

# Barbers Hill High School

## Student Handbook



2011-2012

**Barbers Hill High School**  
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**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 be, hard to beat  
Barbers Hill football boys!

**Bell Schedule**

Zero Period	6:45 a.m. - 7:30 a.m.
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

**School Colors:** Blue/White

**Mascot:** Eagle

**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.

## **PREFACE**

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully 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 two sections:

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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 should become familiar with the Barbers Hill I.S.D. Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document is available to parents at [www.bhisd.net](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 or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

After reading through the entire handbook with your child, 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 the principal.

## **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

# Table of Contents

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES .....	1
PARENTAL INVOLVEMENT.....	1
Working Together.....	1
PARENTAL RIGHTS .....	2
Obtaining Information and Protecting Student Rights.....	2
“Opting Out” of Surveys and Activities .....	2
Inspecting Surveys.....	2
Requesting Professional Qualifications of Teachers and Staff.....	2
Reviewing Instructional Materials.....	3
Displaying a Student’s Artwork and Projects.....	3
Accessing Student Records.....	3
Granting Permission to Video or Audio Record a Student.....	3
Removing a Student Temporarily from the Classroom .....	4
Removing a Student from Human Sexuality Instruction.....	4
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags.....	4
Excusing a Student from Reciting a Portion of the Declaration of Independence .....	4
Requesting Limited or No Contact with a Student through Electronic Media.....	5
Requesting Notices of Certain Student Misconduct.....	5
Requesting the Use of Corporal Punishment .....	5
School Safety Transfers .....	5
Requesting Classroom Assignment for Multiple Birth Siblings .....	6
Parents of Students with Disabilities .....	6
Services for Title 1 participants .....	6
Services for Gifted and Talented Students.....	6
Request for the Use of a Service Animal.....	7
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services .....	7
Parents of Students who speak a Primary Language Other than English.....	8
Accommodations for Children of Military Families .....	8
Student Records .....	8

Directory Information .....	10
Directory Information for School-Sponsored Purposes.....	10
Release of Student Information to Military Recruiters and Institutions of Higher Education .....	10
<b>SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS...</b>	<b>11</b>
<b>ABSENCES/ATTENDANCE .....</b>	<b>11</b>
Compulsory Attendance.....	11
Exemptions to Compulsory Attendance .....	11
College Visitation Day.....	12
Failure to Comply with Compulsory Attendance .....	12
Attendance for Credit.....	13
Parent’s Note after an Absence.....	14
Absences Extra-curricular or Co-curricular.....	14
Doctor’s Note after an Absence for Illness.....	14
Driver License Attendance Verification .....	14
<b>ACADEMIC PROGRAMS .....</b>	<b>15</b>
<b>AWARDS AND HONORS .....</b>	<b>15</b>
<b>BULLYING .....</b>	<b>15</b>
<b>CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS.....</b>	<b>16</b>
<b>CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN .....</b>	<b>16</b>
<b>CLASS RANK / HIGHEST RANKING STUDENT.....</b>	<b>17</b>
<b>GPA CALCULATIONS.....</b>	<b>20</b>
<b>CLASS SCHEDULES .....</b>	<b>20</b>
<b>COLLEGE AND UNIVERSITY ADMISSIONS .....</b>	<b>22</b>
<b>COLLEGE CREDIT COURSES.....</b>	<b>23</b>
<b>COMPLAINTS AND CONCERNS.....</b>	<b>23</b>
<b>COMPUTER RESOURCES.....</b>	<b>23</b>
<b>CONDUCT .....</b>	<b>24</b>
Applicability of School Rules.....	24
Dishonesty, Cheating, Plagiarism.....	24
Disruptions of School Operations.....	24
Telecommunication Devices including Cell Phones .....	25
Other Electronic Devices .....	25
IPOD's and/or Headphones.....	25

Inappropriate Use of Technology .....	26
Fighting .....	26
Food/Drinks/Candy/Gum.....	26
Public Display of Affection .....	27
Deliveries and Messages.....	27
Discipline .....	27
Detention.....	27
Saturday Class (SAC) .....	28
No Shows.....	28
In School Suspension (ISS) .....	28
Out of School Suspension.....	29
Discipline Alternative Education Program (DAEP) .....	29
SOCIAL EVENTS .....	29
Prom Dress Code .....	30
Homecoming Guidelines .....	31
CONTAGIOUS DISEASES / CONDITIONS .....	32
CORRESPONDANCE COURSES .....	32
COUNSELING .....	32
Academic Counseling .....	32
Personal Counseling.....	32
Psychological Exams, Tests, or Treatment.....	33
COURSE CREDIT .....	33
CREDIT BY EXAM—If a Student Has Taken the Course.....	33
CREDIT BY EXAM—If a Student Has Not Taken the Course.....	33
DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION .....	34
Dating Violence .....	34
Discrimination.....	34
Harassment.....	34
Sexual Harassment.....	35
Retaliation.....	35
Reporting Procedures.....	35
Investigation of Report .....	35
DISCRIMINATION .....	36

DISTANCE LEARNING .....	36
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS .....	36
School Materials .....	36
Nonschool Materials...from students .....	36
Nonschool Materials...from others.....	37
DRESS AND GROOMING .....	37
ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES.....	41
Possession and Use of Personal Telecommunications Devices, Including Cell Phones .....	41
Possession and Use of Other Personal Electronic Devices.....	41
Instructional Use of Personal Telecommunications and Other Electronic Devices .....	41
Acceptable Use of District Technology Resources .....	42
Unacceptable and Inappropriate Use of Technology Resources .....	42
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS .....	42
Standards of Behavior.....	43
Offices and Elections .....	43
FEES .....	43
FUND-RAISING .....	42
GANG-FREE ZONES .....	44
GRADE CLASSIFICATION .....	44
GRADING GUIDELINES .....	44
GRADUATION.....	46
Requirements for a Diploma.....	46
Graduation Programs .....	47
Certificates of Coursework Completion .....	49
Students with Disabilities .....	49
Graduation Speakers .....	50
Graduation Expenses .....	50
Scholarships and Grants.....	50
HAZING .....	51
HEALTH-RELATED MATTERS .....	51
Bacterial Meningitis.....	51
Food Allergies.....	52
School Health Advisory Council (SHAC).....	52
Other Health-Related Matters .....	53

Physical Fitness Assessment.....	53
Vending Machines .....	53
Tobacco Prohibited .....	53
Asbestos Management Plan .....	53
Pest Management Plan.....	53
HOMELESS STUDENTS .....	53
IMMUNIZATION .....	54
LAW ENFORCEMENT AGENCIES .....	54
Questioning of Students.....	54
Students Taken Into Custody .....	55
Notification of Law Violations .....	55
LIMITED ENGLISH PROFICIENT STUDENTS .....	56
MAKEUP WORK .....	56
Makeup Work Because of Absence.....	56
DAEP Makeup Work.....	56
In-school Suspension (ISS) Makeup Work.....	57
MEDICINE AT SCHOOL.....	57
Psychotropic Drugs.....	58
NONDISCRIMINATION STATEMENT .....	58
NONTRADITIONAL ACADEMIC PROGRAMS .....	59
PARKING AND DRIVING REGULATIONS .....	59
CLOSED CAMPUS .....	60
PHYSICAL EXAMINATIONS / HEALTH SCREENINGS.....	60
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	60
PRAYER.....	61
PROMOTION AND RETENTION.....	61
RELEASE OF STUDENTS FROM SCHOOL .....	62
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES .....	62
RETALIATION.....	62
SAFETY .....	63
Accident Insurance.....	63
Drills: Fire, Tornado, and Other Emergencies.....	63
Emergency Medical Treatment and Information.....	64
Emergency School-Closing Information .....	64

SAT, ACT, AND OTHER STANDARDIZED TESTS .....	64
SCHOOL FACILITIES .....	64
Use by Students Before and After School .....	64
Conduct Before and After School.....	64
Use of Hallways During Class Time .....	65
Cafeteria Services .....	65
Library.....	65
Meetings of Noncurriculum-Related Groups.....	65
BHISD POLICE DEPARTMENT.....	65
SEARCHES .....	65
Students’ Desks and Lockers .....	66
Electronic Devices .....	66
Vehicles on Campus .....	66
Trained Dogs.....	66
Metal Detectors.....	66
DRUG TESTING.....	67
SEMESTER EXAMS .....	68
SEMESTER EXEMPTIONS.....	68
SPECIAL PROGRAMS .....	69
STANDARDIZED TESTING .....	69
SAT/ACT (Scholastic Aptitude Test and American College Test) .....	69
STAAR (State of Texas Assessments of Academic Readiness)/EOC (End of Course).....	69
TAKS (Texas Assessment of Knowledge and Skills) .....	70
THEA (Texas Higher Education Assessment) .....	71
STEROIDS .....	71
STUDENTS IN PROTECTIVE CUSTODY OF THE STATE .....	71
STUDENT SPEAKERS .....	71
SUICIDE AWARENESS .....	72
SUMMER SCHOOL .....	72
TARDINESS.....	72
TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT..	72
TRANSFERS.....	73
TRANSPORTATION.....	73
School-Sponsored Trips.....	73

Buses and Other School Vehicles .....	73
VANDALISM.....	77
VIDEO CAMERAS.....	77
VISITORS TO THE SCHOOL .....	77
General Visitors .....	77
Visitors Participating in Special Programs for Students.....	78
WITHDRAWING FROM SCHOOL .....	78
Glossary .....	79

## **SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES**

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 good communication and a strong partnership between home and school. 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.

Ensuring that your child completes all homework assignments and special projects and 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.

Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.

Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.

Monitoring your child's academic progress and contacting 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 x1299 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 policies at GKG and contact the campus principal.]

Participating in campus parent organizations. Parent organizations include: booster clubs, project graduation etc.

Serving 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, and contact the campus principal.

Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA.

Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## **PARENTAL RIGHTS**

### **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(LEGAL).]

### **“Opting Out” of Surveys and Activities**

As a parent, you 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 nonemergency, 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.]

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child’s teachers, including whether a 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.

### **Reviewing Instructional Materials**

As a parent, you have a right 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.

### **Displaying a Student's Artwork and Projects**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, 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.

### **Accessing Student Records**

You may review your child's student records. 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.

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video 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.

## **Removing a Student Temporarily from the Classroom**

You may 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.

## **Removing a Student from Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;

Devote more attention to abstinence from sexual activity than to any other behavior;

Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;

Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and

If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction: can be found at EHAA (legal)

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

## **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may 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.

## **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may 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(LEGAL).]

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **Prohibiting the Use of 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.

If you do not want corporal punishment to be administered to your child, as a method of student discipline you must provide a written statement or signed form to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

### **School Safety Transfers**

As a parent, you have a right:

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. See the campus principal for information. [See policy FDB.]

[See **Bullying** on page 16, and policy FFI(LOCAL).]

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 FDE(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 assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

### **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

### **Parents of Students with Disabilities**

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 the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

### **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.

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

### **Services for Gifted and Talented Students**

Students identified as GT may choose to enroll in Pre-AP, AP, or academically advanced courses in the four core subjects. GT students will be clustered in these classes with GT-trained teachers. Courses will be characterized by expanded breadth and depth of learning. Satisfactory performance, as measured by a 75 or higher grade each six weeks, is the minimum standard expected from all GT students in all classes.

Students may be nominated for the gifted and talented program by a professional staff member at BHISD, their parents, or themselves. This is done by submitting the name(s) to the campus GT coordinator. Students may be nominated and screened for GT each 6 weeks, but an individual student will be screened no more than once each 12 months. Prior to February 1<sup>st</sup> of each year, a district-wide call for GT nominations will be conducted.

Transfer students that were identified as GT in their previous district will be screened for placement in the GT program within a two week period and if testing is required it will be completed within a six week period or during the next district screening. Nominations received during the last six weeks of the year will be considered during the first six weeks of the following year.

A gifted and talented professional resource library is available to teachers and parents. It contains information related to instructional planning and delivery, professional development and student support. Parents and community members will be involved in decisions regarding program modifications through annual surveys and through advisory committee participation.

For more information contact: Tracy Tidwell at 281-576-2221 x 1439. The Barbers Hill ISD Gifted and Talented Plan may be accessed at [www.bhisd.net](http://www.bhisd.net)

### **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**

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 RTI. The implementation of RTI 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 informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, A Guide to the Admission, Review, and Dismissal Process. The following Web site provided information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First, at <http://www.texasprojectfirst.org/>

Partners Resources Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Sue Garcia at 281-576-2221 x 1239.

## **Parents of Students who speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

## **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

Immunization requirements.

Grade level, course, or educational program placement.

Eligibility requirements for participation in extracurricular activities.

Graduation requirements

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose. Additional information may be found at

<http://www.tea.state.tx.us/index2.aspx?id=7995>

## **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. 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, is emancipated by a court, or enrolls in a postsecondary institution, 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 and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or

academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

Various governmental agencies, including juvenile service providers.

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 is already enrolled.

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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, 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 address(es) of the principals' offices are: 9600 Eagle Drive

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, 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(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL)].

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's web site at [www.bhisd.net](http://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.

**Please note:**

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 your child’s first day of instruction for this school year.

**Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes:

For these specific school-sponsored purposes, the district would like to use your child’s name, photograph, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. [(FL(LOCAL).] (. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

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 wishes to use this information for the school-sponsored purposes listed above.

**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. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Tom Holland at 281-576-2221 x 1208.

### **ABSENCES/ATTENDANCE**

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

Absences will be considered either “excused” or “unexcused.” 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.

Regular school attendance is essential for a 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 below.

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th 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 policy FEA.]

#### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;

Service as an election clerk; and

Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the academic dean, follows the campus procedures to verify such a visit, and makes up any work missed.

## **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:

- It will be necessary to obtain permission and a college day form from the Academic Dean at least three days prior to the visit.
- 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.
- The student *must*, have the college day form signed by the college or university ***If this form 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.***
- 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. Additional visits must be approved by the principal.
- To be allowed to take a college visitation day, the student's attendance record must be in compliance with state law and requirements.
- **Visits to Lee College/San Jacinto are restricted to appointment only status.**
- No college visitations days will be issued the Friday preceding or Monday following Prom.
- Students being recruited by universities/colleges may be granted additional days (and prior to senior year) with prior principal approval.

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

## **Failure to Comply with Compulsory Attendance**

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; 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.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student is between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student but not the student's parent would be subject to penalties as a result of the student's violation of state compulsory attendance law. [See policy 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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC.]

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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.

A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.

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(LOCAL).

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.

### **Parent's Note after an Absence**

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. The attendance office may verify the note by phone. The note must be presented to the attendance clerk before first period. The note should contain the following information:

- The student's first and last name
- The reason for the student's absence
- The date(s) of the absence(s)
- The parent's full signature and telephone number

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 (emailed notes will not be accepted) 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/her 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.

### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than 4 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See policy FEC(LOCAL).]

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS.

### **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.**

## **ACADEMIC PROGRAMS**

The school counselor provides students and parent information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 33 of this handbook and policies at EIF.]

## **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.

## **BULLYING**

Bullying occurs when a student or group of students engages in 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 physical harm or of damage to the student's property,
- or is so severe, persistent, or pervasive 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. [FFI(LOCAL).]

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

[Also see **School Safety Transfers** on page 6, **Hazing** on page 51, and policy FFI(LOCAL).]

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in Agriculture, Food and Natural Resources, Architecture and Construction, Arts, A/V Technology, Communications, Business Management and Administration, Finance, Human Services, Information Technology, Law, Public Safety, Corrections, and Security Marketing, Science, and Drafting. Admission to these programs is based on the program needs of each student.

Barbers Hill I.S.D. will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs.

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse, which may be accessed in the district improvement plan. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child sexual abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/sign.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## CLASS RANK / HIGHEST RANKING STUDENT

**10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>**  
 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 Weight	Description	Assigned
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 9<sup>th</sup> 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 5<sup>th</sup> six-week grading period.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutarian 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 salutarian 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 salutarian shall be recognized. Should a tie occur for salutarian, 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 salutarian 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.

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT. The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2011 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process. Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines. [For further information, see policies at EIC.]

### GPA Calculations (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 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 (9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>)

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

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

## **CLASS SCHEDULES**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

- 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.
- 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.
- 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. 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 1<sup>st</sup> period. UIL participants have the responsibility of meeting UIL requirements.
- 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.

## **COLLEGE AND UNIVERSITY ADMISSIONS**

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

Completes the Recommended or Advanced/Distinguished Achievement Program; or

Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2012 term, the University will be admitting the top nine percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

[See also **Class Rank/Highest Ranking Student** on page 18 for information specifically related to how the district calculates a student's rank in class].

## **COLLEGE CREDIT COURSES**

Students in grades 9–12 have opportunities to earn college credit through the following methods:

Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);

Enrollment in an AP or dual credit course through the Texas Virtual School Network;

Enrollment in courses taught in conjunction and in partnership with Lee College and Central Texas College; and

Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **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](http://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.

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and 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 and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

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.

## **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 these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### **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 of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. 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 loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district.

### **Telecommunication Devices, Including Cell Phones**

Cell phones must not be visible and may not be on during the instructional day. Cell phones may not be used during state assessments and must be turned in to the test administrator. The use of a cell phone during state assessments is a testing violation and will result in a serious discipline consequence. The use of cell phones in locker rooms or restroom areas at any time is prohibited during the instructional day. **The instructional day is defined as arrival time on campus until 2:55 PM.**

Violations will be handled in the following manner:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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 assigned to ISS will be required to turn in their phone and all of its content to the ISS teacher. The phone will be returned at the end of the day.

Confiscated cell phones that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

### **Other Electronic Devices**

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices 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 items to students at the end of the day or to contact parents to pick up the items.

### **IPOD's and/or headphones are not permitted in the building.**

Violations will be handled in the following manner:

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

2<sup>nd</sup> and subsequent offense: 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.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

### **Inappropriate Use of Technology**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

### **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 1<sup>st</sup> 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.

## Discipline

School authorities and sponsors of activities cannot reasonably 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 3:00 p.m. to 4:00 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 3:00 p.m. to 5:00 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 1<sup>st</sup> and 2<sup>nd</sup> “no show”, the discipline will move to the next level (ex. D-hall to 2DC, 2DC to SAC, etc.). Each 3<sup>rd</sup> + “no show” will result in the student being placed in ISS for a period of 3 days.

### **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 2:55 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 1<sup>st</sup> 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.

### **Social Events including Prom/Homecoming**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her 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:

- All school dances must be scheduled through the principal's office.
- A guest must enter the dance at the same time the Barbers Hill host student enters.
- A student must be in attendance the day of the dance.
- No student who has been in ISS or suspended at the time of the dance will be admitted.
- Anyone leaving before the official end of the party will not be readmitted.
- Violation of these regulations may forfeit a student's rights to attend other extracurricular activities.
- 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.).
- Students will only be allowed to bring one guest to any school sponsored dance.
- Students must comply with the dress code of the designated social event

## **PROM**

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.

### **Prom Dress Code for Students and Guests**

#### **Why do we have a Dress Code?**

The Barber Hill High School Administration wants you to make good choices. We are not trying to inhibit your individual style. Prom should be fun and memorable, but we also want everyone to be comfortable, safe, and show EAGLE PRIDE. With modesty and safety in mind, the following dress code guidelines will be enforced at the Barbers Hill High School Prom. Failure to adhere to the dress code standards will prevent your entry into to the Prom.

#### **Girls Dress Code (for BH students and prom guests):**

- **Dresses may not be cut below the bust line. Excessive cleavage is not allowed.**
- **Dress may be backless as long as it is not cut below the navel.**
- **Midriffs may not be exposed. This includes both the front and sides of the dress.**
- **Dresses must not have a slit that exceeds mid-thigh (fingertip length).**
- **No pinning will be allowed as an alteration for a dress if without the pinning the dress does not meet dress code.**
- **Dress length must be mid thigh (specifically must be longer than 5 inches above the middle of the knee both in the front and the back).**

#### **Boys Dress Code (for BH students and guests)**

- **Canes will not be permitted in the Prom.**
- **Shirts must be buttoned up to the second button.**
- **Pants should fit properly on the hip and not sag below the waistline.**

As you begin shopping for a Prom dress/suit, please keep these guidelines in mind. While we will be reasonable in the interpretation of these guidelines, we want you to know that you will not be allowed into the Prom if you are not dressed appropriately. If you have specific questions about the Prom dress code, please see an Assistant Principal for clarification.

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.

## **HOMECOMING**

There will be no Junior, Sophomore or Freshman class Dukes and Duchesses or Senior Drivers.

### **GUIDELINES:**

The Homecoming Court shall consist of the following:

- Five (5) Female Candidates for Queen nominated from the Senior Class
- Five (5) Male Candidates for King nominated from the Senior Class
- Three (3) Female Court Members to serve as Crown Bearer, Flower and Sash Bearer, Plaque Bearer nominated from the Senior Class (No parental escort)

Only the **Senior** class shall nominate potential candidates for Homecoming Queen, King and Court. Nominees for homecoming court shall not have been placed DAEP at any time during their high school career nor have any ISS placements or tested positive in the High School Drug testing program during their junior or senior years. Flyers or posters shall not be posted in the high school building encouraging students to vote for any one particular candidate.

### **PROCESS:**

#### **Step #1** – Homeroom for nominations

Senior Class Homerooms will nominate 5 girls and 5 men per homeroom. After compiling the list of nominees for Queen and King, discipline records will be checked to determine any potential nominees that have been placed in ISS, DAEP or tested positive in the High School Drug testing program. Those names will then be removed from the list of nominees.

#### **Step #2** – Senior Class Election – Conducted during lunches

- Senior class members will vote to determine which nominees will serve as the five (5) candidates for Queen, the five (5) candidates for King and the three Court Members.
- The five (5) female nominees that receive the most votes will become the candidates for Queen.
- The next (3) female nominees that receive the 6<sup>th</sup> – 8<sup>th</sup> number of votes will serve as members of the court in this order: 6<sup>th</sup> – Crown Bearer, 7<sup>th</sup> – Flower/Sash Bearer, 8<sup>th</sup> – Plaque Bearer
- The five (5) male nominees that receive the most votes will be named the candidates for King.

#### **Step #3** – Final Homecoming Election – Conducted during lunches

Senior class members will vote in the final election to determine the Homecoming Queen and King.

## **Homecoming Night**

Candidates for Queen and King shall be escorted by the parent or guardian of his or her choice. If at any time during the school year following homecoming night, if the King or Queen should be placed in DAEP, receive an ISS assignment, or test positive in the High School drug testing program, he or she will not be invited to crown the new king or queen the following school year.

## **CONTAGIOUS 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 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.

## **CORRESPONDANCE 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 policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

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

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her 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 application deadlines, 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.

## **Psychological Exams, Tests, or Treatment**

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 policies EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

## **COURSE CREDIT**

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

## **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the 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. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

[For further information, see the counselor and policy EHDB(LOCAL).]

## **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 had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2011–2012 school year include:

Dates Scheduled: January 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and July 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>.

A student will earn course credit with a passing score of at least 90 on the exam. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

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. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC(LOCAL).]

## **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.

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.]

### **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. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. 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 negatively affects the student.

### **Harassment**

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, [www.bhisd.net](http://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, volunteer, or another student is prohibited.

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 be 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 against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also 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 student might occur 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.

## **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 district 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 involving 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).

## **DISCRIMINATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 33.]

## **DISTANCE LEARNING**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 40.]

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. The school newspaper, The BHHS Eagle Echo, and the BHHS Yearbook, are also available to students.

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

### **Nonschool Materials...from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of 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 nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated the front office and foyer as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

## **Nonschool 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 for distribution, any nonschool 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 or designee 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 policies at 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 nonschool 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 2:55 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 be worn at the waist line and extend below the index finger at the shortest point of the garment.
- 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 have holes or tears.
- Shorts must be worn at the waistline. Sagging shorts will not be allowed.
- 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. Hoods may not be worn inside the building at any time.

## **Hair**

- Hair must be neat, clean and well groomed.
- Geometric or unusual patterns (including Mohawks) 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 tshirt 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.)

No student will be allowed to wear gauged plugs and/or other objects in the ear.

- 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 in the ear.

### **Tattoos/Make-Up**

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

### **Sunglasses**

Students must not wear sunglasses in the building without 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**

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. 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. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Cell Phones**

For safety purposes, the district permits students to possess personal cell phones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers, or ipods.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunication device may be searched by authorized personnel. [See **Searches** on page 65 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 65 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school-sponsored 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 initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

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 an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- 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 15 absences not related to post-district

- competition, a maximum of 7 absences for post-district competition prior to state, and a maximum of 5 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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### **Standards of Behavior**

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.

### **Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers.

### **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/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.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit 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.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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 policies at 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 at FJ and GE.]

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GRADE CLASSIFICATION**

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

Credits Earned	Classification
6	Grade 10 (Sophomore)
13	Grade 11 (Junior)
19	Grade 12 (Senior)

## **GRADING GUIDELINES**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

State law requires a student's score on an end-of-course (EOC) assessment to count as 15 percent of the student's final grade for the course.

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal.

- As much as possible, every grade will be the result of an honest and careful evaluation of all phases of the student's work.
- 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.
- 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.
- A student must have a minimum of 6 daily grades and 2 test/projects per six weeks.
- 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.
- Semester grades will be determined by assigning a weight of 86% for six-week grades and 14% for the semester test grade.
- Grade equivalents:  
100-90 A  
89-80 B  
79-70 C  
Below 70 Failing
- 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.
- All six weeks, semester tests and semester grades will show actual student averages on the report card and permanent record.
- 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.
- Special arrangements may be made for work missed due to absences in an extended illness or unusual circumstances.
- Students who must drop courses after the 2<sup>nd</sup> 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.
- Students will be given a "reasonable opportunity" to redo or revise a major test grade if the student's grade was below a 70 on that major test/assignment. The revised work cannot be given a grade higher than 70, unless equal opportunity is given to all students regardless of the grade. The student must complete the revision within three school days. Due to grading timeline, exam revision opportunities will not be awarded on six week or semester exams.

- If a student receives a grade lower than a 50 for any grading period, the teacher should be prepared to provide documentation that reasonable opportunity was provided for the student to make-up or redo failing assignments. Some examples of documentation may include: parent conference, conference with campus administrator, conference with the student, correction of failing assignment, re-teach opportunities, and tutoring opportunities.

\* **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.

Also see **Report Cards/Progress Reports and Conferences** on page 44 for additional information on grading guidelines. See **Graduation** below, **Course Credit** on page 32, and **Standardized Testing** on page 68 for additional information regarding EOC assessments.

## GRADUATION

### Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

Complete the required number of credits;

Complete any locally required courses in addition to the courses mandated by the state; and

Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grades 10 and 11 during the 2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Also see **Standardized Testing** on page 68 for more information.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Also see **Grading Guidelines** above and **Standardized Testing** on page 68 for more information.

## **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 6<sup>th</sup> period. Students must leave campus immediately following their last class.

## **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC

assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

All students must meet the following credit and course requirements for graduation under the programs listed:

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program</b>	<b>Number of credits Advanced/ Distinguished Achievement Program</b>
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies	2.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Electives	6.5	5.5 credits	4.5 credits
Miscellaneous			Completion of 4 Advanced Measures*
<b>TOTAL</b>	<b>22 credits</b>	<b>26 credits</b>	<b>26 credits</b>

\*A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\*A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.

2. Test data where a student receives:
  - a. A score of three or above on an Advanced Placement (AP) exam;
  - b. A score of four or above on an International Baccalaureate (IB) exam; or
  - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

### **Students with Disabilities**

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

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state.

[See **STANDARDIZED TESTING** for additional information.] If a student takes the STAAR Modified or STAAR Alternate assessment, the student’s ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student’s final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

### **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks 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.[ FNA (LOCAL) at OPENING AND CLOSING REMARKS]

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 will 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 opening and closing remarks, the Valedictorian and salutatorian may also 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 the 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.

### **State Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Contact the counselor for information about other scholarships and grants available to students.

### **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 16 and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

### **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 a 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/>.

## **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possible life threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

## **School Health Advisory Council (SHAC)**

Barbers Hill I.S.D has a School Health Advisory Council that meets regularly. Additional information regarding the district's School Health Advisory Council is available from Stephanie Gage 281-576-2221x1260. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction** on page 4 for additional information.]

## **Other Health-Related Matters**

### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the campus principal in order 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 see Susan LeBlanc. [See policies at CO and FFA.]

### ***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 policies at FNCD and GKA.]

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district’s Asbestos Management Plan is available in the superintendent’s office. . If you have any questions or would like to examine the plan in more detail, please contact the district’s asbestos coordinator, at 281-576-2221.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or want to be notified prior to pesticide application inside their child’s school assignment area may contact the districts IPM coordinator, at 281-576-2221.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, is Stephanie Gage 281-576-2221 x 1260.

## **HOMEWORK**

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

## **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.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or 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.dshs.state.tx.us/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, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-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 or public health clinic 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 a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **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 is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

## LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at Standardized Testing, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

## MAKEUP WORK

### Makeup Work Because of Absence

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 or 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.

Students in grades 9-12 will be provided a minimum of one day to submit assignments after the due date. Points may be deducted for assignments submitted after the due date. A teacher **may** impose a **maximum** penalty of 30 points 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 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, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The

district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

### **In-school Suspension (ISS) Makeup Work**

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, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

### **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only 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.

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 for information. [See policy FFAF(LEGAL).]

### **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.]

### **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Barbers Hill I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Barbara Ponder; 281-576-2221 x 1255.

ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mary Cummings; 281-576-2221 x 1350.

All other concerns regarding discrimination: See the superintendent, Dr. Greg Poole; 281-576-2221 x 1202.

[See policies FB(LOCAL) and FFH(LOCAL).]

## **NONTRADITIONAL ACADEMIC PROGRAMS**

[See **Requirements for a Diploma** on page 45.]

## **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:

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

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

- 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.
- Students are to park their cars upon arriving on the campus. Do not ride around or leave the campus.
- 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.
- 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.
- All students must have a parking permit to be hung from the rearview mirror of that vehicle. 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. 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.
- 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.

- Off campus driving recklessly or not following the law involving a BHISD school bus or school vehicle may result in disciplinary consequences.
- The speed limit on all BHISD campuses is 10 mph. 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.
- 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.
- 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.
- Students may not have items in their vehicles that are not allowed in school/campus.

### **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:

- Students who are in the work program may leave at the appropriate work time,
- 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.
- 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.

### **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. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) 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.

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. 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 State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.\*

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.

\* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

Parents of a student in grades 3–8 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. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

With the exception of the 2011–2012 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. 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 and the student must complete additional special instruction before beginning the next grade level. 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 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, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

## **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.

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.

## **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 progress report if their child's performance in any course falls below a 75, or is below the expected level of performance. 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 pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment 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. [See policy EIA(LOCAL)]

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).

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

## **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 others 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.

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

### **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 or an announcement is made, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Evacuation Drill- Please exit the building following your designated routes when you hear the emergency tone over the intercom system.

Shelter in Place-(instruction continues) This drill is used in a situation in which students would remain inside the building and the principal controls the bells schedule. An announcement will be made to indicate a shelter in place. An “all clear” will be communicated over the intercom when the drill is over.

Lock Down- This drill is used in the event of an intruder, riot, or shooting in the building. Students are to sit in a corner of the room on the floor, away from glass, and out of sight of the entrance. The lights should be off, the door closed and locked, and the glass covered. The drill will be over when an administrator unlocks your door and announces the “all clear”.

Severe Weather Alert- (Tornado, Duck and Cover) Students will move to a pre-designated safe area generally along the wall of an interior hallway on the lowest floor available. Stay away from windows.

### **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 may have to rely on 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**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

See **Standardized Testing** on page 68.

## **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 gives permission, 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 leave campus by 3:15 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 established by the sponsor for extracurricular participants.

## **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 participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Susan LeBlanc to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit: From 7:05 until 2:55 p.m. with documentation/pass from the teacher. All students must sign in and out of the library.

## **Meetings of Non-curriculum Related Groups**

Student organized, student led, non-curriculum 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 non-curriculum related groups must complete an enrollment form which requires both student and parent signatures.

## **Barbers Hill ISD Police Department**

The Barbers Hill ISD established its own police department in 2007. It is the duty of the police department to provide a safe environment, to serve the students, faculty, and staff, and to protect the community's vested interest, including school buildings, grounds and all other equipment. As public servants, the police officers may enforce federal, state, local and school district policies. They may also be involved in aspects of school operations other than law enforcement counseling, ARD meetings, education, guidance, etc., as service to the community. It is the duty of the police department to assist its educators in ensuring that all students receive an education.

## **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 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.

## **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

## **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 permission 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. Items prohibited at school are also prohibited in vehicles on campus.

[See also the Student Code of Conduct.]

## **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 around lockers and the areas around 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. An item in a classroom, a locker, or a vehicle 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.

[For further information, see policy FNF(LOCAL).]

## **Drug-Testing**

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, a controlled substance, or any type of mind-altering substance (incense, salvia, mind sense, etc.) 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 may 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.

- To serve as a deterrent to the use of illegal drugs and/or alcohol among the student body.
- To offer students a credible means through which to resist peer pressure as it relates to the use of illegal drugs and/or alcohol.
- To ensure the health and safety of all students who might represent the school in an extracurricular activity.
- 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 or purchase a parking permit and drive a vehicle on campus.

## **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.

## 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:

- The student must have an 85 or higher in the course.
- 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 four (4) school days to clear his unexcused absence. If a student fails to clear his absence, it will be recorded as unexcused.
- The student must have no more than three (3) absences in the course (2 tardies will equal one absence).
- 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.
- Mid-Term Exemptions in core academic classes are contingent upon student passing the appropriate TAKS test the previous year.
- The student has no unpaid fines (textbook, technology, library, cafeteria, parking, extracurricular, Ag, etc.)
- 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, bilingual 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 the administration building .

## **STANDARDIZED TESTING**

### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

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.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

### ***STAAR/End-of-Course (EOC) Assessments for Students in Grades 9–12***

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

Algebra I, Geometry, and Algebra II

English I, English II, and English III

Biology, Chemistry, and Physics

World Geography, World History, and United States History

In addition, at certain grade levels a student-with limited exceptions- will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

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.

\*Because the 2011-2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end of course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirement described above for the

relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

Also see **Course Credit** on page 32, **Grading Guidelines** on page 44, and **Graduation** on page 45 for additional information.

### **TAKS (Texas Assessment of Knowledge and Skills)**

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

## **THEA (Texas Higher Education Assessment)**

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]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

## **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.uiltexas.org/health/steroid-information>.

## **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district. Please contact Stephanie Gage, who has been designated as the district's liaison for children in the conservatorship of the state, at 281-576-2221x 1260.

## **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:

- Are in the highest two grade levels of the school
- Volunteer
- Are not in a disciplinary placement at the time of the speaking event

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name 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 the 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 policy FNA(LOCAL).]

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

<http://www.texasuicideprevention.org/>

<http://www.dshs.state.tx.us/mhservices-search/>

## **SUMMER SCHOOL**

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

## **TARDINESS**

A student is considered tardy when the student is not in the door when the tardy bell ends. 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.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

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.

## **TRANSFERS**

[See **School Safety Transfers**, on page 5, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**, on page 8, for other transfer options.]

## **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 and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Becky Nelson 281-576-2221 x 1279 .

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

### **General Safety Rules**

1. Follow the bus driver's instructions at all times. Students must obey the driver promptly and respectfully.
2. The driver will pick up & drop off students at their designated stops. Any deviation from this rule will have to be in writing with a signature and date from the parent or guardian and cleared through the 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 and 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.
1. Stay at least 10 feet from the roadway while waiting to load.
2. Do not attempt to approach the bus before it comes to a complete stop.
3. 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.
4. 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. Wait for the driver to give a signal to cross. Maintain eye contact with the driver at all times.
5. Possession of tobacco products & alcohol or drugs is prohibited at the bus stop.
6. Use appropriate language at all times.
7. 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.
- 5 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.
- 12 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
- 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**

- 1<sup>st</sup> Offense -Assistant principal conference with a written warning
- 2<sup>nd</sup>Offense- Administrative choice
- 3<sup>rd</sup> Offense -3 day suspension from bus
- 4<sup>th</sup> Offense -10 day suspension from bus
- 5<sup>th</sup> 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**

- 1<sup>st</sup> Offense - Administrative choice
- 2<sup>nd</sup> Offense - 1 week suspension from bus
- 3<sup>rd</sup> Offense - 6 week suspension from bus
- 4<sup>th</sup> 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. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

## **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, 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.

## **VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## **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 and must comply with all applicable district policies and procedures.

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.

### **Visitors Participating in Special Programs for Students**

On High School Career Day Barbers Hill I.S.D., invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### **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 and equipment 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.

## 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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**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.

**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 and his or her parents are members of the committee.

**Attendance review committee** is sometimes 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.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

**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; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, 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.

**LAT** stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

**PGP** stands for Personal Graduation Plan , which is recommended for all students entering grade 9 and 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.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, 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 DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAKS** is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and is required for graduation for students at these grade levels. .

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

# BARBERS HILL INDEPENDENT SCHOOL DISTRICT

## 2011 – 2012 SCHOOL CALENDAR – REVISED\*\*

JULY 2011				
M	T	W	T	F
				SH
4	5	6	7	SH
11	12	13	14	SH
18	19	20	21	SH
25	26	27	28	SH

SH: Summer Hours/Offices Closed

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
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				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	*15	*16
19	20	21	22	23
26	27	28	29	30

### First Semester

1<sup>st</sup> Six Weeks: 29 Days  
 2<sup>nd</sup> Six Weeks: 24 Days  
 3<sup>rd</sup> Six Weeks: 27 Days

Total Days 1<sup>st</sup> Semester: 80

Student Instructional Days: 177  
 Teacher Work Days: 187

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

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

\*Early Dismissal Times: PK-6 ~ 12:30 pm  
 7-12 ~ 11:30 am

### AUGUST

8-11 New Employee Orientation  
 12 District Employee Convocation  
 15-18 Staff Development  
 19 Teacher Workday  
 [\*\*22 Beginning of 1<sup>st</sup> Six-Weeks

### SEPTEMBER

5 Labor Day HOLIDAY

### OCTOBER

[3 Beginning of 2<sup>nd</sup> Six-Weeks  
 10 Staff/Student Holiday

### NOVEMBER

[7 Beginning of 3<sup>rd</sup> Six-Weeks  
 23 Staff Exchange Day/Student Holiday  
 24-25 Thanksgiving HOLIDAYS

### DECEMBER

\*15 & 16 Early Dismissal  
 19-30 Christmas HOLIDAYS

### JANUARY

2 Teacher Workday/Student Holiday  
 [3 Beginning of 4<sup>th</sup> Six-Weeks  
 16 Staff/Student Holiday

### FEBRUARY

20 Staff/Student Holiday  
 (Bad Weather Make-Up Day, if needed)  
 [21 Beginning of 5<sup>th</sup> Six-Weeks

### MARCH

12-16 Spring Break

### APRIL

6 Staff/Student Holiday  
 9 Staff/Student Holiday  
 (Bad Weather Make-Up Day, if needed)  
 [16 Beginning of 6<sup>th</sup> Six-Weeks

### MAY

4 Staff Exchange Day/Student Holiday  
 28 Memorial Day HOLIDAY  
 30 Baccalaureate  
 \*30 & 31 Early Dismissal

### JUNE

1 Teacher Workday and Graduation

JANUARY 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
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		

MARCH				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	*30	*31	

JUNE				
M	T	W	T	F
				1
4	5	6	7	SH
11	12	13	14	SH
18	19	20	21	SH
25	26	27	28	SH

SH: Summer Hours/Offices Closed

### Second Semester

4<sup>th</sup> Six Weeks: 33 Days  
 5<sup>th</sup> Six Weeks: 32 Days  
 6<sup>th</sup> Six Weeks: 32 Days

Total Days 2<sup>nd</sup> Semester: 97

Revised School Calendar Approved:  
 05-23-11