

Barbers Hill High School

Student Handbook



2009 - 2010

Barbers Hill High School
P.O. Box 1108
Mont Belvieu, Texas 77580
281-576-2221

Administration

Dr. Greg Poole, Superintendent
Tom Holland, Principal
Charlotte Mitchell, Academic Dean
Becky Johnson, Assistant Principal
Bruce Taylor, Assistant Principal
Dennis Wagner, Assistant Principal

Counselors

James Harris
Shari Lippe
Kimberly Marks

Support Services

Kelly Barrera, Registrar
Cathy Durham, Attendance
Kim Fontenot, Cafeteria Manager
Jennifer Frazier, Librarian
Colleen Goundrey, Lead Nurse
Kim Dutton, Nurse
Laura Acosta, College and Career Coordinator

School Song

Oh, when the Barbers Hill High School falls in line
We're gonna win that game another time
For the Barbers Hill High we love so well
For the Barbers Hill High we'll yell and yell and yell
And then we'll Fight, Fight, Fight for every score
We'll circle in and then we'll win some more
We're gonna roll those _____ on the sod, on the sod
Rah, Rah, Rah!
Those Barbers Hill boys are hard to beat
They're just a hundred per from head to feet
They've got the style, the smile, the winning way
And everywhere you go you'll recognize and say
There's a Barbers Hill boy I'm glad I know
He's got that good old football pep and go
And just to look at him he's sure to beat, hard to beat
Barbers Hill football boys!

Mascot – Eagles

School Colors – Blue and White

Barbers Hill I.S.D. Board of Trustees

Fred Skinner, President
Carmena Goss, Vice President
George Barrera, Secretary
Benny May
Becky Tice
Joe Presnall
Ron Mayfield

Pledge of Allegiance

I pledge allegiance to the flag of the
United States of America and to the
Republic for which it stands, one nation
under God, indivisible, with liberty and
justice for all.

Bell Schedule

Zero Period	6:45 – 7:30
Period 1	7:35 – 8:29
Period 2	8:34 – 9:29
Period 3	9:34 – 10:28
Period 4	10:33– 11:58
Lunch (A)	10:28 – 10:58
Lunch (B)	10:58 – 11:28
Lunch (C)	11:28 – 11:58
Period 5	12:03 – 12:57
Period 6	1:02 – 1:56
Period 7	2:01 – 2:55

Mission Statement

The Mission of Barbers Hill High School is to educate students to be motivated learners, to be college bound and/or career ready, and to having coping skills for success in a competitive world.

BARBERS HILL HIGH SCHOOL
STUDENT HANDBOOK
2009 - 2010

PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The Barbers Hill High School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Barbers Hill ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. A copy of that document may be found in the principal’s office and the high school web site at: <http://www.bhisd.net>.

The student handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the Student Code of Conduct and any provisions of the Student Handbook, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the Superintendent’s Office or on-line at <http://www.tasb.org/policy/pol/private036902/>.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law. Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. To request access to your child's record, please contact the principal's office. You will be notified of the place and time the record(s) may be available for review.
- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. To request an amendment to your child's record, please contact the principal.
- 3) To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

~ Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

~ Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

~ Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Barbers Hill ISD will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Barbers Hill ISD will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Barbers Hill will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- * Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- * Administration of any protected information survey not funded in whole or in part by ED.
- * Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Barbers Hill ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:
Barbara Ponder,
Assistant Superintendent of Personnel
281- 576-2221 ext. 1255
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Susie Haynie
Director of Student Services
281-576-2221 ext. 1260
- All other concerns regarding discrimination: See the superintendent:
Dr. Greg Poole
Superintendent of BHISD
281-576-2221 ext. 1201

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SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Barbers Hill High School Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

- Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:
- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 281-576-2221 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information, see policy GKG.]
- Participating in campus parent organizations
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA.]
- Attending board meetings to learn more about district operations. [See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

Displaying a Student’s Artwork and Projects:

The district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the district to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL), and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD (LOCAL)]

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Special Programs on page 23 and contact Sue Garcia at 281-576-2221 X 1239.

GRADING GUIDELINES

1. As much as possible, every grade will be the result of an honest and careful evaluation of all phases of the student's work.
2. Every student (or parent) is entitled to a full explanation of how his grade was determined by the teacher together with recommendations or suggestions for his improvement in the future. A conference may be scheduled with a teacher by the parent or by the student.
3. Individual grades will be given by each teacher every six weeks. Report cards will be given out one week following the end of the six weeks period except for the last six weeks of the school year.
4. A student must have a minimum of 4 grades per six weeks.
5. Semester tests must be given at the end of each semester. No student is to be exempted from his semester tests apart from district policy.
6. Semester grades will be determined by assigning a weight of 86% for six-week grades and 14% for the semester test grade.
7. Grade equivalents:

100-90	A
89-80	B
79-70	C
Below 70	Failing
8. To receive a semester credit toward graduation in any subject, a semester average of 70 or above must be obtained. During any one school year, one semester grade in a full year course can be averaged with the other semester. If a yearly average of 70 or higher is obtained, full course credit will be granted. If the yearly average does not equal 70 or higher, the failed semester must be repeated to earn credit for that semester.

* **Note:** The NCAA Clearinghouse does not recognize credit for any semester in which the grade is not 70 or above. Therefore, implementation of this averaging method to award credit for both semesters when one semester grade is below 70 could have a negative impact on future admission or scholarship opportunities to NCAA schools. It is recommended that students consult with their grade level counselor and/or coach to determine if it would be in their best interest to retake a semester in which the grade is less than 70 rather than average the semester grades to receive one full credit.

9. All six weeks, semester tests and semester grades will show actual student averages on the report card and permanent record.
10. Arrangements to complete an incomplete grade at the end of a grading period must be made within a minimum time period as prescribed by the teacher, not to exceed three (3) days. After this time period, a failing grade will be recorded for the work not completed.
11. Special arrangements may be made for work missed due to absences in an extended illness or unusual circumstances.
12. Students who must drop courses after the 2nd week of a semester will receive “NC’s” (no credit) on their academic achievement records for the semester average in the courses dropped. Dropping courses after this time will be allowed only in extreme circumstances and will require administrative approval. Students picking up new courses after the limit has passed for minimum attendance will have to apply for credit in the new course at the semester’s end under the extenuating circumstance provision. No grade below 60 will be issued for the 1st six weeks in any course.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period parents will be given a written unsatisfactory progress report if their child’s performance in any course is near or below 75, or is below the expected level of performance. Unsatisfactory progress reports must be signed by the parent and should be returned to the school. If the student receives a grade lower than 75 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district’s grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

STATE-MANDATED TESTS

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB.]

TESTING DATES 2009 - 2010

October

20	Exit TAKS English Language Arts (Retest)
21	Exit TAKS Math (Retest)
22	Exit TAKS Science (Retest)
23	Exit TAKS Social Studies (Retest)

March

1	Exit TAKS Social Studies (Retest)
3	TAKS Grade 9 Reading TAKS Grade 10 English Language Arts Exit TAKS Grade 11 English Language Arts Exit TAKS English Language Arts (Retest)
4	Exit TAKS Math (Retest)
5	Exit TAKS Science (Retest)

April

27	TAKS Grade 10 Math Exit TAKS English Language Arts (Retest)
28	Exit TAKS Grade 11 Math Exit TAKS Math (Retest)
29	TAKS Grade 9 Math TAKS Grade 10 Science Exit TAKS Grade 11 Science Exit TAKS Science (Retest)
30	TAKS Grade 10 Social Studies Exit TAKS Grade 11 Social Studies Exit TAKS Social Studies (Retest)

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

College Entrance Test Dates

ACT	SAT
September 12	October 10
October 24	November 7
December 12	December 5
February 6	January 23
April 10	March 13
June 12	May 1
	June 5

Students who are applying to 4 year colleges/universities need to request that their SAT scores be sent from www.collegeboard.com and/or their ACT score be sent from www.act.org to their prospective institutions of higher learning.

MEDICINE AT SCHOOL

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), herbal substances, anabolic steroids, or dietary supplements 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.
 11. Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 12. Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the District's medical advisor and
 - When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

MEDICATIONS THAT WILL NOT BE ADMINISTERED AT SCHOOL:

- Herbal remedies
- Diet pills
- Vitamins
- Over-the-counter inhalers
- Home mixtures
- Health food store products
- Aspergum
- Expired medication
- Medications given two and three times a day
- Medications with no, or incomplete permission
- Medications without the appropriate label
- Medications not in the original bottle
- Medications in plastic bags, Saran Wrap, Foil, etc.
- Medications that appear to have been tampered with
- Medications not age or diagnosis appropriate
- Medications containing alcohol or prescription medications having a numbing effect such as cough syrup, throat sprays or gargle
- Cough drops at the Primary level
- Medication from outside the U.S.
- Prescribed medications containing Codeine or other narcotics

PSYCHOTROPIC DRUGS

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at: [http://www.uil.utexas.edu/athletics/health/steroid information.html](http://www.uil.utexas.edu/athletics/health/steroid%20information.html)

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff), a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school.

The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the principal’s office is:

P.O. Box 1108
Mont Belvieu, TX 77580

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district’s policy regarding student records found at FL(LOCAL) is available from the principal’s or superintendent’s office or on the district Web site at www.bhisd.net

The parent’s or eligible student’s right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher’s personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Parents or eligible students have the right to file a complaint with the U. S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year

Directory Information for School-Sponsored Purposes

The district often requires the use of student information for the following school-sponsored purposes: school sponsored activities and school sponsored publications.

For these specific school-sponsored purposes, the district may use directory information listed in FL (LOCAL). This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wished to use this information for the school-sponsored purposes listed.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district’s policy manual. A copy of this policy may be obtained in the principal’s or superintendent’s office or on the district’s Web site at www.bhisd.net .

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who leaves during the school day without signing out at the attendance office may be subject to disciplinary action.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Withdrawing from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents—especially if they are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

ACADEMIC PROGRAMS

The school counselor provides students and their parent's information regarding academic programs to prepare for higher education and career choices.

AWARDS AND HONORS

National Honor Society – Membership Requirements

All Sophomores and Juniors who have a cumulative GPA of 95 will be eligible to apply for membership in the National Honor Society. The Faculty Council will determine membership and consider the leadership, service, and character qualities of each applicant.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

For two school years following their graduation, district graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor or for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

**Class Ranking
(LOCAL)**

10th, 11th, 12th

CLASS RANKING

Class rank shall be determined by the numeric average of grades or Grade Point Average (GPA) for all courses as assigned to the following categories:

Category	Description	Assigned Weight
1	AP /Dual Credit Courses	1.2
2	Pre-AP Courses	1.1
3	All Other Courses	1.0

Class rank shall be computed on the basis of courses completed during the regular school day in the fall and spring semesters only. Grades for high school level courses completed in the middle school prior to enrollment in the 9th grade shall be credited in the calculation of the GPA. Both failing grades and grades for repeated courses, including those completed in summer school, shall be considered in determining a student's GPA and class rank. Courses completed for acceleration in summer school or credits gained through correspondence, local credit classes, or credit by examination shall be excluded from the GPA calculations.

TRANSFER CREDIT

Grades transferred from other schools shall be credited in conformity with the course descriptions and weights as established in the District's course weighting system (see section entitled CLASS RANKING).

GPA CALCULATION

Class rank shall be calculated at the end of each school year for grades 10, 11 and 12. Grade 9 shall not be ranked. For purposes of senior class ranking and the awarding of graduation honors, course grades and class rank for the senior year shall be determined on the basis of grades reported through the 5th six-week grading period.

**VALEDICTORIAN AND
SALUTATORIAN**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest rankings as determined by the District's class ranking procedure as described in the section of this policy entitled CLASS RANKING. To be eligible for the valedictorian or salutatorian honors, a student must have been continuously enrolled in the District high school for the four semesters preceding graduation and must have completed either the Recommended or the Distinguished Achievement Program. The semester in which the student graduates shall be considered as one of the four required semesters.

BREAKING A TIE

Should a tie occur for valedictorian, co-valedictorians shall be declared, and no salutatorian shall be recognized. Should a tie occur for salutatorian, all those tied shall be recognized.

In the event of a tie, the awarding of scholarships and other awards as may be designated for the valedictorian or salutatorian shall be determined by the following criteria:

1. The student with the highest numeric average or GPA for all AP/Dual Credit courses common to the transcripts of the tied students shall be ranked first.
2. Should a tie remain upon application of the first criterion, the student with the highest SAT score shall receive the award.

TOP TEN PERCENT

Students ranked in the top ten percent of each graduating class shall be recognized as honor graduates. The four-semester residency requirement for valedictorian and salutatorian shall not be applicable in the placement of these students.

In the event of a tie in GPA among those students considered for placement in the top ten percent, the final designation shall be determined by the same criteria as established for the awarding of scholarships and other awards for the valedictorian and salutatorian (see section entitled BREAKING A TIE).

EARLY GRADUATION

A student who completes graduation requirements in fewer than four years shall be ranked in the class with which the student actually graduates. Early graduates shall be eligible for placement in the top ten percent of their graduation class, but shall not be eligible for valedictorian or salutatorian honors.

Students graduating at any time other than the end of the school year may be awarded a diploma at the time that all graduation requirements have been met.

GPA Calculations (11th, 12th)

Grade	CAT 1	CAT 2	CAT 3
	1.2	1.1	1
100	120.0	110.0	100
99	118.8	108.9	99
98	117.6	107.8	98
97	116.4	106.7	97
96	115.2	105.6	96
95	114.0	104.5	95
94	112.8	103.4	94
93	111.6	102.3	93
92	110.4	101.2	92
91	109.2	100.1	91
90	108.0	99.0	90
89	106.8	97.9	89
88	105.6	96.8	88
87	104.4	95.7	87
86	103.2	94.6	86
85	102.0	93.5	85
84	100.8	92.4	84
83	99.6	91.3	83
82	98.4	90.2	82
81	97.2	89.1	81
80	96.0	88.0	80
79	94.8	86.9	79
78	93.6	85.8	78
77	92.4	84.7	77
76	91.2	83.6	76
75	90.0	82.5	75
74	88.8	81.4	74
73	87.6	80.3	73
72	86.4	79.2	72
71	85.2	78.1	71
70	84.0	77.0	70
69	82.8	75.9	69
68	81.6	74.8	68
67	80.4	73.7	67
66	79.2	72.6	66
65	78.0	71.5	65
64	76.8	70.4	64
63	75.6	69.3	63
62	74.4	68.2	62
61	73.2	67.1	61
60	72.0	66.0	60
59	70.8	64.9	59
58	69.6	63.8	58
57	68.4	62.7	57
56	67.2	61.6	56
55	66.0	60.5	55
54	64.8	59.4	54
53	63.6	58.3	53
52	62.4	57.2	52
51	61.2	56.1	51

Grade	CAT 1	CAT 2	CAT 3
	1.2	1.1	1
50	60.0	55.0	50
49	58.8	53.9	49
48	57.6	52.8	48
47	56.4	51.7	47
46	55.2	50.6	46
45	54.0	49.5	45
44	52.8	48.4	44
43	51.6	47.3	43
42	50.4	46.2	42
41	49.2	45.1	41
40	48.0	44.0	40
39	46.8	42.9	39
38	45.6	41.8	38
37	44.4	40.7	37
36	43.2	39.6	36
35	42.0	38.5	35
34	40.8	37.4	34
33	39.6	36.3	33
32	38.4	35.2	32
31	37.2	34.1	31
30	36.0	33.0	30
29	34.8	31.9	29
28	33.6	30.8	28
27	32.4	29.7	27
26	31.2	28.6	26
25	30.0	27.5	25
24	28.8	26.4	24
23	27.6	25.3	23
22	26.4	24.2	22
21	25.2	23.1	21
20	24.0	22.0	20
19	22.8	20.9	19
18	21.6	19.8	18
17	20.4	18.7	17
16	19.2	17.6	16
15	18.0	16.5	15
14	16.8	15.4	14
13	15.6	14.3	13
12	14.4	13.2	12
11	13.2	12.1	11
10	12.0	11.0	10
9	10.8	9.9	9
8	9.6	8.8	8
7	8.4	7.7	7
6	7.2	6.6	6
5	6.0	5.5	5
4	4.8	4.4	4
3	3.6	3.3	3
2	2.4	2.2	2
1	1.2	1.1	1

Category 1 – All Advanced Placement (AP) classes and Dual Credit Classes

Category 2 – All Pre-AP classes including Pre-Calculus

Category 3 – All other classes

Note:

- The semester average for each course is assigned ranking points. These ranking points determine class rank. Ranking points are based only on semester averages, not six-week averages.
- Pre-AP, AP, and Dual Credit classes are weighted for GPA purposes only. The semester grade earned is the grade posted on the student's transcript.

GPA Calculations (9th, 10th)

Grade	CAT 4	CAT 3	CAT 2	CAT 1
	1	1.1	1.15	1.25
100	100	110	115	125
99	99	108.9	113.85	123.75
98	98	107.8	112.7	122.5
97	97	106.7	111.55	121.25
96	96	105.6	110.4	120
95	95	104.5	109.25	118.75
94	94	103.4	108.1	117.5
93	93	102.3	106.95	116.25
92	92	101.2	105.8	115
91	91	100.1	104.65	113.75
90	90	99	103.5	112.5
89	89	97.9	102.35	111.25
88	88	96.8	101.2	110
87	87	95.7	100.05	108.75
86	86	94.6	98.9	107.5
85	85	93.5	97.75	106.25
84	84	92.4	96.6	105
83	83	91.3	95.45	103.75
82	82	90.2	94.3	102.5
81	81	89.1	93.15	101.25
80	80	88	92	100
79	79	86.9	90.85	98.75
78	78	85.8	89.7	97.5
77	77	84.7	88.55	96.25
76	76	83.6	87.4	95
75	75	82.5	86.25	93.75
74	74	81.4	85.1	92.5
73	73	80.3	83.95	91.25
72	72	79.2	82.8	90
71	71	78.1	81.65	88.75
70	70	77	80.5	87.5
69	69	75.9	79.35	86.25
68	68	74.8	78.2	85
67	67	73.7	77.05	83.75
66	66	72.6	75.9	82.5
65	65	71.5	74.75	81.25
64	64	70.4	73.6	80
63	63	69.3	72.45	78.75
62	62	68.2	71.3	77.5
61	61	67.1	70.15	76.25
60	60	66	69	75
59	59	64.9	67.85	73.75
58	58	63.8	66.7	72.5
57	57	62.7	65.55	71.25
56	56	61.6	64.4	70

Category 1 – AP/Dual Credit Courses
Category 2 – Pre-AP Courses
Category 3 – College Prep Courses
Category 4 – All other Courses

STATE SCHOLARSHIPS AND GRANTS

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

CLASS SCHEDULES

1. All students will be pre-registered during the spring semester of each year. Schedule changes will be made for emergency reasons only after the announced deadline. Students will begin the fall semester as scheduled. However, summer school grades and schedule conflicts may alter a student's schedule.
2. New students will be scheduled during the month of August. New students will need proof of residency prior to enrollment. This must be a legal document if the student is not living with his parents.
3. During the school year, all schedule changes will be initiated by the principal, counselor, or teacher on appropriate request forms. Final decision for changes will rest with the school.
4. Seniors who can complete their graduation requirements in less than a day may, with certified permission from their parent or guardian and the high school principal, be enrolled in any six (6) classes. The schedule must be a continuance program, beginning with 1st period. UIL participants have the responsibility of meeting UIL requirements.
5. Students on a short day schedule must leave campus immediately upon their schedule completion. To remain on campus, permission must be secured from the office.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail written/sent using district computers are not private and may be monitored by district staff.

[For additional information, see policy CQ.]

Electronic Communication Systems/Internet

Barbers Hill ISD, as well as school districts throughout Texas and the nation, must prepare students to function in an ever-expanding technological environment. Access to the Internet provides services that promote educational excellence by facilitating resource sharing and communication.

The Internet is an association of diverse communication and information networks. Through the District's electronic communications system, students will have worldwide access to databases, libraries, and computer services. With this access, comes the availability of areas of adult content and some material that might be considered objectionable. The District is making reasonable efforts to restrict access to controversial materials. However, on a global network, it is not possible to absolutely prevent such access. The District believes, though, that the benefits of the valuable information and interaction available on the worldwide network far exceed the disadvantages of providing Internet access. The smooth operation of the network relies upon the

proper conduct of the end user who must adhere to strict guidelines. These guidelines are specified in a special Electronics Communication Handbook for Barbers Hill High School. In general, all users must utilize the network in an efficient, ethical, and legal manner. Should a district user violate any of the provisions in the Electronics Communication handbook, his or her account will be terminated, future access may be denied and disciplinary action may be taken under the Student Code of Conduct. In addition, violations can lead to investigation and prosecution by law enforcement agencies. Parents can also be held responsible for damage caused by a minor under Parental Liability Statutes.

CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses— by mail or via the Internet—for credit toward high school graduation.

[For further information, see policy EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, students should work closely with the counselor in order to take the high school courses that best prepare them for attendance at a college, university, or training school, or for pursuit of some other type of advanced education,. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should schedule an appointment.

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policy FFE and FFG (EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

In all instances, the district will determine whether any opportunity for credit by exam will be offered. [For further information, see the counselor and policy EEJA.]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2009–2010 school year include: January 5, 6, and 7 and July 19, 20, 21.

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in business, cooperative education, home economics, technology education, trade/industrial technology and agriculture. Admission to these programs is based on the program needs of each student. BHISD will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in any educational and career and technology programs.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- Students must have an average of 60 or higher in an exempt course to remain eligible.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to fifteen absences not related to post-district competition, a maximum of seven absences for post-district competition prior to state, and a maximum of five absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. [For further information, see policies FM and FO.]

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

9th, 10th, and 11th Grades

<u>Credits Earned</u>	<u>Classification</u>
6	Grade 10 (Sophomore)
13	Grade 11 (Junior)
19	Grade 12 (Senior)

12th Grades

<u>Credits Earned</u>	<u>Classification</u>
5	Grade 10 (Sophomore)
11	Grade 11 (Junior)
17	Grade 12 (Senior)

Students will be classified as a senior upon completion of 17 credits. Grade classification will only be changed at the beginning of each school year. Juniors, who could potentially graduate in May of the same school year, could have their grade classification changed in January upon completion of 17 credits.

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 9-12, promotion is based on earned course credits.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students – some with disabilities and some with limited English proficiency – may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For additional information, see the counselor or principal and policy EIF (LEGAL)].

GRADUATION

Graduation Credits

- A. All credits counted toward graduation must be earned from the following:
 - 1. Barbers Hill High School.
 - 2. Other accredited schools by official transcript.
 - 3. An accredited summer school. Students who fail required courses are urged to attend summer school.
 - 4. An accredited correspondence course or credit by examination approved by the principal or counselor.
 - 5. Concurrent college enrollment.
 - 6. Dual credit classes.
- B. Junior and senior students whose schedules will permit may request co-enrollment with Lee College in courses for high school or college credit. These courses may be taken as a part of their regular school day, at night, or during the summer. Permission of their parent or guardian and the high school counselor is required. Students must have mastered all four portions of the TAKS and pass Lee College's entrance tests before co-enrolling.
- C. All students must be enrolled in at least 2 ½ credits per semester. Seniors who have earned sufficient credit toward graduation may leave campus after 6th period. Students must leave campus immediately following their last class.
- D. Local credit courses may not transfer to other school district. There is a limit on the number of local credit courses a student may take. State graduation requirements must be met. Local credits may make up the difference between the state requirements and the local requirements.

Graduation Plans

2009-2010 (9th, 10th, 11th)

Courses	Recommended Program
English Language	4
Mathematics	4
Science	4
Social Studies	3 ½
Economics	½
Physical Education	1 ½
Health Education	½
Electives	3 ½
Communication Applications	½
Foreign Language	2
Technology Applications (BCIS)	1
Fine Arts	1
TOTAL CREDITS REQUIRED	26

Distinguished Achievement Program:

- Students who wish to complete the **Distinguished Achievement Program** must meet the requirements of the Recommended Plan plus a third year of foreign language and four additional advanced measures demonstrated by student performance at the college or professional level.
- Students must make at least a 3 on an AP exam or a B in a college class. **Example:** 4 AP exams or 2 AP exams and 2 college courses (any combination of four).
- Students on the DAP will receive an elective credit for IPC, but will still **NEED** 4 additional science credits.
- If Math Models is taken as one of the required math credits, it must be taken before Algebra 2.

2009 - 2010 (12th)

Courses	Recommended Program
English Language	4
Mathematics	3*
Science	3
Social Studies	3 ½
Economics	½
Physical Education	1 ½
Health Education	½
Electives	3 ½
Communication Applications	½
Foreign Language	2
Technology Applications (BCIS)	1
Fine Arts	1
TOTAL CREDITS REQUIRED	24

Additional Requirements for Recommended/Distinguished Programs:

*Math for the **Recommended Plan** must go through Algebra II.

**For the Recommended High School Plan, see your counselor regarding electives. The courses you take in high school should help you prepare for the career field that you hope to enter someday. Choose electives wisely so that they will prepare you to meet your career goals.

Students who wish to complete the **Distinguished Achievement Plan** must meet the requirements of the Recommended Plan plus a third year of foreign language and four additional advanced measures demonstrated by student performance at the college or professional level. Example: 4 AP exams or 2 AP exams and 2 college courses (any combination of four).

Requirements for a Diploma

To receive a high school diploma from the district and in order to participate in the commencement exercise, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Any student who was in grade 9 or higher on January 1, 2001, is eligible to graduate under the former TAAS exam.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF.]

	<u>Number of Credits</u>
• Recommended High School Program	24 (12 th)
• Distinguished Achievement Program	24 (12 th)
• Recommended High School Program	26 (9 th , 10 th , 11 th)
• Distinguished Achievement Program	26 (9 th , 10 th , 11 th)

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks, with a limited forum, during the graduation ceremony. Only those students who are academically ranked in the top ten or class officers to the graduating class will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the students giving the opening and closing remarks, the valedictorian and salutatorian may have speaking roles at the graduation ceremony. [See FNA (LOCAL)].

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

HOMWORK

Parents may call the school and request homework assignments if their child has been or is expected to be absent **three** or more days.

SEMESTER EXAMS

Semester exams must be administered according to the schedule established by the Principal. Notice and announcement of these will be available to teachers and students. Exams will be administered in strict accordance to the exam schedule. Without approval from the Principal, teachers are not allowed to alter the semester exam schedule. No student is to be allowed to take a test early unless he/she has special permission from the Principal.

SEMESTER EXEMPTIONS

As an incentive to improve attendance and encourage students to maintain high marks and good behavior, Barbers Hill High School allows for an exemption policy. Since this is an incentive policy, no appeals to this policy will be considered. Exemptions will be declared no earlier than the week prior to the start of exams. The teacher's attendance record will be the **official** record in declaring exemptions.

Freshmen and sophomores may be exempt from two (2) subjects' course exams each semester.

Juniors may be exempt from three (3) subjects' course exams each semester.

Seniors may be exempt from four (4) subjects' course exams each semester.

Students may not be exempt from the same subjects both semesters. Students may chose from all periods each semester provided they meet the criteria for exemption.

The student must meet the following criteria to be exempt:

1. The student must have an 85 or higher in the course.
2. The student must have no unexcused absences. Failure to bring a written note from the student's parent or guardian will cause the absence to be marked unexcused until the attendance clerk received a note. A student will be allowed five (5) school days to clear his unexcused absence. If a student fails to clear his absence, it will be recorded as unexcused.
3. The student must have no more than three (3) absences in the course (2 tardies will equal one absence).
4. The student has no assignments to ISS, no DAEP assignments, has not been suspended, or has not more than two (2) Saturday class assignments for the semester.
5. Mid-Term Exemptions in core academic classes are contingent upon student passing the appropriate TAKS test the previous year.
6. The student has no unpaid fines (textbook, library, cafeteria, parking, extracurricular, Ag, etc.)
7. The student was not absent the Friday preceding or Monday following the prom. Only a note from a doctor will excuse this absence.

Students who take an unauthorized day (i.e., Senior Skip day) are subject to losing all exemption privileges.

Students who skip exams, or who take their exam and leave the classroom before the end of the period, and are not exempt under the above criteria will lose all exam exemptions as long as they are enrolled at Barbers Hill High School.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact:

- Susie Haynie at 281-576-2221 X 1260 for questions regarding homeless students.
- Sue Garcia at 281-576-2221 X 1239 for questions regarding dyslexic students and students with disabilities.
- Dr. Gayle Woodall at 281-576-2231 X 1270 for questions regarding gifted and talented students, migrant students, and students with limited English proficiency.

Options and 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 academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide 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 his or her rights if the parent disagrees 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 (281-576-2221 X1239).

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if appropriate grade level for the transferring is offered on that campus. [See policy FDB (LOCAL).]

Services for the Homeless

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.

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Susie Haynie at 281-576-2221 X 1260

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact Sue Garcia (281-576-2221 X 1239).

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Dr. Gayle Woodall and may be contacted at 281-576-2221 ext. 1270.

STUDENT SPEAKERS

Student speakers shall be given a limited public forum to introduce at all school events at which a student is to publicly speak. Students are eligible to introduce these events if they:

1. Are in the highest two grade levels of the school
2. Volunteer,
3. Are not in a disciplinary placement at the time of the speaking event

Eligible students who wish to volunteer shall submit their names to the campus principal during the first full week of instruction each semester. Students are not eligible to volunteer if they are in a disciplinary placement during any part of the first full week of instruction. The names of the students who volunteer to speak shall be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL)]

SUMMER SCHOOL

Students interested in attending summer school should contact the counselor for this information.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. The student will have available two sets of textbooks to utilize at Barbers Hill H.S. One set will be checked out to the student and their guardian for use at home. This set will remain in the home for homework and research. As always these texts are the responsibility of the student. The student will be responsible for checking the texts back into the school at the end of a course or if the student leaves B.H.I.S.D. The second set of textbooks will be available as classroom sets to be utilized in the classroom during the school day. These books are not to leave the classroom and are the responsibility of the teacher.

Lost or damaged textbooks must be paid for in the principal's office. A receipt will be issued for the money received. The student should retain his receipt in case the lost book is found. If the lost book is found, the student must bring the book and receipt to the office for reimbursement. Money will not be refunded without the receipt.

Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day. A student will not be able to take final exams during the regular scheduled time unless the student brings the assigned textbook or a payment receipt to the teacher. A student who has outstanding textbook obligations will not be issued final report cards until all records are clear.

TUTORIALS

Tutorials are offered in every subject each school day. Students failing or performing below standards are encouraged to attend. Tutorial sessions are held on Monday through Friday from 7:05 a.m. – 7:30 a.m. Tutorial services are especially designed for students scoring below a 75 in a course. Students may be required to go to tutorial upon teacher request. Failure to go to tutorial upon request by a teacher may result in the student being disciplined.

SECTION III

GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions on student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

ANNOUNCEMENTS

Announcements are provided via TV monitors throughout the school. All students should watch announcements at the beginning of 2nd period each day.

All students are held responsible for the information given in such announcements and the excuse that a student did not see the announcement or see the bulletin boards will not be accepted.

All announcements will be submitted to the principal's office. These should be submitted at least 1 day before posting is required.

ABSENCES

Students must be in class one-half of the class period to be counted as present.

Absences will be considered either "unexcused" or "excused".

Absences that are not excused by law or by campus policy, or for school-related activities, shall be designated as **unexcused**, even if the student has parental permission to be absent. Oversleeping will be considered unexcused and disciplinary action may be taken.

There is no academic penalty for an unexcused absence **unless the unexcused absence is due to truancy**.

Absences / Absent From School

When the student returns to school following an absence, he/she is required to bring a written note from his parent or guardian. School may verify note by phone. This written note should contain the following information:

- a) The student's first and last name.
- b) The reason for the student's absence.
- c) The date(s) of this absence(s).
- d) The parent's full signature and telephone number.

This note must be presented to the attendance clerk before first period. Students should allow ample time at the window or they will be considered tardy to their first period class.

Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. Failure to bring a written note from the student's parent or guardian will cause the absence to be marked unexcused until the attendance clerk receives a note. A student will be allowed **four (4) school days** to clear his unexcused absence. If a student fails to clear his absence, it will be recorded as unexcused.

Absences / Extracurricular or Co-Curricular

Students who participate in any school activity must be in school for at least 3 periods of the day the activity takes place. Students who are not in attendance will not be allowed to participate in an activity. Any exception to this rule should be in case of extreme emergency or with prior approval from the principal. A student may be absent from school for a maximum of ten (10) days per year for school-related absences.

Absences / Health Care Appointment

Students leaving during the school day to attend doctor or dentist appointments must have a note from the attending physician in order to have a **non-absence** for the classes missed.

Absences / Religious Holy Days

If the observance of a religious holy day prohibits a student from attending class, the absence will be excused and will not be reported as an absence for ADA purposes.

Absence Reason Code Report

A	Absence entered by teacher ** (no note received, unexcused after 5 days)
B	Homebound*
C	College Visitation*
D	Death in immediate family
E	Excused**
F	Field Trip*
G	Guidance Center*
H	Health Care Appointment*
I	In School Suspension*
L	Legal obligations
M	Medical All Day
N	Nurse Released
O	Out of Class – office, testing*
P	Unusual causes acceptable to the Principal
R	Religious Holy Days*
S	Suspended
T	Tardy*
U	Unexcused**
W	Weather*
X	Extracurricular Activity*
Y	½ Day Homebound Absence
Z	Above District*

* **Does not count for exemptions.**

** **Not extenuating circumstances for attendance for credit.**

Absences / Withdrawal for Excessive Absences

The District may initiate withdrawal of a student for non-attendance under the following conditions:

1. The student has been absent 10 consecutive school days. Repeated efforts by the attendance officer and/or principal to contact the parent, guardian and/or student have been unsuccessful.
2. An 18 year old student with more than five unexcused absences in one semester may have enrollment revoked for the remainder of the year.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed in the following sections:

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. (See FEA)

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance laws. See FEA (LEGAL)

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee’s decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG.

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.

Any error regarding attendance or tardies must be corrected within two weeks of receipt of the report card. Errors not corrected will remain as recorded.

Students who do not meet the minimum required days of attendance may be given the opportunity to make-up some of the days which they were absent. The student will be given the opportunity to “make-up” as many as five days of absences by attending specially scheduled Saturday Attendance classes from 8:00 a.m. – 12:00 noon.

The district may also provide the following alternative ways for students to make up work or regain credit lost because of absences:

- 1) Satisfy time-on-task requirements before and/or after school;
- 2) Attend tutorial sessions as scheduled;
- 3) Attend Saturday classes;
- 4) Attendance on teacher in-service days or holidays.
- 5) Attend summer make-up sessions.
- 6) Complete additional assignments as specified by the committee;
- 7) Maintain the attendance standards for the rest of the semester.
- 8) Credit by Exam

A student participating in an alternative session for disciplinary violations may not earn concurrent credit for purposes of recapturing attendance time.

If the Attendance Review Committee finds there are no extenuating circumstances for the absences or if the student does not meet the conditions set by the Committee to earn or regain credit, the student will not receive credit for the class.

Any student who attends less than 90 percent of the days a class is offered may be subject to loss of the following privileges until such time that the student has regained credit:

- Loss of parking permit;
- Assigned seating during student’s lunch period;
- Student will lose all privileges to attend extracurricular and/or co-curricular activities (field trips, sporting events, dances, prom, etc.).

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application.

The student can obtain this form from the assistant principal’s office.

Tardies

A student is considered tardy when the student is not in the proper place with all needed materials before the tardy bell rings. There are **no excused tardies** to first period class. Students who arrive tardy to class must go immediately to the Attendance office to get a Tardy Admit. Each student is allowed (2) tardies with no penalty. Penalties for tardies thereafter will be assessed. Tardies will start over at the beginning of each semester. A student who is tardy to class after 28 minutes will be considered absent.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course, and the needs of the individual student in mastering the essential knowledge and skills required in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB (LOCAL).]

Students in grades 2-12 will be provided a minimum of one day to submit assignments after the due date. A maximum penalty of thirty (30) points will be deducted from the grade upon submission of an assignment that is one day late.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA (LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

CLOSED CAMPUS

Barbers Hill High School is a "closed campus". This means that students who attend BHHS will remain on this campus from the time they arrive in the morning until school dismisses in the afternoon except as noted below:

- a) Students who are in the work program may leave at the appropriate work time,
- b) Students who must leave for dental, doctor or other appointments must bring a note from his/her parent or guardian that morning and follow the proper sign-out procedure.
- c) Principal has granted approval because of extenuating circumstances.

If a student leaves campus without permission or without signing out, he or she will be considered truant and will be subject to disciplinary action. The campus is closed to everyone except those who have specific business at BHHS. Any person who is admitted to the campus must come to the front office where they will be received and assisted.

COLLEGE VISITATION

A senior is allowed two college visitation days during his or her senior year. These days are to be used to view prospective schools, to view the campus, to meet with financial aid officers and to see if the college or university is compatible to the student's needs.

To qualify for a visitation day(s), a senior must complete the following requirements:

1. It will be necessary to obtain permission from the principal at least three days prior to the visit.
2. The student is responsible for all work missed and is also responsible for meeting with teachers to discuss any work that will be missed. This meeting is to take place before the planned absence.
3. The student **must**, while at the college or university, request a letter stating that he or she was at the school for a visit. The letter must be on college letterhead and include details about the visit; the student's advisor or appropriate school official's name, signature, and telephone number. ***If this letter is not shown when returning to school the following day, the absence will be unexcused and will count against the student when exam exemptions are figured.***
4. A follow-up visit day may be allowed to the same school in the event that the institution notifies the individual that a second visit is necessary. This visit must be documented and the letter must be presented when request is made.
5. To be allowed to take a visit day, the student's attendance record must be in compliance with state law and requirements.
6. Visits to Lee College are restricted to appointment only status.

****College days cannot be taken the last two weeks of each semester****

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- **What is meningitis?**
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- **What are the symptoms?**
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- **How serious is bacterial meningitis?**
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- **How is bacterial meningitis spread?**
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).
The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
- **How can bacterial meningitis be prevented?**
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.
- **What should you do if you think you or a friend might have bacterial meningitis?**
You should seek prompt medical attention.
- **Where can you get more information?**
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

School Health Advisory Council

Information regarding the district's School Health Advisory Council is available from Dr. Gayle Woodall at 281-576-2221 x 1270.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines please contact Susan LeBanc at 281-576-2221 x 1258.

HEALTH-RELATED MATTERS

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policy GKA.]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Assistant Superintendent of Planning and Operations office. If you have any questions, please contact Stan Frazier at 281-576-2221 X 1252.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Stan Frazier at 281-576-2221 X1252.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

Harassment

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH] Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site at: www.bhisd.net

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

Bullying

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening, or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. See FFI(LOCAL)

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Cynthia Lusignolo at 281-576-2221 X 1255
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Susan Haynie at 281-576-2221 X 1260
- All other concerns: See the Superintendent: Dr. Greg Poole at 281-576-2221 X 1202

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

A copy of the Student Code of Conduct is available in the high school office. It may also be accessed through the high school website:

<http://www.bhisd.net>

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district's policy manual.

Dishonesty / Cheating / Plagiarism

Academic dishonesty, cheating or plagiarism is not acceptable. Cheating includes the copying of another student's work – homework, class work, test answers, etc. – as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. The determination that a student has engaged in academic dishonesty will be based on the judgment of the teacher, taking into consideration written materials, observation, or information from students.

Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties. The teacher will determine the academic penalty.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.

- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interference with the transportation of students in district vehicles owned or operated by the district.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return the items at the end of the day for students to take home or whether parents will be contacted to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must not be visible and must remain turned off during the instructional day, including during testing. **The instructional day is defined as arrival time on campus until 2:55 PM.**

Violations will be handled in the following manner:

1st Offense: Cell Phone and **all of its contents** will be confiscated from the student and held until the next school day. Upon payment of a \$15.00 administrative fee, the parent will be allowed to reclaim the device and its contents.

2nd Offense: Cell phone and **all of its contents** will be confiscated from the student and held until the next school day. **The student will be assigned a Saturday SAC.** Upon payment of a \$15.00 administrative fee, the parent will be allowed to reclaim the device and its contents.

3rd and Subsequent Offenses: Cell phone and **all of its contents** will be confiscated from the student and held until the next school day. **The student will be assigned 3 days ISS.** Upon payment of a \$15.00 administrative fee, the parent will be allowed to reclaim the device and its contents

Students will only be allowed possession of **IPOD's** and **headphones** when given specific permission from a teacher to be used in the classroom for an instructional assignment. The student will only be allowed use of the IPOD's/headphones in that teacher's classroom. IPOD's/headphones will not be allowed to be visible or turned on in any other area of the school building (hallways, restrooms, cafeteria, etc.) during the instructional day (arrival time on campus until 2:55).

Violations will be handled in the following manner:

1st Offense: IPOD/headphones will be confiscated from the student and held until the next school day. The student will be given a warning and a parent will be allowed to pick up the device.

2nd Offense: IPOD/headphones will be confiscated from the student and held until the next school day. The student will be assigned a Saturday SAC and a parent will be allowed to pick up the device.

3rd and Subsequent Offenses: IPOD/headphones will be confiscated from the student and held until the next school day. The student will be assigned 3 days ISS and a parent will be allowed to pick up the device.

The District is not responsible for any loss or theft of such devices.

Fighting

Barbers Hill High School has adopted a ZERO-TOLERANCE policy of fighting while the student is involved in school or school sponsored activities. Fighting will be defined as any physical contact between two or more individuals where the intent is to harm or injure another individual. The following procedures will be used to discipline students guilty of fighting:

- All fights may result in **law enforcement** being contacted. It will be the decision of the investigating officer and the administrator as to what legal action will be taken against the student or students.
- The **first** time a student fights, the student will be suspended from school for not less than one (1) day and not more than three (3) days. The student may also be placed in ISS for a minimum of six (6) days or placed in the DAEP for a time determined by the campus administration.
- The **second** fight will result in the student being suspended for not less than one (1) day and not more than three (3) days from school pending placement at the DAEP. The student may be placed in DAEP for a minimum of ten (10) days.
- The **third** fight will result in the student being suspended for not less than one (1) day and not more than three (3) days from school pending placement at the DAEP. The student may be placed at DAEP for a minimum of thirty (30) days.
- The number of fights are cumulative beginning your 1st year at the High School.

Foods, Soft Drinks, Chewing Gum, Etc.

No previously opened drinks or food allowed in the hallways. No outside drinks, food, or containers are allowed in the school building. This rule is applicable for health purposes as well as custodial care. Additionally, students should dispose of chewing gum in a proper manner before entering the academic portion of the building.

Public Display of Affection

Public displays of affection will be prohibited during the school day and/or while on campus. This covers a broad area of personal conduct. The intent of this policy is to prohibit such actions as arms around necks and waists, kissing, holding hands, inappropriate hugging, heads resting in laps and similar types of display of affection that are not appropriate while attending school. The Principal and Assistant Principals shall be authorized to determine whether such actions are deemed inappropriate for school. Students in violation of this policy will face disciplinary consequences.

Deliveries and Messages at School

The delivery of items that are for non-instructional purposes will not be allowed to be delivered to students during the school day. Items such as flowers, balloons, and presents need to be presented to the student's home. Pizza, hamburgers, or other food items will not be accepted at school. Lunch money may be taken to the cafeteria and deposited in the students lunch account. Only school-related items will be accepted for students. These items will be kept at the receptionist's desk for the student to pick up. Phone messages will be delivered to students only in an **extreme** emergency.

Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

The following regulations must be followed for a successful dance:

1. All school dances must be scheduled through the principal's office.
2. A guest must enter the dance at the same time the Barbers Hill host student enters.
3. A student must be in attendance the day of the dance.
4. No student who has been in ISS or suspended at the time of the dance will be admitted.
5. Anyone leaving before the official end of the party will not be readmitted.
6. Violation of these regulations may forfeit a student's rights to attend other extracurricular activities.
7. Students attending middle school, or those 21 years old or older, will not be permitted to attend any school sponsored dance (homecoming dance, snowflake ball, prom, etc.).
8. Students will only be allowed to bring one guest to any school sponsored dance.

The senior prom is usually held off campus, but is still a school-sponsored activity. All school rules will apply. Once students are checked in at the prom they are not to leave the designated areas associated with the activity. Students who do not follow this guideline will be asked to leave the activity. Students will be held responsible for the actions of their guests.

Any person who is not a student at BHHS who is invited to the prom must have prior approval from the administration. The guest will be required to fill out a form available through the principal's office.

In circumstances where the school administration or the law enforcement has information on a guest's past history of disruptive or illegal behavior, that guest may be excluded from attending any school function such as a school dance/prom.

Discipline

School authorities and sponsors of activities cannot reasonable be expected to anticipate every specific and possible action which might occur. Therefore, this handbook does not attempt to formulate and/or disseminate a specific rule to cover every eventuality.

A student who violates the District's Student Code of Conduct or the rules in this handbook will be disciplined. Students who violate the law will face disciplinary consequences and be referred to legal authorities.

Barbers Hill High School will not accept students to the regular classroom setting who are currently expelled, suspended, or who are pending serious disciplinary action in another district. Any DAEP or ISS assignments must be completed before that student is assigned to a regular classroom environment.

Detention

A student may be assigned detention outside of school hours on one or more days for inappropriate behavior or other violations of the Student Code of conduct. A student will be given prior notice of a detention hall assignment. An After School Detention is held Monday thru Thursday from 2:30 p.m. to 3:30 p.m. When a student is assigned to detention the student will be expected to be present on the date assigned. The administrator can change a detention assignment date one time if the parent makes a request for the change **prior** to the assigned detention date. A detention may only be re-scheduled within 1 week of the original date. **It will be the responsibility of the parent and student to provide transportation home after an assigned detention.** Failure to attend d-hall will result in the student being assigned a two hour detention (2DC) which is held each Monday thru Thursday from 2:30 p.m. to 4:30 p.m. Failure to attend a two hour detention will result in an assignment to a Saturday Class (SAC). Students assigned to a detention will be responsible for bringing sufficient materials to work on and study for the duration of the assignment. Students assigned to lunch detention may bring their lunch or eat the Eagle Special.

Saturday Class (SAC)

A student may be assigned a SAC for disciplinary consequences or may be given the opportunity to “make up” time missed due to excessive absences. Saturday class will meet in the cafeteria from 8:00a.m. – 12:00 noon. Tardy students will not be admitted to SAC. **The parent/guardian is responsible for the student’s transportation to and from school when SAC is assigned.** A student attending SAC is required to bring assignments to work on during the entire session. You are not allowed to put your head down or sleep. A student serving SAC for violations of school discipline rules will not be granted time equivalence for attendance for credit. A student must remain the entire four hours in order to receive credit.

A student will be given prior notice of a Saturday class assignment. The administrator can change a SAC assignment date one time if the parent makes a request for the change prior to the assigned SAC date. If calling after school hours, a message must be left at 281-576-2221 X 1248. The only excuses for missing SAC will be illness of student verified by a doctor’s permit or a death in the student’s immediate family. Failure to attend SAC will result in the student being assigned to a 3 day ISS assignment.

No-Shows

When a student fails to attend an assigned discipline, it is considered a “no show”. On a student’s 1st and 2nd “no show”, the discipline will move to the next level (ex. D-hall to 2DC, 2DC to SAC, etc.). Each 3rd + “no show” will result in the student being placed in ISS for a period of 3 days. Concurrently, the student, for a period of 10 days, will lose their parking permit, lose the privilege of attending extra-curricular activities, and be assigned to lunch detention.

In-School Suspension (ISS)

ISS provides a controlled disciplinary center which isolates students for failing to conform to school policies. Instead of suspension from school, a student is assigned to this special class. The In-School Suspension day will start at 7:15 a.m. and end at 2:30 p.m. Any student assigned to ISS will be required to stay in the center for the entire regular school day. Students who are part of cooperative work programs will be allowed on their 1st offense to be released at their regular time. All other ISS assignments for any students who are regularly dismissed early for work will forfeit that privilege during their assignment time.

Each student assigned to ISS will be provided with assignments from each of his/her teachers. Students may attend morning and afternoon tutorials. Counseling is also available to these students. Each student will be required to complete all assignments and may receive 100% credit for work completed in ISS. Students will be responsible for bringing sufficient materials to work and study for the duration of the assignment. This includes laptops and/or textbooks. Students are not allowed to put their head down or sleep. Students are denied participation and attendance in extracurricular and/or co-curricular activities while in ISS. All assignments must be completed before the student is reassigned to the regular program. All school rules and regulations as well as the rules and regulations of ISS apply to each student. Successive assignments to ISS for the same offense will be longer in duration. Violations of any of the In-School Suspension rules will result in immediate suspension from school with the ISS time to be completed upon the students return to school. Inability to be successful in ISS and repeated violations of the Student Code of Conduct may result in an assignment to the off-campus (Disciplinary Alternative Education Program) DAEP. ISS students are not allowed in the cafeteria without a pass. ISS students may bring a lunch or eat the Eagle Special.

Out-of-School Suspension

If a student is suspended out of school, the absences qualify as extenuating circumstances and do not count against the student’s 90% attendance. A student must be allowed to make up his/her work and shall receive an excused absence. Assignments are not requested from teachers prior to or during the suspension. At no time during the suspension is the student to be on any BHISD campus, property, or attend any extracurricular activity of which Barbers Hill High School is a participant.

Disciplinary Alternative Education Program (DAEP)

The Disciplinary Alternative Education Program of Barbers Hill ISD is a program required by the State of Texas, Chapter 37 of the Texas Education Code. The program focuses on students whose behavior is inappropriate for a regular classroom setting. The program is designed to help students modify their behavior and eventually be placed back into the regular classroom. Students who are assigned to the DAEP are not permitted to be on any other BHISD campus, property and/or attend any extracurricular activity of which Barbers Hill High School is a participant.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA (LEGAL).]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The school newspaper Eagle Echo, and the yearbook, The Eagle, are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the front office and foyer as the location for approved non-school materials to be placed for voluntary viewing by students. See policy FNAA.

The student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Non-School Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the superintendent's office for prior review. The superintendent or designee will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards.

The personal appearance of the student represents that individual to his fellow students. The personal appearance of the entire school body represents the school to others. It is our desire to maintain a standard of acceptable dress and grooming habits that will contribute to this image. The student body must help in every possible manner to develop pride in upholding the standards set forth.

Students will be required to remain in compliance with the dress code while in the school building, including after the bell rings at 2:30 p.m.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

General Guidelines

- Any type of dress, insignia, neckbands, and other similar paraphernalia, shirts or other clothing with suggestive or distasteful insignias (ex. rebel flag) or wording, or which advertise or exploit tobacco products, alcoholic beverages, drugs or other illegal substances will not be allowed.
- Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school or in any way be present at any school related event.
- Bare shoulders, bare backs, bare midriffs, and low necklines are unacceptable. Any type of flimsy, see-through material is not allowed. Sheer tops covering unacceptable clothing are not acceptable. Any type clothing must be long enough to preserve modesty when seated. No clothing may be worn that fits so tightly as to be immodest.
- Appropriate underclothing must be worn and covered at all times.
- Bedroom attire is not acceptable. Students may not wear pajamas or like garments.
- Students will be required to remain in dress code until they have left campus.

Shirts and Tops

- All shirts, blouses, and other types of tops must be worn in good taste. The design of the top should preserve modesty. Low cut necklines are unacceptable. All tops must cover and not reveal undergarments. No spaghetti straps or strapless tops will be allowed on or under any garments. Tank top straps must measure at least 2 inches in width. The general rule for determining proper length on tops will be: if the arms can be raised above the head without a bare midriff showing, the top is acceptable.
- Boys may not wear opened-arm t-shirts or muscle shirts. The sleeve must have a hem. Shirts may not extend below the wrist in a normal standing position.

Pants

- Pants shall not be torn, ripped, frayed or have worn areas with fabric underneath.
- No holes will be permitted in any article of clothing.
- All patches used to cover holes must be placed on the outside of clothing.
- Overalls and suspenders, if worn, must be worn over the shoulders and buckled as designed.
- Pants must be worn at the waistline and must completely cover underclothing. Sagging pants will not be allowed.
- Second sagging pants violation – any student who violates this rule twice will be required to tuck their shirt tail in their pants and wear a belt for 30 days.
- **Third sagging pants violation – any student who violates this rule three times will be required to tuck their shirt tail in their pants and wear a belt for the remainder of the year.**

Shorts, Skirts, and Dresses

- General rule for determining the length of shorts, skirts, and dresses will be that they must extend below the index finger of the hand when the arms are at rest beside the body.
- Slits on skirts and dresses shall not be above the fingertip length.
- Boys will not be permitted to wear skirts or dresses.
- All shorts must have a finished hem and may not be rolled up. They cannot be intentionally torn, ripped, or frayed.
- Shorts must be worn at the waistline. Sagging shorts will not be allowed.
- Tennis shorts and spandex (biker's) shorts are not appropriate.
- Second shorts violation – any student who violates this rule twice when wearing shorts will lose the privilege of wearing shorts for 30 days.
- **Third shorts violation – any student who violates this rule three times will lose the privilege of wearing shorts for the remainder of the year.**

Shoes/Footwear

- Footwear must be worn at all times.
- Shoes must be appropriate for school. Footwear traditionally worn around the home (i.e. house shoes, slippers), flip-flops, rubber sandals, pool or beach type shoes are not permitted.
- Students are not permitted to wear steel toe boots.
- Second shoe violation – any student who violates this rule twice will not be allowed to wear open back shoes for a period of 30 days.
- **Third shoe violation – any student who violates this rule three times will not be allowed to wear open back shoes for the remainder of the year.**

Head Coverings

- No type of head covering, cap or hat is permitted in the building with the exception of special days designated by the administration.

Coats and Jackets

- Trench coats, duster coats or like garments are prohibited.
- Hoodies and/or sweatshirts may not extend below the wrist in a normal standing position.

Hair

- Hair must be neat, clean and well groomed.
- Geometric or unusual patterns shaved or cut in the hair are not permitted.
- Designs beyond a single straight direction which draw attention shall not be permitted.
- Unnatural color or color variation in hair (i.e. scarlet, purple, blue, green, orange, etc.) will not be permitted.
- Ribbons and other types of hair paraphernalia must be worn in good taste and only when appropriate to the hairstyle.
- Boy's hair will not extend below the eyebrows, below the ear lobes, or below the top of a t-shirt collar.
- Ponytails or tails are not acceptable on male students.
- Boys are not permitted to wear bobby pins, paper clips, beads, or other types of hair accessories deemed inappropriate.
- No student will be permitted to cut lines or designs in the eyebrows.

Facial Hair

- Boys must be clean-shaven at all times. Beards, goatees and mustaches are prohibited.
- Sideburns must be neat and well groomed and may not extend below the ear lobe or flare at the bottom.

Jewelry

- No student shall be permitted to wear visible piercings on body parts other than the ear. (i.e., nose, eyelids, lips, tongue, etc.)
- Covering body piercing with Band-Aids, tape, or any other temporary covering is not acceptable.
- Students may not wear chains that have the potential to be used as a weapon. Collars intended for use on animals are prohibited.
- Male students will not be allowed to wear earrings, gauged plugs, other objects in the ear, or nail polish.

Tattoos/Make-Up

- Tattoos and/or any other drawings on the skin must be covered.
- Boys will not be permitted to wear make-up.

Sunglasses

- Students must not wear sunglasses in the building unless with written verification from a doctor.

Extracurricular Activities/School Sponsored Trips/Special Events

- The principal, sponsor, coach or other person in charge of the activity may regulate the dress and grooming of the students participating.
- Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

Medical Exceptions

- The principal may grant an exception to any of the above provisions if a student has a physical or medical condition rendering compliance with the provisions detrimental to the student's physical health.

Interpretation of Appropriateness

- The principal and assistant principals shall be authorized to appraise any fashion, fad, or article of clothing to determine its appropriateness for school wear. If it tends to distract or cause a student to become a disturbing influence or tends to jeopardize the health or safety of students, it will be prohibited.
- The administrators and teachers shall be responsible for the enforcement of the dress code.

Dress Code and Grooming Violations

- Students who come to school in violation of the Dress and Grooming Code will have the option of correcting the violation or being placed in ISS for the remainder of the day.
- In addition, parents may be asked to bring appropriate attire to school to assist in correcting the violation. Any student taken home by parents for a change of clothes, without Nurse or Principal approval, will have an unexcused absence for any missed class time.

DRUG POLICY

Barbers Hill High School supports an ongoing effort to keep our schools safe and provide a drug free environment for our students. Therefore, any student who possesses, uses, sells, or delivers marijuana or a controlled substance while on campus or while attending a school sponsored activity shall be subject to severe discipline penalties. Students who commit any of the above referenced infractions will be assigned to the DAEP program. Furthermore, if this student is a participant in any extracurricular activity, he/she will be required to submit to a drug test not later than the next scheduled administration. Should that student test positive, the required one (1) year random testing imposed under Policy FNF (LOCAL) shall begin when that student returns to the campus on a permanent basis.

Voluntary Student Drug Testing Program

Rationale

The District has determined that the use of illegal drugs and alcohol among students in grades 7-12 is a problem of increasing proportions. Information gathered from surveys of the student body and from other reliable sources within the community would indicate that such use is prevalent within all segments of the student population. Because these activities must be considered "safety sensitive" and because the use of illegal drugs or alcohol may well pose a significant threat to the health and safety of students who participate in extracurricular activities, the District has determined to implement a program of random testing in grades 7-12.

Objectives

The drug-testing program shall not be designed as a punitive measure with the intent of identifying and punishing those who may use illegal drugs and alcohol. Rather, the following objectives shall serve as the foundation for the program.

1. To serve as a deterrent to the use of illegal drugs and/or alcohol among the student body.
2. To offer students a credible means through which to resist peer pressure as it relates to the use of illegal drugs and/or alcohol.
3. To ensure the health and safety of all students who might represent the school in an extracurricular activity.
4. To provide a ready resource for support and assistance to any student who may be using illegal drugs and/or alcohol.

Applicability

This policy shall apply to all District students in grades 7-12 who may choose to participate in any extracurricular activity.

Voluntary Participation

Any student in grades 7-12 to whom the policy may not apply as specified above shall be allowed to participate voluntarily in the student drug-testing program.

Notice: During random drug testing, students will be asked to surrender all telecommunication devices and the student may be subject to being searched.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Computer use fees.
- Fees for lost, damaged, or overdue library books.
- Fees for lost, damaged, or stolen school issued laptops and its contents.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credits that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal. [For further information, see policy FP.]

FUND-RAISING

A secondary campus may have one campus-wide fund-raiser per semester. Any campus club or organization may participate. A campus club or organization may NOT have its own separate fund-raiser unless it is conducted by a Booster Club and done so under specified guidelines.

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 7 days before the event. [For further information, see policies FJ and GE.]

HALL REGULATIONS

Students who need to leave the classroom must request and receive, at the teacher's discretion, a hall pass from the teacher before leaving the class. Students in the hall without a pass during class time will be considered truant and assigned detention.

Students are urged not to stop near entrances, exits, and the stairs during class changes. Loitering or standing near stair railings is not permitted. Students must not be in the halls during their lunch periods. Students excused from class to use water fountains and/or restrooms must use facilities nearest the classroom from which he/she is excused.

ILLNESS

If a student becomes ill at school, the student should report immediately to the nurse's office where there are facilities and personnel to assist and care for him/her. If the illness makes it necessary for the student to depart school for home or elsewhere for medical or other care, the school will attempt to inform the student's parents so that they may take the student home or make other necessary arrangements.

Ill students must check with their teachers when leaving the class, and with the Attendance office if departing school after seeing the nurse. Departing without proper procedure will result in student considered truant and subject to discipline according to school policy.

Student's ill with a temperature of 100 degrees or above will be sent home. To prevent the spread of communicable disease, students must be symptom free and fever free, without temperature reducing medication, for 24 hours before returning to school.

When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.sdhs.state.tx.un/immco/affidavit/shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, pertussis, tetanus, rubeola (measles), mumps, rubella (German measles), poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician, public health clinic, or from a school official with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LOST AND FOUND

All lost and found items found in the building or on the grounds should be brought to the assistant principal's office. Student should ask periodically about an item that has been lost.

All projects are the responsibility of the student. If lost, stolen, or misplaced, neither the teacher nor the school will be responsible.

PARKING AND DRIVING REGULATIONS

Any student bringing a motorized vehicle on school grounds **must** have the following documents in order to legally drive or park on the Barbers Hill High School campus:

1. A valid Texas driver's license
2. Proof of liability insurance coverage, and
3. A valid Barbers Hill parking permit.

A student may drive and park at the high school subject to the following rules and regulations:

1. Students will not be allowed to loiter or congregate in the student parking areas at any time. Students will remain out of cars at ALL times after they are parked and must enter the school.
2. Students are to park their cars upon arriving on the campus. Do not ride around or leave the campus.
3. Students must park in the "Student Parking Lots" located in front of the school in those areas to the South and North of the main building. Students will observe "No Parking Areas", "Visitors" and "Staff" areas at all times. Students should park in designated parking spaces only. Students must park between the painted lines. (Do not take up 2 parking spaces). Do not block drives or other access ways.
4. Students are not allowed to go to their vehicles at any time during the school day. Exceptions will be students who leave early, or those that have administrative permission.
5. All students must have a parking permit to be hung from the rearview mirror of that vehicle.
6. A student may purchase only one (1) parking permit. Permits are transferable between vehicles. If you do not have yours, report to the Campus police officer's office to report your vehicle make and license plate number before going to class.
7. If a student buys a permit for another student, or possess another student's permit, it will be considered giving false information. This may result in disciplinary action and forfeiture of parking privileges.

8. Offenses that result in bodily or material damage may be subject to law enforcement and the student may lose all driving privileges for the remainder of the year. The school or District assumes no responsibility for liability for damage to vehicles.
9. Off campus driving recklessly or not following the law involving a BHISD school bus or school vehicle may result in disciplinary consequences.
10. The speed limit on all BHISD campuses is 10 mph.
11. Any student in violation of the speed limit or that is driving recklessly may be subject to disciplinary action, a ticket, and/or the loss of driving privileges.
12. Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time with reasonable cause to do so, with or without the presence of the student.
13. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

All participants who are classified as a freshman or as a junior must have a physical examination prior to participation in any athletic practice sessions or contest.

At regularly scheduled intervals, the school nurse performs mandated screenings of vision and hearing. 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 not to screen from the parent/legal guardian at the beginning of each school year. More specific information about immunization and screening requirements may be obtained from the BHISD Lead Nurse or from the campus school nurses. FFAA (LEGAL)

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

SAFETY

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident 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.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drill (Building Evacuation)

3 bells and/or verbal directive	=	Leave the building
1 bell	=	Halt; stand at attention
2 bells	=	Return to the classroom

Tornado Drill (Shelter in Place)

1 continuous bell and/or verbal directive	=	Move quietly but quickly to the designated locations
2 bells	=	Return to the classroom

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Rarely is it necessary for the Superintendent to close school because of inclement weather conditions. However, should weather conditions be such that parents suspect that schools might be closed, they should listen to local radio and television stations for official announcements by the District. In cases of severe weather or local flooding due to torrential rains, lightning, or high winds, students will not be dismissed from school until the Superintendent and principal determines it is safe for students to go home. Students may leave school if an authorized adult, parent, or guardian personally arrives at the campus to pick them up. However, District officials prefer that students remain at school until the weather emergency is over to minimize traffic congestion at the school.

Inclement Weather and Disaster Information:

Listed below are several radio and TV stations that students and parents can listen to for information concerning possible school closing in the event of inclement weather or emergency situations.

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

Radio: KTRH 740 AM
KSHN 99.9 FM

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing the activity is with the student, a student will not be permitted to go to another area of the building or campus after 3:05 p.m. Students will not be allowed to loiter in the building unattended.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must remain in the cafeteria and must leave the campus by 3:05 p.m.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extracurricular participants established by the sponsor.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The District offers to students nutritionally balanced meals daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the Director of Food Service Director Susan Leblanc to apply.

Follow these suggestions for more pleasant meals in the cafeteria:

1. Students are expected to purchase a meal ticket or pay cash for each meal. Students will not be allowed to charge.
2. Do not run, push, or break line to be served.
3. Clean up any spill on the table or the floor. Report to either the dining hall personnel or custodian.

4. Do not throw or toss any food, drink or other objects.
5. Dispose of all food and waste materials in the proper places when you have finished eating. Nothing should be left on tables.
6. When the bell rings, students who have disposed of everything will be dismissed first. All others will be dismissed by school personnel.
7. Eat only in the cafeteria or in designated areas. Students are not allowed in the halls.
8. A student should get only his/her lunch when going through the line.
9. Practice good table manners. Do not talk loudly. Refrain from the use of personally offensive language.
10. Do not move any chairs from another table.
11. Place your laptop bags/backpacks on the back of your chair. They are not allowed on top of the tables, on the floor, or in the walkway between the tables.
12. Students will not be allowed to loiter in the cafeteria or move around to other tables during the lunch period.

Students may be assigned lunch detention for not following cafeteria rules.

Theft from the school cafeteria could result in the loss of cafeteria use and privileges and/or disciplinary consequences.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Provisions have been made in our school for appropriate library resource facilities under the direction of a full-time librarian. The library books and non-book materials are catalogued by the Dewey System and open stack method for shelving is used. Everyone is urged to use the resource center facilities at every opportunity, as the best education is dependent upon the library and library skills. The librarian and her assistants will be glad to guide students in the use of the library center.

Policies for using your Library Resource Center:

1. Books may be checked out for two weeks.
2. A fine of five cents per day for overdue books will be charged.
3. Books are overdue the day after the stamped date.
4. Reference books and reserved books are available for overnight checkout with prior approval from the librarian.
5. A fine of twenty-five cents per day for overnight materials not returned before 1st period will be charged.
6. The student will pay for library materials (books, magazines, audio-visual, etc.) lost or damaged.
7. Fines will be collected weekly. Notices will be given to English teachers who will distribute them to students each Monday.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL).

A list of these groups is available in the principal's office. Several clubs/organizations are established on the campus.

Members of these noncurriculum –related groups must complete an enrollment form which requires both student and parent signatures.

Vandalism

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, popping doors open, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

SCHOOL DISTRICT POLICE OFFICER

BHISD is served by a School District Police Officer. This law enforcement officer is stationed on campus to provide assistance in maintaining safety and security for students and staff as well as for facilities. Additionally, they provide support on issues such as peer pressure, chemical abuse, conflict resolution and gang involvement alternatives.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

Metal Detectors

Students may be subject to metal detector searches on a random basis.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

If a vehicle subject to a search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

TOBACCO

Students may not possess or use lighters, matches, or tobacco products on school property or at school related or school sponsored activities on or off school property. When on campus, students should not use or have tobacco products in or out of the vehicle.

In addition to local policy, state law now prohibits the possession, purchase, and consumption of tobacco products by minors. Local law enforcement authorities may be contacted when a student violates this policy and the student may be subject to prosecution.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Becky Nelson at 281-576-2221 x 1279.

See the **Student Code of Conduct** for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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 District vehicle, 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.

For bus route information please call the Transportation Department at 281-576-2221 ext. 1279.

RULES APPLY TO STUDENTS RIDING ANY SCHOOL VEHICLE

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 Assistant Principal's office before the bus run.
3. Parents are responsible for bringing their child to school if they miss the district vehicle.
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 district vehicle 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 district vehicle. 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. All Barbers Hill ISD campus rules & regulations are in force while riding the bus or other district vehicle. Dress code rules are the same as in the classroom.
8. Backpacks & band instruments are to be kept in the student's lap or under the student's seat. Pens, pencils & markers are to be kept in backpacks or purses.
9. All District vehicle safety guidelines apply to extra curricular trips.
10. Eating, drinking & gum chewing is not permitted.
11. Laptops are not to be used on the bus.
12. Cell phones are not to be used on the bus.

Procedures at the Bus Stop

1. Be expected to walk some distance to the bus stop.
2. Be at the bus stop before the scheduled pick up time. Drivers have a schedule to maintain & cannot wait or honk.
3. Stay at least 10 feet from the roadway while waiting to load.
4. Do not attempt to approach the bus before it comes to a complete stop.
5. If at a group bus stop, be in a single file line. Be courteous of others. Do not horseplay, fight, push, shove or harass anyone. Harassment of any kind (name calling, ridiculing, intimidation, sexual, etc.) will not be tolerated.
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 of tobacco products & alcohol or drugs is prohibited at the bus stop.
9. Use appropriate language at all times.
10. Do not tamper or destroy personal property.

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 feet on the floor.
4. Open containers of food, drinks, gum or candy must be disposed of or put away and must not be consumed while on the district vehicle.

Conduct on the District Vehicle

1. Obey the driver at all times.
2. Remain seated the entire trip facing the front with your feet on the floor.
3. Do not change seats.
4. Sit in the seat the driver assigns you. If there is a problem with where the driver assigns you, please let the driver know.
Do not attempt to get up from the seat until the district vehicle comes to a complete stop.
5. Normal conversation is permitted. Loud noises may distract the driver and create an unsafe condition.
6. Scuffling, fighting and the use of obscene, vulgar or profane language or gestures are forbidden.
7. Do not throw objects inside or out of the district vehicle.
8. Keep all body parts & personal belongings to yourself & inside the bus.
9. Food, drinks & gum chewing is not allowed.
10. Possession and use of alcohol, tobacco or drugs is prohibited.
11. Do not bring weapons or dangerous objects on the district vehicle.
Animals of any kind are prohibited.
13. Harassment of any kind will not be tolerated.
14. Cell phones are not to be used while riding the bus without permission from
15. Laptops are not to be used on the bus.

Emergency Procedures

1. Remain quiet & listen for bus driver instructions
2. If you must evacuate the district vehicle, 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 & quietly as possible
 - c. Once outside the district vehicle, follow the bus driver's instructions

Getting off the District Vehicle

1. Stay seated until the district vehicle comes to a complete stop.
2. Use the handrails & steps when exiting.
3. Do not push or shove to get off of the district vehicle.
4. Do not attempt to get off at another stop unless written permission from a parent or guardian, signed and dated, 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 District vehicle, 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
Distracting the driver
Dress Code Violation

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
Physical contact with others (tripping, hitting, shoving, etc.)
Obscene gestures
Tampering with bus equipment
Throwing objects inside & outside of bus
Possession/Use of tobacco, alcohol, 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

For any Student Code of Conduct violation that occurs on the bus, the student is subject to DAEP or ISS placement. If DAEP occurs, the student may be subject to removal from the bus once the student is placed back in the regular education setting. For ISS placement, bus riding privileges will be suspended for the same length of time as the ISS assignment.

In addition, law enforcement may be contacted. It will be the decision of the investigating officer and school administrator as to what legal action will be taken against the student. During the investigation, bus riding privileges may be suspended.

Please see code of conduct handbook or school administrator for more information.

Types of offenses

- Fighting/Scuffling
- Possession of Weapons or other Dangerous Object
- Attacking Driver
- Any other student code of conduct violation

Disciplinary Action

- Administrative Choice
- Loss of riding privileges for the remainder of the school year
- Criminal charges may be filed
- DAEP or ISS placement (see above)

Occurrences not specifically listed above will be handled according to the level of seriousness of comparable offenses as determined by school administrators. 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.

VIDEO CAMERAS ON BUSES

Video cameras have been placed on buses to aid our drivers with student safety while driving. The bus drivers will continue to document any warnings and rule infractions committed by a student, just as if the cameras were not on the bus. The cameras have been placed on the bus as an aid, not a cure-all for discipline problems that arise from time to time.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Students absent from their own school may not visit another. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave.

Social visitation is not allowed without prior administrative approval. Unauthorized visitors are not permitted on campus during the school day.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

Personal Graduation Plan (PGP) is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's current standardized achievement test given to students in certain subjects in grades 3–11.

UIL refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversee

BARBERS HILL INDEPENDENT SCHOOL DISTRICT 2009 – 2010 SCHOOL CALENDAR

JULY 2009				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SH: Summer Hours/Offices Closed

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
[24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
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14	15	16	17	18
21	22	23	24	25
28	29	30]		

OCTOBER				
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19	20	21	22	23
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NOVEMBER				
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30				

DECEMBER				
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28	29	30	31	

First Semester

1st Six Weeks: 27 Days
2nd Six Weeks: 27 Days
3rd Six Weeks: 27 Days

Total Days 1st Semester: 81

School Start Times: PK-6 ~ 8:20 - 3:40
7-12 ~ 7:35 - 2:55

We Can, We Will, We're Barbers Hill!

Early Dismissal Times: PK-6 ~ 12:30
7-12 ~ 11:30

AUGUST

10-12 New Employee Orientation
13 District Employee Convocation
13-20 Staff Development
21 Teacher Workday
[24 Beginning of 1st Six-Weeks

SEPTEMBER

7 Labor Day HOLIDAY

OCTOBER

[1 Beginning of 2nd Six-Weeks

NOVEMBER

[9 Beginning of 3rd Six-Weeks
25 Staff Exchange Day/Student Holiday
(Bad Weather Make-Up Day, if necessary)
26-27 Thanksgiving HOLIDAYS

DECEMBER

*17 & 18 Early Release
21-31 Christmas HOLIDAYS

JANUARY

1 Christmas HOLIDAY
4 Teacher Workday/Student Holiday
5 Beginning of 4th Six-Weeks
18 Staff/Student Holiday

FEBRUARY

15 Staff/Student Holiday
22 Beginning of 5th Six-Weeks

MARCH

15-19 SPRING BREAK

APRIL

2 Staff /Student Holiday
5 Staff Exchange Day/Student Holiday
(Bad Weather Make-Up Day, if necessary)
[19 Beginning of 6th Six-Weeks

MAY

23 Baccalaureate
*27&28 Early Release
(29) Teacher Workday and (Graduation)

Student Instructional Days: 176
Teacher Work Days: 187

JANUARY 2010				
M	T	W	T	F
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18	19	20	21	22
25	26	27	28	29

FEBRUARY				
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[22	23	24	25	26

MARCH				
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15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
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12	13	14	15	16]
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MAY				
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17	18	19	20	21
24	25	26	*27	*28] (29)

JUNE				
M	T	W	T	F
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

SH: Summer Hours/Offices Closed

Second Semester

4th Six Weeks: 32 Days
5th Six Weeks: 33 Days
6th Six Weeks: 30 Days

Total Days 2nd Semester: 95
Updated:

