

BARBERS HILL PRIMARY SCHOOL

POLICIES AND PROCEDURES MANUAL

Name: _____

2011-2012



BARBERS HILL PRIMARY

**P.O. Box 1108
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KIRVEN TILLIS, PRINCIPAL

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WELCOME

We would like to take this opportunity to welcome you to Barbers Hill Primary School. This manual is provided for both students and parents so they may better understand the educational program at Barbers Hill Primary. The official student handbook is online at www.bhisd.net or you may request a copy from the campus secretary. We are looking forward to an outstanding year. We solicit your cooperation because our success can be best achieved through a united effort.

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 policies and procedures 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. Further, the contents of this manual (as they now appear or may be amended in the future) apply to all students of the district.

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 – Executive Director 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 that is homeless and not attending school, please contact the school office.

Title I Notifications

1. **Notice of Schoolwide Title I Program Eligibility:** We have been notified that our school qualifies to receive federal funds under the *No Child Left Behind Act of 2001, Title I, Part A*, for the above indicated school year.

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.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

2. **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 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.

Thank you for your support and involvement in your child's education. Please contact the person listed below for more information

Principal Kirven Tillis at 281-576-2221, ext. 1223

3. 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:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction
- If state licensing requirements have been waived for the teacher on a temporary basis
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate
- 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. You may contact Principal Kirven Tillis at 281-576-2221, Ext. 1223.

SPECIAL PROGRAMS

Options & Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other 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: Sue Garcia, Special Services Director at 281-576-2221, ext. 1239.

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Sue Garcia, Special Services Director,
Número de teléfono: 281-576-2221, Ext. 1239

ESL

English as a Second Language (ESL) 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 and 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 language needs.

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 nominated in grade 1 will be screened for inclusion in the GT program. Beginning in the second semester of the second grade year, students must be nominated for entry or continuation in the gifted and talented program by a professional staff member at BHISD, their parents, or themselves. This is done by submitting the name(s) to the campus GT coordinator.

Students identified as GT will be clustered in classes in all four core subjects with GT-trained teachers and will be provided 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. 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 75 or higher grade each six weeks, is the minimum standard expected from all GT students in all GT classes.

Transfer students that 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 Primary 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.

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, extension 1269 or

extension 1223 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. 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.

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, 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 for children or staff. If the situation arises that a 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 the student's name, name of medication, proper dosage and time to be given, and most current (recent) 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. Nonprescription medication sent to school must be unopened.

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 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.
9. Medication must be prescribed by a physician licensed in the U.S.
10. Prescription must be filled by a U.S. pharmacy.

- Medications containing alcohol or prescription medications having a numbing effect such as cough syrup, throat sprays or gargle
- Cough drops at the Primary level
- Medication from outside the U.S.
- Prescribed medications containing Codeine or other narcotics

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 sent home prior to the screening. 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 louse 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.

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.

UNDIAGNOSED RASH - Before returning to school, your child should be free of rash or have a written doctor’s release to return to school.

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

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

activities. The District solicits one agency each year to provide student accident insurance. 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 successfully completing kindergarten or first grade.
2. A birth certificate.
3. Copy of 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. Proof of residence.
6. Photo identification of parent or guardian.
7. 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.

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 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. Students absent for 4 or more consecutive days must bring a doctor's note when returning to school. 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. It is necessary to provide documentation from the medical or dental facility such 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 AM for other reasons, as this is our daily State funding time for grades K-6.

Any student who misses an accumulation of absences which puts them in violation of the 90% attendance rate 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 determine that the reason for these absences is not valid, 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 you as 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. operations, etc.), call ahead for assignments. A student has three (3) days from the day of their return to submit assignments without a penalty being imposed.

Student Arrival

School doors will open at 7:40 AM for buses and car riders to arrive.

Tardies

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. Excessive tardiness will result in disciplinary action.

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.

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 attendance (i.e. perfect attendance and prompt and regular status). Early dismissals, before 3:35 PM, will count against perfect and prompt and regular status. Excessive early dismissals will result in disciplinary action.

Withdrawals

A student withdrawing from Barbers Hill Primary School should report to the principal's office with their parent. Textbooks and all debts to the school must be cleared before a transcript of credits can be sent to another school.

Attendance Awards

At the end of each school year the staff and faculty of Barbers Hill Primary School wish to recognize those students who have been faithful in their punctuality and attendance.

A Perfect Attendance Award will be given to students who have been neither absent, tardy, nor dismissed early. Students who have no more than two absences, two tardies, or two early dismissals will

be given a Prompt and Regular Attendance Award. Any combination will be permitted but the total two cannot be exceeded.

THE SCHOOL DAY

School Planner

Each student is required to have a school planner 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 planner as an organization 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 Primary school 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” area 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 area.

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.

Clothing

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

- **Pants** 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.
- **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. 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 outer garments, tank tops, 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, and 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. Nor shall any item of the same which identifies with or refers to violence, satanic, cult, or gang related activities be allowed.

Campus Administration 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 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. Extreme hair styles 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, health, mathematics, social studies, fine arts, and physical education. Our fine arts department consists of music, art, and citizenship. 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 the FIRST DAY back at 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.

Meals

The cafeteria provides wholesome food at reasonable charges. Pupils 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. Milk may be purchased in the cafeteria for a reasonable price. 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)

Breakfast will be served every morning until 8:05 a.m.

Visitors

Barbers Hill Primary School welcomes parents to visit the school at anytime and is anxious to cooperate with them in every way possible.

When visiting for any reason parents must check in and out at the Attendance office, and provide a valid driver's license. A visitor's pass will be issued and must be worn while on campus.

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.

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 transportation routine will result in contact from the building principal.** Parents are encouraged to NOT 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.

Invitations and Handouts

Students may not distribute party invitations in school. ALL handouts (religious or advertisements of any kind) must be approved by the building principal.

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.

Pre-schoolers and other siblings should not go on these trips because parents are there to help with students. Parents should provide their own transportation. Parents need to have a visitor pass from the office to attend field trips with the group.

Money

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

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 Primary School. The following is an excerpt from the Discipline Management Plan.

Discipline Plan

There is a school-wide discipline plan for the Primary school. When a student violates the discipline code the following steps occur:

Daily

First offense – warning signature in planner

Second offense – 2nd signature, sit out during recess
(Sit out means loss of lunch time recess.)

Third offense – third signature, lunch detention

(“Detention” refers to isolation from peers while eating lunch, writing sentences and/or another written activity while being kept in from lunch recess.)

Fourth offense – fourth signature, sent to office, parent contacted

Fifth offense – fifth signature, removed from classes remainder of the day

Severe offenses may warrant an immediate trip to the office

(i.e. fighting, profanity, verbal abuse such as racial slurs or derogatory remarks, disrespect or arguing with adults.)

Six Weeks

After a student receives 3 detentions within a six-week period, their parents will be contacted and made aware that a 4th detention will result in 1 hour of after school detention. Should a student receive 5 or more detentions in one six week period, the following disciplinary actions may be taken by the principal: corporal punishment, in-school suspension, loss of a school activity, Saturday detention, suspension, special assignment class.

Conduct Grades

Students will receive a conduct grade each six-weeks. The following standards will be used to determine a student's conduct grade:

- E (Excellent) – 0-3 Conduct Marks
 - S (Satisfactory) – 4-7 Conduct Marks
 - N (needs improvement) – 8-11 Conduct Marks
 - U (unsatisfactory) – 12 Conduct Marks
- A student sent to the office with 4 marks in a day automatically will receive an N.

Conduct in Buildings and on Playground

Students of Barbers Hill Primary School take great pride in the care of their buildings and equipment. Students are reminded to set an example to those who follow by not 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, razors, or other sharp objects which might be dangerous to the student or to others are not permitted in the building, on the grounds or on the bus. Likewise, fighting on the school campus is not permitted.

Students will eat lunch in the cafeteria, and are allowed to visit quietly with those around them. Students should raise their hands if they need to leave their seats, and are expected to clean up around them when it is time to leave. They will be dismissed by rows and should not take any food from the cafeteria.

When on the playground students should play safely and courteously, using playground equipment as designed. No tackling is permitted.

Students should always remember that their behavior and language is reflection on themselves as well as their school. Unacceptable or vulgar language has no place on the bus, in buildings, or on the grounds.

Toys, radios, laser pointers, and electronic games will not be allowed at school.

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. Get a drink and use the restroom during break, not after the whistle blows.
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. Line up away from equipment.
9. Bring in balls, etc., when lining up.
10. How long a student stays on one piece of equipment will be decided by the duty teacher.
11. Children will not perform gymnastic flips, tosses, or cheerleading mounts.
12. Always exhibit good sportsmanship, be kind and considerate.
13. Running through obstacle course and swings is prohibited.

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 which 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 Primary 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.

ACADEMICS

Grading System

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

*(First Graders will not receive numerical grades the first six-weeks. They will receive a progress report and OSI results. Numerical grades will begin the 2nd six-weeks for First Graders.)

The school year is divided into two semesters. The semester grade

is the average of three six-weeks 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 student's grade.
 2. The remaining 50% of the student's grade will be daily grades (class work, homework, notebooks or journals).
- B. In grammar/spelling/writing:
 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. **In second grade only** Accelerated Reader (A/R) will count as 2 reading test grades: one grade will be given for comprehension average and the other grade for total points for a six-weeks.
- D. Six weeks test, if given, may count as two test grades.

Grades in fine arts (music, art, computer literacy, citizenship/cultural diversity) and PE will be based on performance as well as conduct. These grades will be reported as E (excellent), 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:

Second Grade
1st day late graded from 80
2nd day late graded from 70
3rd day late graded from 60
4th day late zero

If a child is absent from school, they have 3 days from the day of their return to school to complete and turn in assignments which they have missed without any penalty being imposed. Homework may be requested for students who have been ill for three or more consecutive days.

Physical Education

- Tennis shoes may be required for certain activities.
- All jewelry except stud earrings that fit flat against the ear must be removed before PE class.
- Since students will be very active during PE class, girls should wear shorts under skirts or dresses.
- 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.

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. At least two conferences during the

school year are encouraged. To insure 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 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.

Grade Reports are given out in all subjects within one week following the end of each six weeks period. First Graders are not officially graded for the first six weeks but are given a progress report for that time period. Students are to take this report to their parents or guardians who will sign the Grade Report jacket each six weeks and return it to school the next school day. Signing of the report by the parent indicates receipt of the report and does not infer approval of the report. If the report 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 or guardian. The parent must call the school and arrange the conference.

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

Retention of Students

Retention of students at the Primary 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, reading, and grammar/spelling/writing. Grades for fine arts and physical education will be given as excellent, satisfactory, needs improvement or unsatisfactory and 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/writing) 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 may issue 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 Activity Fund.

Bell Schedule

- 7:40 AM Students may arrive at school
- 8:20 AM School Begins (Tardy Bell)
- 3:35 PM Car Riders are dismissed
- 3:35 Students begin loading busses

DRILLS AND EMERGENCIES

Fire Drills

According to the Board of Insurance Commission, the following requirement 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 event of fire and/or fire drills:
 - a. Flashing lights and buzzer sound means to march out of 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. Two bells will signal a return to class
 - d. Teachers will take students a safe distance from the building and make sure that 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 procedure will be followed:

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

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.
Web Address: www.esc4.net/closings.

Car Rider Dismissal

Students that are picked up as car riders in the afternoon will be released at 3:35 PM. **Parents are to remain in their car when picking up their child from the car rider dismissal area.**

BUS RIDER RULES & REGULATIONS FOR PRE-K THROUGH 6TH GRADE

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.

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.
8. Pens, pencils & markers are to be kept in backpacks or purses.
9. All bus rider safety guidelines apply to extra curricular trips also.
10. Eating, drinking & gum chewing is not permitted.

PROCEDURES AT THE BUS STOP

1. Students are 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 & the 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 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 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 belongings to yourself & inside the bus.
9. Food, drinks & gum chewing is 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:

- Evacuation will start with the seat closest to the door
- Leave the district vehicle in a single file line as quickly & quietly as possible
- 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 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 & 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 & 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

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
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

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 I.S.D. ACCEPTABLE USE GUIDELINES **ELECTRONIC COMMUNICATION & 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. 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 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 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 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.

PEST CONTROL TREATMENTS

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 Maintenance/Transportation at extension 5253.

PARENT ORGANIZATIONS

Parents' Club brings the home and school together for the good of the child. Teachers from each grade level meet with the parents at the beginning of each school year for the purpose of discussing the year's activities. The clubs sponsor three parties for each grade level (Christmas, Valentine, and Easter) and also assist with school trips.