reason for administration, date and parent/legal guardian signature. For prescription medication that will be administered daily over a long period of time (longer than 7-10 days), the permission must include the physician's signature along with the parent/legal guardian's signature.
2. **ALL** medication must be in the original labeled container and appropriate for the age of the child. Prescription medication must be in the original labeled container with student's name, name of medication, proper dosage and time to be given, and most current date of prescription. Prescription samples from a doctor's office must be accompanied by a written and signed doctor's order.
3. Medication sent to school in anything other than the properly labeled container will not be administered.
4. **ALL** medications will be stored in the health office. **NO** medication, including cough drops, ibuprofen, acetaminophen, and other nonprescription and prescription medications will be kept by the student when at school. An inhaler may be kept by a student if the nurse is given written permission from the doctor.

Under certain conditions, a physician may require a student to carry and “self-administer” inhaler medications for asthma. There are certain criteria required of the physician and the parent in order for the student to be able to “self-administer” inhaler medication at school: (a) The prescriber/physician must in writing direct that DUE TO HIS/HER MEDICAL CONDITION the student be allowed to carry his/her inhaled medication and self-administer. (b) The parent/guardian must request in writing compliance with the prescriber’s order. (c) The student must be instructed in the procedure of self-administration by the prescribing physician and the school nurse. The student must be capable of responsibly carrying properly labeled inhaler medication in an original container on his or her person or keeping it secured in a school or physical education locker. (d) The prescriber/physician must sign that he/she has instructed the student in the procedure of self-administration and feels that the student is capable of responsibly carrying and administering his/her inhaled medication. (e) The parent must assume the responsibility for monitoring the child on a daily basis to insure that the child is carrying and administering the inhaled medication as ordered.

5. **ANY** change in prescription medication must be verified by a physician’s order indicating the reason for change, the medication change, and the physician’s signature.
6. If a student must take medication at school, it is preferred that the parent bring the medication to school.
7. Medication prescribed to be administered one, two or three times-per-day should be given at home. Medications prescribed to be given four times a day or with meals will be given at school as designated by a physician.
8. Medication that is expired, or remaining at the end of the school year will be destroyed. NO medication will be kept for next year.
9. Prescription must be filled by a U.S. pharmacy.
10. All medical information must be updated annually.

Communicable Disease

In order to prevent the spread of disease, the following guidelines must be met before a student who is ill may return to school. When the child is out of school for the following conditions, they must see the School Nurse when reentering. If the illness in question is not listed, please contact the School Nurse for guidelines.

- CHICKENPOX - Return to school after skin lesions are crusted and dry and if there is no fever or complications.
- IMPETIGO - May return to school when treatment is begun.
- HEAD LICE - When one medicated shampoo or lotion treatment is given.
- PINK EYE (CONJUNCTIVITIS) - Written doctor’s statement or proof of antibiotic therapy.
- STREP THROAT/SCARLET FEVER - 24 hours from date antibiotic therapy is begun.

Screenings

At regularly scheduled intervals, the School Nurse performs state mandated screenings of vision, hearing and scoliosis. Height and weight screenings are also performed. Upon request by a teacher,

parent or student, the nurse will check any student’s vision and hearing during the year. Referrals for follow-up if a problem is found will be made. Students are automatically screened during the school year. If the parent/legal guardian does not want the child involved in school screenings, the School Nurse must receive a written request from the parent/legal guardian at the beginning of each school year. Parent/legal guardian permission notes for scoliosis screening are required and will be completed at registration. If the child is not to be screened, the parent/legal guardian must provide the school with proof that the child has been checked by a qualified medical professional.

Students are screened for pediculosis (head lice) at various times during the school year. If an active head lice infestation is detected, the child’s parent or guardian will be notified to remove the child from the school. Students may be readmitted to school the morning after the first treatment with a pediculicide shampoo. Upon return to school, the student will be re-screened. If all evidence of lice is gone, the student will be readmitted to school.

MEDICATIONS THAT WILL NOT BE ADMINISTERED AT SCHOOL:

- HERBAL REMEDIES
- DIET PILLS
- VITAMINS
- OVER THE COUNTER INHALERS
- HOME MIXTURES
- HEALTH FOOD STORE PRODUCTS
- ASPERGUM
- EXPIRED MEDICATION
- MEDICATIONS GIVEN TWO AND THREE TIMES A DAY
- MEDICATIONS WITH NO, OR INCOMPLETE PERMISSION
- MEDICATIONS WITHOUT THE APPROPRIATE LABEL
- MEDICATIONS NOT IN THE ORIGINAL BOTTLE
- MEDICATIONS IN PLASTIC BAGS, SARAN WRAP, FOIL, ETC.
- MEDICATIONS THAT APPEAR TO HAVE BEEN TAMPERED WITH
- MEDICATIONS NOT AGE OR DIAGNOSIS APPROPRIATE
- MEDICATIONS CONTAINING ALCOHOL OR PRESCRIPTION MEDICATIONS HAVING A NUMBING EFFECT such as COUGH SYRUP, THROAT SPRAYS, OR GARGLES
- COUGH DROPS AT THE PRIMARY LEVEL
- MEDICATION FROM OUTSIDE THE U.S.
- PRESCRIBED MEDICATIONS CONTAINING CODEINE OR OTHER NARCOTICS

Student Insurance

Parents are encourage to purchase a low cost insurance plan through a private insurance agency to cover any injury that may be sustained by the student while traveling to and from school, while attending school, or while participating in school-sponsored activities. The District solicits one agency each year to provide student accident insurance and enrollment forms are made available at the beginning of each school year at each campus. Contact the campus secretary if you need an enrollment form.

[School districts are political subdivisions of the State and are not liable for student accidents on school property under the statutory doctrine of governmental immunity.]

REGISTRATION AND ATTENDANCE

Entrance Requirement

Parents are asked to register children each year at the time set by the school for pre-registration. The following documentation is required:

1. Proof of residence.
2. Birth certificate.
3. Social security card.
4. A health record certifying that the child has been immunized against rubella, rubeola, polio, mumps, and DPT is needed. Immunizations are offered at the sub-court house to residents of the county.
5. Parent's Driver's License
6. Withdrawal form from pervious school and report card.

Absences

Studies have shown that there is a direct correlation between attendance and academic achievement. Furthermore, state law requires that all students be in attendance 90% of the school days in order to be promoted to the next grade level. This number translates to an average of no more than three (3) absences per six weeks.

A note stating the dates and reason for absence must be given to the attendance office the day your child returns to school, regardless of telephone calls or sign-out sheet. Failure to provide documentation of the absence within four days of the student's return to school will result in the absence being coded as unexcused.

We do not want children to come to school if they are ill. If an illness prohibits your child from attending school for more than four (4) days, **medical documentation must be provided upon their return**. Any student who misses an accumulation of absences that puts them in violation of the 90% attendance rating, and cannot provide medical documentation regarding these absences, will receive a notification letter requiring the parent/legal guardian to schedule and attend a conference with the attendance committee. This conference will be used to verify the reason for the absences and to determine if further action is necessary. Should the attendance committee determine that the reason for these absences is not valid, then the student's name will be turned over to Judge Dennis McMurray, Justice of the Peace Precinct 4, for legal action.

If a child is absent from school one or more days they have one (1) day for each absence to return make-up work when they return to school without any penalty being imposed. Any absence will require make-up work. An absence of three (3) or more days will require you as the parent/legal guardian to call the school for homework assignments. Requests for make-up work received by 8:30 a.m. will be available that day by 2:30 p.m. If you know about an extended absence prior to its occurrence (i.e. operations, etc.), please call ahead for assignments.

Tardy Procedures

Tardiness is a disruption to the normal conduct of classroom activities. If a child is tardy to school, he/she is to report (first) to the attendance office to receive a tardy slip to admit him/her to class. A student may serve a lunch detention for their 3rd, 4th, and 5th tardy within a six week period. If a student receives more than 5 tardies in a six week period, they may be assigned to after school detention, Saturday School or time out of a school activity for each subsequent

tardy.

Leaving School

If a student becomes ill and needs to go home, permission must be obtained from the principal, principal's secretary, or school nurse. A parent or guardian must send a written request for a student to leave for any reason other than illness. The request must give the time for dismissal, who is to pick up the student, and exact reason for the absence. The note must be taken to the office for approval. Students who leave school prior to 3:25 will be counted absent for that period if medical documentation is not provided. Parents should pick up students at the attendance window **ONLY** if checking them our early. **For safety reasons**, all other car riders should be picked up in **the car rider line**. Please note.....An accumulation of 5 early dismissals in a semester (without medical documents), may result in assignment to lunch detention, after school detention or time out of a school activity.

Safety of the student is utmost importance. Before a student is released, photo identification must be presented to the attendance clerk before a child is allowed to leave campus.

We encourage when possible that routine medical or dental appointments be made before or after school hours. However if this is unavailable, it is necessary that a note from the doctor's office be turned into our main office upon your child's return. This documentation will determine the effect these appointments have on their perfect attendance.

Withdrawals

A student withdrawing from Barbers Hill Elementary School should contact the school at least **24 hours in advance** to allow time to collect all withdrawal papers. Parents and students should report to the front office to collect this information. Textbooks and all debts to the school must be cleared before a transcript of credits can be sent to another school.

Attendance/Honor Roll Awards

At the end of each school year the staff and faculty of Barbers Hill Elementary School wish to recognize those students who have maintained perfect attendance. In addition, awards will be given for:

- All A Honor Roll
- A-B Honor Roll
- Citizenship (all E's in conduct)
- Ambassador/Star Student
- Accelerated Reader
- Perfect Attendance
- Eagle Award
- UIL Participants

THE SCHOOL DAY

Dress and Personal Appearance

Our school district believes that a student's personal appearance has a direct correlation with an atmosphere conducive to learning. We want all students to use good judgment in choosing appropriate dress for school and school activities. All schools must exhibit a certain amount of spirit and dignity, and nothing should distract from the image. If one's appearance draws undue attention or causes the school image to deteriorate, then the best learning situation cannot be

provided. Repeated offenses to the dress code will result in disciplinary action.

Clothing

Clothing shall be of an appropriate design and fit so as to promote a serious atmosphere in the classroom

- **Pants and capris** must be properly sized and reasonably fitted at the waist and in the seat and shall not be excessive in the length or width of the pant legs. Low cut jeans are not allowed if skin is exposed when seated. Cut-off's, frayed hems, and torn jeans will not be allowed.
- **Shorts, dresses, and skirts** must be of acceptable length so as to preserve a reasonable degree of modesty. Length should not be above the fingertips of the student while in a standing position. Similar standards of measure may be employed at the discretion of the building principal.
- **Tops, Shirts and Blouses** must be designed and worn in a manner so as to avoid any inappropriate exposure of the back, shoulders, neckline, or midriff. Muscle shirts, mesh shirts, halters, tube tops, see-through tops, undershirts worn as outer garments, tank tops, spaghetti straps are not acceptable. All shirts must be properly fastened and be tucked into the pants. Boys wearing team jerseys must wear a shirt underneath and both tucked into the pants.
- **Head wear** (i.e., caps, hats, bandanas) and/or sunglasses shall not be worn in the school building. Colored hairpieces will not be allowed.
- **Footwear**, for reasons of health and safety, footwear shall be worn at all times and shall be of a design so as to insure a secure fit. Footwear without back straps is not acceptable. No cleats are allowed. No high heels are allowed. Students in PE participate in various physical activities, including running, jumping, and climbing. Footwear worn by students must have a soft sole, a back, and must be designed so that the shoe will remain on the foot during these activities (i.e tennis shoes). No "Wheelies" are allowed (shoes with rollers).
- **Jewelry and accessories** shall be worn in moderation. Male students are prohibited from wearing earrings or studs, and no student shall be allowed to wear non-traditional or excessive body piercing jewelry that may be exposed to public view. Heavy chains, neck collars with spikes, hoop earrings over 2" in diameter, or other jewelry that is distracting and might be used as a weapon shall not be permitted on the school campuses. (reference Policy FNCG [Local])

To facilitate the return of lost items to students, it would be helpful to have supplies and articles of clothing labeled with the student's name. A "lost and found" area is located where students and parents may check for misplaced items.

Any clothing, jewelry, or accessories that exhibit symbols, emblems, pictures, advertising, or slogans that may be offensive or suggestive, or that may be related to alcohol, tobacco, or drugs, shall not be permitted in the schools. Nor shall any item of the same which identifies with or refers to satanic, cult, or gang related activities be allowed. The campus administrators have the final say in determining the appropriateness of clothing.

Grooming and Hygiene

Students shall be expected to maintain a reasonable standard of

grooming and personal hygiene.

- Hair must be clean, neat, and well-groomed. As a general rule, the length of hair for boys shall not extend below the eye-brows, below the ear lobes, and must be off the shirt collar. No pins/hair ornaments may be used to hold hair above the collar. Extreme hair styles and/or color treatments shall not be permitted. Lines, words or designs are not allowed to be cut into the hair.
- Tattoos may not be visible during the school day or at any school sponsored activity.
- Elementary students are not allowed to wear make-up.

It is the responsibility of students to adhere to the standards for dress and grooming as may be established for each campus, and it is the responsibility of the building principal to interpret and enforce the dress code as may be in the best interest of the student and school. Principals shall hold final authority in all decisions relating to the dress code and may, at their discretion, suspend such regulations for special events which may be conducted as a part of the academic or extra-curricular programs for their respective campuses. Violations of dress code rules will result in lunch detention. Students receiving three dress code violations will receive a discipline referral. Parents and teachers, as well, bear a share of the responsibility imposed by these standards for dress and grooming. It is the obligation of the parent to see that their children are properly dressed and groomed for school each morning, and the school staff must work with the building principal to insure that the dress code is fairly and consistently enforced throughout the campus. By working together—students, parents, teachers, and principals—we can continue to maintain a safe, orderly, and wholesome environment in our schools.

Class Organization

Every student's daily schedule includes instruction in English Language Arts, Science, Mathematics, Social Studies, Fine Arts, and Physical Education. Fine Arts schedule is dependent on grade level.

Student Agenda

The student agenda is required every day in class. The **agenda** is an **organizational tool** for the students and serves as a way of helping students become more responsible for completing assignments and remembering important information. The agenda also serves as a **daily communication** to parents about their child's school day. In an effort to consolidate the information that is sent home from the Elementary school on a weekly basis, we have assigned **Tuesday** as the day all informational flyers will be sent home. These flyers can be found in the pouch in the front of the student agenda. Please check that pouch each Tuesday. Daily **conduct reports** and **academic information** is communicated in the agenda. We ask that parents make a routine of checking the agenda on a daily basis.

Library

Students may check out and check in books during homeroom time each day and during their regularly scheduled library time. Students should request permission from their homeroom teacher to visit the library in the mornings.

Books are due on the student's scheduled library day. If a student is absent on his/her library day, the books are due the **FIRST DAY** back at school.

Fines are collected on overdue books at the rate of 10¢ per school day not to exceed 50¢. Monies collected from fines are used to repair books and purchase new ones. Fines are collected for the purpose of teaching students responsibility. When a book is lost or damaged beyond repair, the student must pay for the book at the replacement cost.

Meals

The cafeteria provides wholesome food at reasonable charges. Students are required to eat in the cafeteria, but they may bring their own lunches from home. Milk and juice may be purchased in the cafeteria for a reasonable price. **Carbonated beverages are not allowed at school.** Breakfast will be served every morning until 8:10 a.m.

Parents who wish to eat lunch with their child may do so by checking in through the office. Please remember that a parent may only bring food from an outside vendor for their own child. Visitors who will be eating in the cafeteria with a student must be on that student's emergency contact list. Only visitors and the student may sit at the parent table.

For a complete listing of nutritional guidelines, please visit the following website: www.squaremeals.org.

Visitors

Barbers Hill Elementary School welcomes parents to visit the school at anytime and is anxious to cooperate with them in every way possible. All individuals entering the building must provide a valid driver's license, and be checked in through the Raptor System. A visitor badge will be issued and must be worn while on campus. Parents wishing to visit with the principal or teacher(s) must schedule a conference by calling 281-576-2221, ext. 1504.

Visitors who wish to pick up or have lunch with a student must be listed as an Emergency Contact or have written permission from a legal guardian.

If a parent wishes to visit a classroom, please notify the school in advance. Because it is distracting to students, pre-school children should not come and visit in the room with their parents.

Messages for Students

We try to keep interruptions of classes to a minimum. Students should be given instructions at home about any changes in their daily routine. **Continued calls for personal changes in a child's daily routine will result in contact from the building principal.** Parents are encouraged NOT to call the office to deliver such messages. Only in **emergencies** should a class be interrupted to deliver messages to a student. **Deliveries such as flower arrangements, balloons, and gifts will not be accepted for students.**

Student Birthday Treats

Birthday treats may be passed out **at the end** of the classes lunch period in the cafeteria or **the office** will deliver to the classroom at the end of the day with teachers' approval.

Invitations and Handouts

Students may not distribute party invitations in school. A list of homeroom student addresses **ONLY** will be available from the homeroom teacher upon request. **ALL** handouts (religious or advertisements of any kind) must be approved by the superintendent.

School Trips

Well-planned and supervised field trips may be scheduled during the year. Students must go and return by bus unless the principal gives special permission. Discipline and handling of students are duties of the teacher. A charge for this activity may be requested. Chaperones may be needed for field trips. **A back ground check completed each year is required for all adults participating in school field trips.** Pre-school children and other siblings should not go on these trips because parents are there to help with students. Parents should provide their own transportation.

CITIZENSHIP AND CONDUCT

District Policy for Discipline

The Barbers Hill Independent School District's Discipline Management Plan approved by the Texas Education Agency is available in the office of the Elementary School, or online at www.bhised.net. The following is an excerpt from the Discipline Management Plan.

Rights and Responsibilities of Students

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Intermediate school shall foster a climate of mutual respect and understanding of the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights and responsibilities, in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired.
4. Exhibiting respect toward others.
5. Conducting themselves in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

A complete copy of the student code of conduct will be made available upon request.

Cheating

A student caught cheating will receive a zero on the assignment and a disciplinary referral. For each subsequent incident, a student will be assigned to ISS.

Rights and Responsibilities of Parents

Through this plan, "parents" includes single parent, legal guardian, or person having lawful control of the student. Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey the rules.
3. Be sure their child attends school regularly and promptly report and explain absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
6. Keep informed of school policies and academic requirements of school programs.
7. Participate in school-related organizations.
8. Be sure their child is appropriately dressed at school and school-related activities.
9. Discuss report cards and school assignments with their child.
10. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
11. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
12. Cooperate with school administrators and teachers.
13. Be sure their child attends school tutorials when required or as the need arises.
14. Submit a signed statement that they understand and consent to the responsibilities outlined in this plan.
15. Control their child. Under Family Code 33.01, a student's parent is legally liable for property damage caused by:
 - a. the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or
 - b. the willful or malicious conduct of a student who is at least 12 but under 18 years of age.

Student Complaints-Grievance Procedure **(Excerpt-School Board Policy (FNG))**

Students shall seek resolution of their complaints informally, beginning at the first possible level. If all other levels have been exhausted, and the complaint has not been resolved to the student's satisfaction, the student may petition the Board in writing to hear the complaint. The Board shall first decide whether or not it will hear the complaint. This decision shall be based on:

1. The student's having exhausted all other remedies.
2. The appropriateness of the subject matter of the complaint.

The Board may decide for either of the above reasons not to hear the complaint, in which case lower authority shall govern. If the Board decides to hear the complaint, the student's case shall then be presented, and the Board shall render a decision.

The student shall have the right at any level of the resolution to be accompanied and assisted in the presentation of the complaint by the parent(s) or guardian.

Authority of Adult School Employees

To insure the rights and safety of each child and to provide an atmosphere that is conducive to learning, it is imperative that discipline and order be maintained in the classroom, halls, cafeteria, and on playgrounds. Accordingly, all of the adult employees of the Elementary School are responsible for students, and have the

authority to correct students when necessary, whether the employee is faculty, clerical, custodial, cafeteria, or bus driver.

Methods of correction are at the complete discretion of the person in charge. These include loss of privileges, detention, isolation, conference, and moderate corporal punishment to be administered in the presence of an adult witness.

Expectation for Behavior

Students will be expected to behave in an appropriate manner at all times. Appropriate behavior will be recognized, while inappropriate behavior will not be tolerated and will be addressed accordingly. Some consequences that may be used for inappropriate behavior are parent contact, removal of privileges, detention (lunch and/or after-school), corporal punishment, in-school suspension, Saturday school, home suspension, and/or removal. Students who misbehave for a substitute teacher will automatically receive a discipline referral. Specifics regarding discipline management can be found in the Barbers Hill Independent School District's Student Discipline Management Plan.

When a student violates the discipline code, the following actions may be taken: verbal warning, marks in the agenda, "sit-out" during recess, parent contact, and office referrals.

Severe offenses may warrant an immediate trip to the office (i.e. fighting).

Discipline Referral

If a student is referred to the office the following disciplinary actions may be taken by campus administrators: isolated lunch/no recess, after-school detention, Saturday detention, in-school suspension, or out-of-school suspension. Saturday School will be held the first and third Saturday of each month at the school from 8:30-11:00 a.m. Transportation will be provided by the parent/guardian to and from Saturday School. Students that do not attend after school detention or the Saturday detention assignment will be reassigned one time. If the student does not attend the second assigned time, the following additional disciplinary actions may be taken by the campus administrators:

- No participation in school assemblies, class parties, field trips, or any other activities planned for the students.

Additionally, it may be necessary for parents to participate in a conference at school or attend class with their child. In some instances, campus personnel may make a home visit.

Conduct in Buildings and on Playgrounds

Students of Barbers Hill Elementary School take great pride in the care of their buildings and equipment. Students are reminded to refrain from littering or defacing school property, including books, desks, and equipment. **Any student responsible for damaging or destroying property is required to pay for the damage.**

Knives (including pocketknives), razors, or other sharp objects that might be dangerous to the student or to others are not permitted in the building, on the grounds or on the bus. Possession of these items will result in a discipline referral and possible ticket by district resource officer. Likewise, fighting on the school campus is not permitted.

Barbers Hill Elementary Campus Rules:

Respect people and property

- Respect people and property.
- Follow directions.
- Come to class prepared.
- Keep hands, feet, and objects to yourself.
- Tell the truth.

Additional rules to follow:

- No gum chewing on campus.
- No food may be taken from the cafeteria.
- Drawing or writing on hands and arms is not allowed.
- **Cell phones**, toys, radios/CD players and headphones, laser pointers, and electronic games will not be allowed at school. If these items are taken up by school personnel, the parent/guardian must come to the school to pick up the item(s), and disciplinary action will be taken.
- Possession or use of obscene language or literature is not allowed.
- The school premises are not allowed to be used by students for the sale of any product unless it is a school-sponsored activity.
- Physical contact by students is not allowed.
- A student who has been suspended or assigned to ISS is not allowed on any other campus or school facility, including after-school activities.
- Writing and/or passing notes will result in a discipline referral.
- Rubber bands and toothpicks are not allowed.

Playground Rules

1. No pushing, shoving, wrestling, tackling, horseplay, tripping, or physical contact. No one should be on the ground.
2. No fighting
3. Report any faulty or broken equipment.
4. Take lunch kits outside and remember to take them in at the end of break.
5. No personal playground equipment or toys are allowed at school.
6. When the whistle blows, all play should stop and you should walk "quietly" into the building.
7. No cuts, saving places, pushing or shoving in line.
8. Bring in balls, jump ropes, etc., when lining up.
9. How long a student stays on one piece of equipment will be decided by the duty teacher.
10. No penny drops or flips from swings, bars, etc.
11. Children will not perform gymnastic flips, tosses, or cheerleading mounts.
12. No running to or from the playground.
13. Always exhibit good sportsmanship, be kind and considerate.



ACADEMICS

Grading System

Students will receive a numerical grade each six-weeks from each academic subject. The six-week grade will be an average of not less than 6 daily grades and 3 major grades.

The school year is divided into two semesters. The semester grade is the average of three six-week periods. Only semester grades are recorded on permanent records. (See Retention of Students for more information).

Numerical grades shall be established by the following guidelines:

- A. In reading, math, science, and social studies:
 1. Major grades consist of tests, projects, class reports, and will constitute 50% of the students grade.
 2. The remaining 50% of the student's grade will be daily grades (class work, homework, notebooks or journals).
- B. In grammar/spelling:
 1. Major grades will consist of grammar tests, projects, class reports, finalized writing product and will constitute 50% of the student's grade.
 2. The remaining 50% of the student's grade will be spelling tests and daily work.
- C. Accelerated Reader will count as 2 reading test grades: one grade will be given for comprehension average and the other grade for total points for the six weeks.

Grades in fine arts (music, art, computer literacy, creative writing) and PE will be based on performance as well as conduct. These grades will be reported as E (excellent), G (good), S (satisfactory), N (needs improvement), or U (unsatisfactory).

Late Work

A major portion of a student's grade is based upon completion of class work, homework, and other daily assignments. It is necessary that students complete and turn in assignments on time. The following penalties will be imposed if a child turns in an assignment late:

- 3rd grade 1 day late – loss of 20 points
 2 days late – loss of 30 points
 3 days late – loss of 40 points
 4 days late – loss of 50 points
- 4th grade: 1 day late – loss of 20 points
 2 days late – loss of 30 points
 3 days late – loss of 40 points
 4 days late – loss of 50 points

Additionally, students may be kept in from recess, PE and or fine arts to complete missing assignments. Students with multiple missing assignments in a one week period may also be assigned an after school detention or Saturday School.

If a child is absent from school, they have 3 days from the day of their return to school to complete and turn in assignment without a penalty being imposed.

Physical Education

1. Tennis shoes will be required every day.
2. All jewelry except stud earrings that fit flat against the ear must be removed before PE class.
3. Since students will be very active during PE class, girls should wear shorts under skirts or dresses.
4. If a student is sick or injured and cannot participate, he or she should bring a note stating the reason and how many days he or she must sit out.
5. Physical Education grades will be based upon participation, responsibility, and behavior, and will be reported as E, G, S, N, or U.

Fine Arts

Students will rotate to 4 different fine arts courses throughout the year:

Art	Computer
Music	Creative Writing

Letter grades of E, G, S, N, and U will be given. Grades are based on effort and participation.

Parent-Teacher Conferences

Parent visits are encouraged. Both parents and teachers have an important role in educating children, and it is desirable that they consult and assist one another. To ensure having time and privacy, please call the office at least one day in advance.

Reporting Student Progress

It is the school's desire to see that each student progresses at a rate that is most appropriate for them. Since all children differ in experiences, personalities, maturity, ability, and emotions, it is unrealistic to expect all students to learn the same thing at the same rate. Ideally, a child should work with materials that are neither too easy nor too hard, and at a rate that is not too slow or too fast.

Progress reports will be e-mailed at the midpoint of each six-week period to parents or guardians of those students who are deficient in the areas indicated. These reports are to advise parents that improvement is needed in a specific area. Many teachers require the progress reports be returned with a parent signature. Additionally, the Family Access Program on the Barbers Hill Website provides information on student grades and on missing assignments.

Report cards are given out in all subjects within one week following the end of the six weeks period. Students are to take this report card to their parents or guardians who will sign the report card jacket each six weeks and return it to school the next school day. Signing of the report card jacket by the parent indicates receipt of the report and does not infer approval of the report. If in any subject a student received a grade equal to or less than 70 on a scale of 100, the school will encourage the need for a conference between the appropriate teacher and the parent or guardian. The parent must call the school and arrange the conference.

Students are reminded that report cards are school reports and cannot be altered in any way by anyone except a school official.

Retention of Students

Retention of students at the Elementary school will follow the guidelines of local board policy:

1. Social promotions will no longer be granted.
2. Student's academic achievement will be determined by numerical scores in the subjects of mathematics, science, social studies, and language arts. Grades for fine arts and physical education will not be considered for pass or fail.
3. In order to be promoted from one grade level to the next, a student shall attain for the year an average of 70 or above in both language arts (language arts will be the combined yearly average divided by two for reading and grammar/spelling) and in mathematics. In addition an overall average of 70 or above

must be attained for the four main academic subjects: language arts, math, social studies and science.

Textbooks

All textbooks are the property of the State of Texas. Textbooks are checked out from the bookroom by the teacher for the courses being taught that school year, and the teacher issues one to each student. The number of the book is entered on the student's record, and the student is expected to enter his name in the appropriate space in the front of the book.

Students must pay full price for all textbooks lost, regardless of how long the books have been in use. This is a requirement made by the State Textbook Commission. After a lost book has been paid for, another textbook will be issued to the student. If a book is paid for and is later found, a refund will be made unless the money has been sent to the Textbook Commission.

If the book is damaged but usable, the student will pay an amount not exceeding \$5.00 for the damage. This money will go into the Textbook Fund.



BELL SCHEDULE

- 8:20 a.m. Tardy Bell
- 3:35 p.m. 1st Bus Run & Car Rider Bell - **ALL** Car riders must be picked up in front of the building. For safety reasons, please do not park in the back parking lot and come inside to pick up your child. The back of the building is designated for buses.
- 3:40 p.m. 2nd & 3rd Bus Runs will be called over the intercom

DRILLS AND EMERGENCIES

Fire Drills

According to the Board of Insurance Commission, the following requirements should be met each year:

Fire drills will be held in accordance with state regulations; the procedure outlined below will be followed in event of fire and/or fire drills:

- a. Bells repeated in rapid succession means to march out of the building in an orderly manner, without talking, rushing, or crowding.
- b. Teachers will close their classroom door when all students are out of the room.
- c. Teachers will take students a safe distance from the building and make sure that all students are present.
- d. Students should remain quiet and orderly.

Tornado or Disaster Drills

In the event of a tornado or other disaster, the following "Duck & Cover" procedure will be followed:

1. Students are to situate themselves under their desk/table, making sure their head and neck are protected.
2. Students should be quiet and not panic. The teacher will provide additional instructions if needed.
3. An announcement will be made when all is clear.

Shelter In Place/Lock-Down

In the event of an intruder or dangerous situation, students will be instructed to remain in the classroom and follow the procedures outlined by the teacher.

Bad Weather Days

Safety of school children is always a primary concern of school officials. If it becomes necessary to alter or cancel the school day for emergency reasons due to extreme weather conditions, parents and students are instructed to listen to the following local radio and television stations for news of school closing: KSHN 99.9 FM, KTRH 740 AM, Channel 2, 11, 13 and 26.



BUS TRANSPORTATION

BUS RIDER RULES AND REGULATIONS FOR PRIMARY ELEMENTARY AND INTERMEDIATE

Student safety is a high priority for the Barbers Hill ISD Transportation Department. Maintaining high safety standards works best with the help & cooperation of the driver, students, parents & administrators.

Many people are surprised to learn that the State of Texas does not require school districts to furnish transportation. (Federal law covers transportation services for special needs students.) However, in the interest of student safety, district vehicle riding **privileges** have been made available to all students at Barbers Hill ISD. Because the driver must keep their attention on the road and the operation of the bus, they cannot jeopardize the safety of all students because of the behavior of a few. The school district may deny transportation privileges to those students that fail to comply with any of the safety guidelines.

Student behavior may be monitored with audio/video cameras.

If you need information concerning bus routes, call the Transportation Supervisor at 281-576-2221 ext. 1279.

GENERAL SAFETY RULES

1. Follow the bus driver's instructions at all times. Students must obey the driver promptly & respectfully.
2. The driver will pick up & drop off students at their designated stops. Any deviation from this rule will have to be in writing with a signature and date from the parent or guardian & cleared through the Principal's office before the bus run.
3. Parents are responsible for bringing their child to school if they miss the bus.
4. Students must be seated in their assigned seat facing the front with feet on the floor during the entire trip. The driver cannot move the bus until all riders are seated.
5. Students are not to tamper with emergency doors or hatches, camera or camera boxes. Do not mark, cut or scratch any part of the bus. Vandalism may result in loss of riding privileges until the student or parent/guardian pays for such damages. The school district may also pursue other available options.
6. Video recordings may be made of student activity while riding the bus.
7. Backpacks & band instruments are to be kept in the student's lap or under the seat. Pens, pencils & markers are

-to be kept in backpacks or purses.

8. Bus rider safety guidelines apply to extra-curricular trips.
9. Eating, drinking & chewing gum is not permitted.

PROCEDURES AT THE BUS STOP

1. Be expected to walk some distance to the bus stop.
2. Be at the bus stop before the scheduled pick up time. Drivers have a schedule to maintain & cannot wait or honk.
3. Stay at least 10 feet from the roadway while waiting to load.
4. Do not attempt to approach the bus before it comes to a complete stop.
5. If at a group bus stop, be in a single file line. Be courteous of others. Do not horseplay, fight, push, shove or harass anyone. Harassment of any kind (name calling, ridiculing, intimidation, sexual, etc.) will not be tolerated at the bus stop.
6. If you must cross the street, always cross at least 10 feet from the front of the district vehicle. The driver will not be able to see if you are closer than 10 feet.
7. Wait for the driver to give a signal to cross. Maintain eye contact with the driver at all times.
8. Possession/Use of tobacco products & alcohol or drugs is prohibited at the bus stop. Lighters are not permitted.
9. Use appropriate language at all times.
10. Laser pointers are not permitted.

LOADING PROCEDURES

1. Do not push or shove.
2. Use the handrail & steps
3. Go directly to your assigned seat & remain seated facing forward with your feet on the floor.
4. Open containers of food, drinks, gum or candy must be disposed of or put away and not be consumed.

CONDUCT ON THE BUS

1. Obey the driver at all times.
2. Remain seated the entire trip facing the front with your feet on the floor.
3. Sit in your assigned seat. If there is a problem with where the driver assigns you, please let the driver know.
4. Do not attempt to get up from the seat until the bus comes to a complete stop.
5. Normal conversation is permitted. Loud noises may distract the driver and create an unsafe condition.
6. Scuffling, fighting and the use of obscene, vulgar, or profane language or gestures are forbidden.
7. Do not throw objects inside or out of the bus.
8. Keep all body parts & personal belonging to your self & inside the bus.
9. Food, drinks & gum chewing are not allowed.
10. Possession/use of alcohol, tobacco or drugs is prohibited.
11. Do not bring weapons or dangerous objects on the bus.
12. Animals of any kind are prohibited.
13. Harassment of any kind will not be tolerated.

EMERGENCY PROCEDURES

1. Remain quiet & listen for bus driver instructions.
2. If you must evacuate the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
 - a. Evacuation will start with the seat closet to the

- door.
- b. Leave the district vehicle in a single file line as quickly & quietly as possible.
- c. Once outside the bus, follow the bus driver's instructions.

GETTING OFF THE BUS

1. Stay seated until the bus comes to a complete stop.
2. Use the handrails & steps when exiting.
3. Do not push or shove to get off the bus.
4. Do not attempt to get off at another stop unless written permission from a parent or guardian is given to the driver and has been approved by the office. This must be done before the bus run & must not interfere with the usual schedule of the route.
5. Obscene language or gestures directed at the driver or anyone at the bus stop is not allowed.
6. If you must cross the street, cross in front of the bus stepping at least 10 feet in front of the bus while maintaining eye contact with the driver. Wait for driver to give a clear signal to cross the street. Look both ways before crossing. If you drop something in front of the bus, get the driver's attention & he/she will get it for you.

CONSEQUENCES

Level I - Types of offenses

- Eating/drinking/gum chewing
- Littering
- Improper loading/unloading
- Out of seat
- Placing body parts out of window
- Loud talking/screaming/excessive noise
- Horseplay

Disciplinary Action

1 st Offense	Administrator conference with a written warning
2 nd Offense	Administrative choice
3 rd Offense	3 day suspension from bus
4 th Offense	10 day suspension from bus
5 th Offense	6 week suspension from bus

Level II - Types of offenses

- Cursing/inappropriate language
- Destruction of property
- Disrespectful to driver/attitude
- Fighting/pushing/shoving/tripping etc.
- Obscene gestures
- Tampering with district vehicle equipment
- Throwing objects inside & outside of district vehicle
- Possession of tobacco, alcohol or drugs or lighters
- Harassment/Bullying
- Insubordination/non compliant

Disciplinary Action

1 st Offense	Administrative choice
2 nd Offense	1 week suspension from bus
3 rd Offense	6 week suspension from bus
4 th Offense	Bus suspension for remainder of school year

LEVEL III - Types of offenses

- Physical attack on driver or student
- Possession of weapons or other dangerous objects

Disciplinary Action

- Immediate removal from bus for remainder of year.
- Criminal charges may be filed

Occurrences not specifically listed above will be handled according to the level of seriousness of comparable offenses, as determined by school officials. A parent conference may be called at any time by the school administrator or transportation supervisor should serious misconduct occur. The administrator has the authority to skip steps for serious violations.

A denial of riding privileges is from all district vehicles. A student who rides the district vehicle knowing he/she is suspended will be referred for that misbehavior and additional days of suspension will be added.

MISCELLANEOUS

Volunteers – Volunteers are used in a variety of ways in our school.

Parents help with parties and field trips. The dates and times of field trips and parties are selected by the teachers and approved by the administration. The volunteer program is organized by the counselor.

Questions and additional information can be obtained by calling the school at 281-576-2221 ext. 1506

Mentors - Business, community members and other school personnel provide one-on-one tutoring in a risk-free environment during the school year. For more information, contact the front office.

BARBERS HILL I.S.D. ACCEPTABLE USE GUIDELINES

"The capability [of the Internet] transcends time zones, national and organization boundaries, and in the near future even language. In its ultimate extrapolation, it is the ultimate open society where anyone, anywhere can provide or receive any information to anyone or from anyone within seconds."

**-Anthony Michael Rutkowski,
Executive Director, Internet
Society**

As schools prepare students for a world of ever-expanding technological advances, the resources available through electronic communications systems are proving invaluable. School districts throughout Texas and the rest of the country are exploring ways to join this technological explosion involving use of the Internet.

Concerns arise, however, with any new exposure to technology: who should have access; to what uses is it most appropriately put; how might it be misused; how secure is the information. Uppermost for many is the concern that students might be exposed to materials that their parents, the school, and the community believe to be inappropriate.

History of the Internet

While educators are now discovering a treasure-trove of educational resources on the Internet and the World Wide Web, neither was created with schools in mind. The Internet, developed by the Department of Defense in the 1960s, is actually a product of the Cold War. Established as an electronic mail system to link key military commanders and university researchers in the event that conventional communications systems were destroyed or disabled, the Internet has blossomed into a network of networks, linking tens of millions of people across the globe for purposes of commerce, entertainment,

and education. The World Wide Web, on the other hand, allows businesses, governmental agencies, museums, schools, and individuals to use graphics and audio technology to promote products and services, and to provide access to entire libraries of information formerly available only to those who could physically visit the source.

Misuse of the Network

As the Internet expanded, some adults using the network legitimately to communicate with other adults began transmitting resources and information, including sexually explicit graphics, that many people would consider inappropriate for minors. And some adults have targeted children to receive such inappropriate communications. In response, a number of Internet access providers have developed lock-out software and other prescreening techniques to reduce the opportunities for children to access pornographic or other offensive resources.

Who is responsible for materials found on the Internet? In a case involving CompuServ, a popular network service provider, a federal trial court found that CompuServ was not liable for the content of a newsletter distributed on its network because it simply would be impractical for CompuServ to review and edit all items posted through its service. [*Cubby v. CompuServ (1991)*] Perhaps the answer lies in warning the users of a district's electronic communications system (and the parents of student users) that there is a possibility of encountering offensive and inappropriate material and acknowledging that the District is unable to absolutely preclude access to such material.

BARBERS HILL I.S.D. ACCEPTABLE USE GUIDELINES **ELECTRONIC COMMUNICATION AND** **DATA MANAGEMENT**

The District technology director will oversee Barbers Hill I.S.D.'s electronic communications system.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright.

System Access:

Access to the District's electronic communications system will be governed as follows:

1. With the approval of the immediate supervisor, District employees will be granted access to the District's system.
2. A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
3. Students completing required course work on the system will have first priority for use of District equipment after school hours.

4. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines will be denied access to the District's system.

Campus-Level Coordinator Responsibilities

As the campus-level coordinator for the electronic communications system, the principal or designee will:

1. Be responsible for disseminating and enforcing applicable district policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by the District's Acceptable Use Guidelines. All such agreements will be maintained on file in the campus principal's office or where designated by the administration.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
5. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

Individual User Responsibility:

The following standards will apply to all user's of the District's electronic information/communications system:

On-Line Conduct:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy.
3. System users may not use another person's system account without written permission from the from the campus administrator or technology director, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
6. System users must obtain permission from the technology director to upload public domain programs or to download public domain programs to the system. System users are responsible for determining whether a program is in the public domain.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of Barbers Hill I.S.D.'s

Acceptable Use Guidelines, and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. These activities will result in disciplinary action in accordance with the Student Code of Conduct.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail will result in disciplinary action.

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges of the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Network Etiquette

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon violation of the District's Acceptable Use Guidelines.

Termination of an employee's account or of a student's access will be effective on the date the principal or technology director receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Availability of Access

The District Technology Director shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in

accordance with administrative regulations.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Acceptable Use

The District administration and Board of Trustees shall develop and implement administrative guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be confidential and may be monitored, edited, or removed at any time by designated District staff to ensure appropriate use for educational or administrative purposes. Access to electronic materials will be provided/ or denied solely upon the discretion of designated District staff.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users.

The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

BARBERS HILL I.S.D. ELECTRONIC COMMUNICATIONS SYSTEM STUDENT AGREEMENT FORM – ACCEPTABLE USE GUIDELINES

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable.

While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You will have access through a campus-wide user account.
- The account is to be used only for educational purposes.
- You will be held responsible at all times for the proper use of this account, and the district may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES

- Using the system for illegal purposes
- Borrowing someone's account without permission
- Posting personal information about yourself or others (such as addresses and phone numbers)
- Downloading or using copyrighted information without permission from the copy-right holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student agreement must be renewed each academic year.

