

BARBERS HILL KINDERGARTEN CENTER

NAME: _____

**BARBERS HILL KINDERGARTEN CENTER
POLICIES AND PROCEDURES MANUAL
2011-2012**



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281-576-2221, Ext. 1242**

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____



Each of you is entering a new and exciting part of your life! With the promise of discovering new ideas and learning new ways of doing things, both parents and students should have happy, wonderful opportunities to share experiences with each other throughout the year.

For parents, this manual should provide quick reference information and answers to many questions you may have about our school. It is intended to give the student and parent an understanding of the rules and regulations, activities, and other information that will help you become thoroughly familiar with our school. The official student handbook for Barbers Hill Kindergarten Center is available on line at www.bhisd.net, or you may request a copy from your campus secretary.

Educational achievement of children is at the heart of our purpose, as well as their safety and well being. Our desire is that your child's learning experiences in the primary grades are rewarding and joyful. Communication among parents, teachers, and administrators can help insure that all our efforts in this endeavor are successful. This manual is meant to be a part of that success.

NOTICE OF NON-DISCRIMINATION

Barbers Hill Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX and Age Discrimination Act – Assistant Superintendent of Personnel
Section 504 – Director of Special Services

Both may be contacted through the Central Administration Office at 9600 Eagle Drive, Mont Belvieu or by phone at 281-576-2221.

For further information on notice of non-discrimination, you may contact the Dallas Office for Civil Rights at 214-880-2459.

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 who is homeless and not attending school, please contact the school office.

TITLE I PROGRAMS



NOTICE OF SCHOOLWIDE TITLE I PROGRAM ELIGIBILITY

Our school is eligible for the following:

Schoolwide Title I Program: Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of our Schoolwide Program Plan.

School-Parent Compact

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and the school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - Annual parent-teacher conferences,
 - Frequent reports regarding your child's progress, and
 - Opportunities to talk with staff, volunteer in class, and observe classroom activities.

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom, if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent Compact with your child. This School-Parent Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress.

ANNUAL PARENT NOTICE RIGHT TO REQUEST TEACHER QUALIFICATIONS

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If state licensing requirements have been waived for the teacher on a temporary basis;
- c. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

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 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 Safeguards – 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 the Special Services Director, Sue Garcia, at 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.

Bilingual/ESL

The goal of bilingual education programs shall be to enable limited English proficient students to become competent in the comprehension, speaking, reading, and composition of the English language through the development of literacy and academic skills in the primary language and English. Such programs shall emphasize the mastery of English language skills, as well as mathematics, science and social studies, as integral parts of the academic goals for all students to enable limited English proficient students to participate equitably in school.

The goal of English as a second language programs shall be to enable limited English proficient students to become competent in the comprehension, speaking, reading, and composition of the English language through the integrated use of second language methods. The English as a second language program shall emphasize the mastery of English language skills, as well as mathematics, science and social studies, as integral parts of the academic goals for all students to enable limited English proficient students to participate equitably in school.

Bilingual education and English as a second language programs shall be integral parts of the total school program. Such programs shall use instructional approaches designed to meet the special needs of limited English proficient students. The basic curriculum content of the programs shall be based on the essential skills and knowledge required by the state.

GIFTED/TALENTED PROGRAM

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.

All students, with parent permission, will be screened for inclusion in the GT Program. Nomination and screening for the GT program will be held in January. Students demonstrating potential for high intellectual ability will be appropriately served by March 1 by teachers who have received the required training in gifted and talented instruction.

The curriculum will provide expanded breadth and depth of learning. Each six weeks, teachers will administer required planned experiences which “foster” motivation for learning, creativity, higher-level thinking/problem solving, advanced academics, and social consciousness.

Transfer students who were identified as GT in their previous district will be screened for placement in the GT program within a two-week period and, if testing is required, it will be completed within a six-week period or during the next district screening.

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.

The Barbers Hill ISD Gifted and Talented Plan may be accessed at www.bhisd.net.

COUNSELOR

A full-time counselor is on staff at the Kindergarten Center 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.

The counseling program also extends to the parents. Those who wish to talk with the counselor concerning any phase of their child’s progress in school can call 281-576-2221, ext. 1324.

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. 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 change in 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. 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 aide will be administered and parents/legal guardians notified. If you cannot pick up your child, arrangements must be made by you for his/her care. In extreme emergencies, medical services will be sought as indicated.

Children, who have stitches, fractured arms, legs, etc., must have a written release from a doctor before playing in P.E., music, and outside activities during school.

MEDICATIONS:

The Barbers Hill ISD does not provide any medications to children or staff. If the situation arises that your 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. A United States physician must prescribe all medications. All prescribed medications must be purchased from United States pharmacies.
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 (recent) date of prescription.
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 medications, including cough drops, ibuprofen, acetaminophen, inhalers, and other nonprescription and prescription medications will be kept by the student when at school.
5. ANY change in prescription medication must be verified by a physician’s order indicating the reason for the 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 a 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 the physician.
8. Medication that is expired, or remaining at the end of the school year, will be destroyed. No medication will be kept for the next year.

MEDICATIONS THAT WILL NOT BE ADMINISTERED AT SCHOOL

Herbal Remedies
 Diet Pills
 Vitamins
 Over the counter inhalers
 Medications not in the original bottle
 Aspergum
 Cough syrup, throat sprays or gargles
 Expired medications
 Cough drops at the primary level

Home Mixtures
 Health Food Store Products
 Medications given two and three times a day
 Medications with no, or incomplete permission
 Medications that appear to have been tampered with
 Medications not age or diagnosis appropriate
 Medications containing alcohol or having a numbing effect
 Prescription medications that contain codeine or any narcotics
 Medications that do not have a corresponding direction per permission and label



Student Insurance

Parents are encouraged 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 Requirements

Parents must register students each year at the time set by the district for pre-registration. The following documentation is required:

1. **Birth certificate**
2. **Student's social security card**
3. **Immunization records**
4. **Proof of residency**
5. **Valid driver's license of parent/guardian**

Legal Name –The use of a student's legal name is required on all permanent school records, such as principal's report, cumulative folder, and the teacher's grade book.

The legal name is established either at birth or by another legal document. When a student has a legal name change, a copy of this document must be given to the principal to place in the student's records. The new legal name will be used from this date forward.

Change of address or telephone number

If there is a change of home address or telephone number; parents/guardians are required to report this information to the office immediately. **A new proof of residency is required when there is an address change.**

Withdrawals

Parents wishing to withdraw a student from Barbers Hill Kindergarten Center should report to the principal's office. Textbooks and all debts to the school must be cleared before records can be sent to another school. Reasonable notice should be given prior to withdrawal.

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 date and reason for an absence must be given to the homeroom teacher the day your child returns to school. If a note is not received within three (3) days of your child's return, the absence will be 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 three days or more, then medical documentation must be provided upon their return.

Any student who misses an accumulation of absences which puts them in violation of the 90% attendance rule will receive a notification letter requiring the parent/legal guardian to schedule and attend a conference with the assistant principal. This conference will be used to verify the reason for the absences and to determine if further action is necessary. Should the parent fail to schedule a conference or the assistant principal determines that the reason for these absences is not valid, and then the student's name will be turned over to the Justice of the Peace Precinct 4, for legal action.

Any absence will require make-up work. An absence of two (2) or more days will require the parent/legal guardian to call the school for homework assignments. Requests for make-up work received by 10:00 a.m. will be available that day by 2:30 p.m. This requested work should be completed within three (3) days of the student's return to school. If you know about an extended absence prior to its occurrence (i.e., operation, etc.), call in advance for assignments. A student has three (3) days from the day of their return to submit assignments without a penalty being imposed.

Tardies

Students cannot be dropped off at school before 7:40 a.m. School starts at 8:20 a.m. Students are to be in their classrooms and seated when the bell rings. 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 office to receive a tardy slip to admit him/her to class. **Three tardies will result in lunch detention.**

Leaving School

If a student becomes ill or 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. This request must give the time for dismissal, who is to pick up the student, and the exact reason for the absence. The note must be taken to the office for approval

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 the student's attendance (i.e., perfect attendance or prompt and regular status). Early dismissals, before 3:35 p.m. will count against perfect and prompt and regular status. **Excessive early dismissals will result in disciplinary action.**

Just a reminder that anytime you must remove your child for a medical or dental appointment during the day, it is necessary to provide documentation from the medical or dental facility so that your child's attendance will not be affected. Additionally, we respectfully request that your child **not** be removed from school prior to 10:00 a.m. for other reasons, as this is our daily State funding time for grades K-6. If your child attends afternoon Pre-Kindergarten or PPCD, we respectfully request that your child **not** be removed from school prior to 2:00 p.m. for other reasons, as this is our daily State funding time for these programs.



School Agenda - Each student is required to have a school agenda, which is used as an assignment book, folder for all flyers that go out on Tuesday, and communication between teachers and parents.

Assignment Book – Your child will be instructed how to use the agenda as an organizational tool. On a daily basis, students are expected to record their assignments in the planner on the appropriate day.

Tuesday Flyers – In an effort to consolidate the information that is sent home from the Kindergarten Center on a weekly basis, we have assigned Tuesday as the day all informational flyers will be sent home. Please check for these each Tuesday.

Communication Tool – Finally, in the “school talk” section for each day, there is a place for your child's teacher to inform you of good things your child has done, as well as areas of concern. Please review this daily and initial this section.

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 that image. If one's appearance draws undue attention or causes the school image to deteriorate, then the best learning situation cannot be provided.

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 of width of the pant legs. Ripped jeans are not allowed.
- **Shorts, dresses, and skirts** must be 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. However, other similar standards of measure may be employed at the discretion of the building principal.
- **Tops** must be designed and worn in a manner so as to avoid any inappropriate exposure of the back, shoulders, neckline, or midriff. Mesh shirts, halters, tube tops, see-through tops, undershirts worn as other garments, tank tops, and spaghetti straps are not acceptable.
- **Shirts and blouses** must be properly buttoned and fastened and must be tucked into the pants unless designed to be worn outside.
- **Head wear**, i.e., caps, hats, and/or sunglasses shall not be worn in the school building.
- **Footwear**, for reasons of health and safety, shall be worn at all times and shall be of a design so as to insure a secure fit. Shoes and sandals without back straps are not acceptable.
- **Jewelry and accessories** shall be worn in moderation. Male students are prohibited from wearing earrings or studs. No student shall be allowed to wear non-traditional or excessive body piercing jewelry that may be exposed to public view. Heavy chains or other jewelry or accessories which 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 which 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. Also, any item of the same which identifies with or refers to violence, satanic, cult, or gang related activities shall not be permitted.

The campus administrator has the final say in determining the appropriateness of clothing.

Grooming and Hygiene

Students shall be expected to maintain a reasonable standard of grooming and 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. Extreme hair styles, tails, and/or treatments shall not be permitted.
- Tattoos may not be visible during the school day or at any school-sponsored activity.

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.

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 schedule includes instruction in English language arts, science, mathematics, social studies, fine arts, and physical education. Our fine arts department consists of music and art. Each student will study computer literacy during the school year. Media Center instruction is scheduled for each student.



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 on the **FIRST DAY** the student returns to school.

Fines are collected on overdue books at the rate of 5¢ per school day, not to exceed 25¢. 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 its replacement cost.



CAFETERIA

The cafeteria provides wholesome food at a reasonable cost. Students are expected to do their part in keeping the cafeteria in good order. Students are required to eat in the cafeteria, but they may bring their own lunches from home. **Carbonated drinks are not to be brought to school.** Parents who wish to eat lunch with their child may bring food from an outside source for their child only (per state regulations).

We urge the purchase of a 5-day to 20-day meal ticket, which may be purchased before each school day. The cost for breakfast is \$1.00 and lunch is \$1.75. Milk may be purchased for \$.50. Students buying their lunches with cash are responsible for having their money daily. The school should not be expected to extend credit. No more than two (2) meals may be charged to a student.

1. Use 6-inch voice (a voice that can be heard by someone 6 inches away); also use this voice in the lunch line.
2. Keep hands, feet, and other objects to yourself.
3. Sit facing the front with feet on the floor.
4. Raise your hand before getting up from the table.
5. Do not touch or take food off of another student's tray.
6. No eating or drinking after leaving the table.
7. No carbonated drinks
8. When parents, grandparents, etc., come to eat lunch with their child, please note that the guest and their child only are to eat at the guest table.

Parents must check in and out at the front office and provide a valid driver's license. A visitor's pass will be issued and must be worn while on campus.

VISITORS TO SCHOOL

Parents are welcome to visit the school. However, parents wishing to visit the school should make an appointment through the principal's office. All individuals entering the building must check in through the Raptor System in the principal's office.

Important Note: For the safety of our students, approved criminal background checks are required for visitor attendance in the following settings:

- Classroom visits
- Classroom parties
- Field trips

Additionally, visitors who wish to pick up, have lunch with a student, attend parties, field trips, or other events during the school day must be listed as an Emergency Contact or have written permission from a legal guardian.

Parents attending or requesting visits to the classrooms will not be permitted to do so if they have a pre-school child with them. Students from another school will not be permitted to visit during the school day of one of our students.

For the safety of all of our students, parents are not allowed on the playground.

FIELD 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 teachers. A charge for this activity may be requested depending on the type of trip.

- **No Siblings are allowed on field trips. Parents who attend field trips are asked to help chaperone students.**
- **All parents who attend field trips must have an approved Volunteer Background Check on file in the office.**
- **Parents must provide their own transportation.**

CODE OF CONDUCT AND DISCIPLINE MANAGEMENT

Discipline Management – To insure the rights and safety of each child, a well-disciplined student body is a necessity. The Barbers Hill Discipline Management Model is used in developing our model in the kindergarten center. We are using the positive approach to discipline in the entire building. We feel that children who know the rules and disciplinary actions for breaking those rules are better able to meet basic behavior standards.

A child cannot be permitted to disrupt the total class; therefore, permission to discipline has been granted each person in the academic process of the school. Punishment shall always be fair, just, and used only if a positive approach to the problem cannot be found.

Conduct – Good conduct of students contributes in a positive and constructive way to the improvement of the learning situation. Students are held responsible for their conduct both at school and in transit to and from school.

Campus-wide rules will be upheld as the Baby Eagle Code. Each teacher will inform parents of the particular way the rules will be used in his/her classroom. Also, positive and negative consequences will be included pertaining to particular classrooms.

BABY EAGLE CODE

1. Respect others.
2. Raise your hand to talk or leave seat.
3. Be kind to classmates and others.
4. Follow all directions.
5. Walk in a safe, quiet manner.
6. Keep hands, feet, and objects to self.

In addition to actions prohibited in other policies, students at school or school-sponsored activities are prohibited from:

1. Cheating and/or copying the work of another student
2. Throwing objects that can cause bodily injury or damage property
3. Leaving school grounds without permission
4. Using profanity, vulgar language, or obscene gestures
5. Failing to comply with directives, school policies, rules and regulations
6. Stealing
7. Engaging in misconduct on school buses
8. Fighting and assaults

9. Engaging in verbal abuse, name calling, ethnic or racial slurs, or derogatory statements
10. Acting disrespectful
11. Causing or participating in classroom disruptions
12. Being tardy or truant
13. Using, possessing, or transmitting alcohol, drugs, or drug paraphernalia
14. Possessing weapons or explosives
15. Damaging or defacing school property
16. Bringing personal items (radios, toys, etc.) without teacher approval
17. Being untruthful

Consequences – In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. Duration and severity of consequences depend on the offense, the nature of the violation, and its overall effect upon the welfare and learning of the other students.

Options may include:

1. Verbal reprimands and admonishments
2. Time-out
3. Lowered conduct/social grades
4. Withdrawal of privileges
5. Partial or complete denial of attendance and/or participation in extracurricular activities
6. Behavioral contracts
7. Special assignments or duties
8. Parent contact/conferences
9. Detention
10. Sending student to the office
11. Probation
12. Modified day
13. In-school suspension
14. Removal from class
15. Paddling/corporal punishment
16. Call the police
17. Removal from school
18. Restitution for damaging or defacing school property
19. Expulsion
20. Other reasonable actions created by unforeseeable circumstances

PROBLEMS BETWEEN TEACHER AND STUDENT- Any situation involving a teacher and a student that causes concern should be discussed. The procedure is as follows:

1. Contact the school secretary and make an appointment for a conference with the teacher at his/her conference period.
2. Meet with the teacher and discuss the situation.

GRIEVANCE – If a situation mentioned above is not resolved, or if a person is interested in seeking redress as a result of a board policy or administrative regulation, the following sequence must be followed, and due process will be provided.

1. Classroom teacher (verbal)
2. Counselor (verbal)
3. Principal (verbal or written)
4. Superintendent (written)
5. Board of Trustees (written)

The board shall first decide whether or not it will hear the complaint. The board may decide not to hear the complaint if a student has not exhausted all other remedies or according to the appropriateness of the subject matter of the complaint, in which case lower authority shall govern.

Every effort should be made to resolve the situation before addressing the next step.

PARENT-TEACHER CONFERENCES

Parent visits are encouraged. It is desirable that parents and teachers consult and assist one another. To insure having time and privacy, please call the office and ask the secretary to arrange a conference. At least two conferences during the school year are encouraged.

PROGRESS REPORTS

This report informs students and parents about progress in a subject and/or citizenship.

REPORT CARDS

Report cards are given out in all subjects within one week following the end of the six-week period. Students are to take this card to their parents/guardians who will sign the report card cover each six weeks and return it to school the next school day. Signing of the report card cover by the parent indicates receipt of the report card and does not infer approval of the report. If the report card cover is not returned, the school will mail one notice to parents. If, in any subject, a student received a grade equal to or less than 70 on a scale of 100, the school will state the need for a conference between the appropriate teacher and the parent/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 Kindergarten Center will follow the guidelines of local board policy:

EIE (LOCAL) – X

TEXTBOOKS

The State of Texas provides textbooks. Students are required to write their names inside the front cover. Students who have books that show mistreatment will be charged fines, and replacement costs will be charged when books are lost. If the book is found, a refund will be given. Students who do not return all books will not be given report cards and will not be issued books at the beginning of the next term.

DRILLS AND EMERGENCIES



Fire Drills

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

1. Fire prevention and safety will be taught in all grades.
2. Fire drills will be held in accordance with state regulations. The procedure outlined below will be followed in the event of fire and/or fire drills.
 - a. When the fire alarm sounds, everyone will vacate the building in an orderly manner, without talking, rushing, or crowding.
 - b. One bell is the signal to halt where the line is and listen.
 - c. One bell will signal a return to class.
 - d. Teachers will take students a safe distance from the building and make sure all students are present.
 - e. Students should remain quiet and orderly.

Tornado or Disaster Drills

In the event of a tornado or other disaster, the following procedures will be followed:

1. One continuous bell means to go in a quiet and orderly manner to a designated place inside the building away from glass.
2. Leave doors open.
3. Students should be instructed to sit on their feet with their head between their knees.
4. An announcement will be made when it is safe to return to class.

Bad Weather Closing

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials.

Radio Stations:
KTRH – 740 AM
KSHN – 99.9 FM

Television Stations:
KPRC – Channel 2
KHOU – Channel 11
KTRK – Channel 13
KRIV – Channel 26

Parents may also access the following website for this information: www.schoolclosings.net

BUS RIDER RULES AND REGULATIONS



Student safety is a high priority for the Barbers Hill Kindergarten Center Staff and Barbers Hill ISD Transportation Department. Maintaining high safety standards works best with the help and cooperation of the driver, students, parents, and administrators. Temporary bus changes are not allowed at the Kindergarten Center. This restriction is necessary due to the age of our students. Parents are responsible for making arrangements and accommodations for their child, if adjustments are made to the child's daily routine.

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 drivers 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 who 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 and respectfully.**
2. The driver will pick up and 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 and 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 and band instruments are to be kept in the student's lap or under the seat.
8. Pens, pencils, and markers are to be kept in backpacks or purses.
9. All bus rider safety guidelines apply to extracurricular trips, also.
10. Eating, drinking, and gum chewing are 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 and 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 and 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 and the steps.
3. Go directly to your assigned seat and 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 the seat the driver assigns you. 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 outside of the bus.
8. Keep all body parts and personal belongings to yourself and inside the bus.
9. Food, drinks, and 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 and listen for bus driver's 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 closest to the door.
 - b. Leave the district vehicle in a single file line as quickly and quietly as possible.
 - c. Once outside the bus, follow the driver's instructions.

GETTING OFF THE BUS

1. **Stay seated until the bus comes to a complete stop.**
2. Use the handrails and steps when exiting.
3. Do not push or shove to get off of 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 and 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 the 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 and he/she will get it for you.

CONSEQUENCES

LEVEL I

Types of Offenses

Eating/drinking/gum chewing
Littering
Improper loading/unloading
Horseplay

Out of seat
Placing body parts out of window
Loud talking/screaming/excessive noise

Disciplinary Action

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

LEVEL II

Types of Offenses

Cursing/inappropriate language
Disrespectful to driver/attitude
Obscene gestures
Harassment/Bullying
Insubordination/non-compliant

Destruction of property
Fighting/pushing/shoving/tripping, etc.
Tampering with district vehicle equipment
Throwing objects inside and outside of district vehicle
Possession of tobacco, alcohol, drugs or lighters

Disciplinary Action

- 1st Offense – Administrative choice
- 2nd Offense – 1-week suspension from bus
- 3rd Offense – 6-week suspension from bus
- 4th Offense – Suspension from bus 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 school 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.

BARBERS HILL ISD ACCEPTABLE USE GUIDELINES – ELECTRONIC COMMUNICATION & DATA MANAGEMENT

The District Technology Director will oversee Barbers Hill ISD'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. 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.
2. Students completing required course work on the system will have first priority for use of district equipment after school hours.
3. 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 the 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 users 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 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 ISD'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.



MISCELLANEOUS INFORMATION

Money – If a child is given money to take to school, parents are requested to place it in an envelope, write the child's name on it, and state the purpose for which the money is sent. Children should not bring unnecessary money to school.

Birthdays – **Birthday cupcakes are allowed.** Cupcakes must be store bought, with a list of ingredients. Stringent guidelines for cupcakes will be enforced due to students with allergies. Birthday cards/invitations **cannot** be passed out at school. Birthday celebrations must be outside of the school setting.

Parent Organization – Volunteers are used in a variety of ways in our school. Parents help with parties and field trips. The field trips, party times, and place for the parties are selected by the teachers and approved by the administration. The teachers handle the attendance and discipline of the children, as it would be in an academic class. Information will be distributed at the beginning of the school year. **All parent volunteers must have an approved Volunteer Background Check on file in the office before volunteering in the school.**

Mentors – Business, community members, and parents provide one-on-one tutoring in a risk-free environment for 30 minutes a week with one child in our building. For more information, contact our office.

Notice of Pest Control Treatment – Pesticides are applied periodically at this school or campus. A notice of pest control treatment will be posted prior to any treatment being done. For more information, please contact the Director of Facilities and Operations at 281-576-2221, ext. 1252*. *(Note the preferred extension number.)

Pictures – Individual and group pictures are taken each year. Parents may purchase these pictures, if they so desire.

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 transportation routine will result in contact from the building principal.** Parents are encouraged **NOT** to call the office to deliver such messages. Messages will be delivered to students during class time only in emergency situations.

Student Deliveries – **Flowers, balloons, etc. may not be delivered to students at the kindergarten center.**

Cell phones are prohibited.

GRADING

Barbers Hill schools operate on a six-week reporting system. Parents are encouraged to schedule conferences with teachers to discuss their child's progress or lack of progress.

Barbers Hill Kindergarten Center recognizes that children are unique individuals, learning and developing at different rates and different ways. Children in the primary grades are at many different levels of development socially, emotionally, academically, aesthetically, and physically.

A system of consistent expectations has been developed for assessment of Pre-K and K. Children do not always show progress in the same way or at the same time; therefore, teachers will use several methods of assessment to determine a child's performance.

Promotion, retention, and placement are determined by a student's performance level/grade. In accordance with the State Board of Education rule, a student will be retained if criteria in I or II below are met.

- I. The student has not met the attendance requirements.
- II. Student is not meeting grade level benchmark standards.

The Grading Keys for the Pre-Kindergarten and Kindergarten Report Cards are as follows:

E = Excellent (beyond expectations)

S = Satisfactory (at expectations)

+ = Demonstrates Behavior

- = Needs Improvement

I = Indicates Below Benchmark Standards

D = Developing toward standards/expectations

M = Mastery of materials

N = Needs Improvement (below expectations)

U = Unsatisfactory Progress

/ = Concepts introduced, but not mastered

X = Concepts mastered

■ = NO mark indicates concept not introduced

O = Modified Grade

■ = Not assessed