

# **Barbers Hill Middle School South**

## **Student Handbook**



**2018-2019**

## **Barbers Hill Independent School District**

9600 Eagle Drive  
Mont Belvieu, Texas 77580  
(281) 576-2221

### **Board of Trustees**

**Becky Tice**, President  
**George Barrera**, Vice President  
**Cynthia Erwin**, Secretary  
**Fred Skinner**, Member  
**Jef Farrell**, Member  
**Eric Davis**, Member  
**Chase Mitchell**, Member

### **District Administration**

**Greg Poole, Ed. D.** Superintendent  
**Sandra Duree**, Assistant Superintendent, Curriculum & Instruction  
**Stanley Frazier**, Assistant Superintendent, Planning & Operations  
**Becky McManus**, Assistant Superintendent, Finance  
**Barbara Ponder**, Assistant Superintendent, Personnel

## **Barbers Hill Middle School South**

P.O. Box 1108  
Mont Belvieu, Texas 77580  
(281) 576-2221 ext. 1308

### **Administration**

**Brett Miksch**, Principal  
**Regan Rinando**, Assistant Principal  
**Chloe Yowell**, Academic Dean  
**Sarah Stone**, Counselor

### **Support Services**

**Tammy Monk**, Principal Secretary  
**Erica Gibbs**, Asst. Principal Secretary  
**Mary Jane Merrill**, Cafeteria Manager  
**Heather Mathison**, Librarian  
**Sherry Marshall**, Nurse  
**Alisha Pfitzner**, Registrar  
**Christi Archer**, Attendance  
**Kara Genghini**, Receptionist  
**Melissa Sims**, Counselor Clerk

## **Middle School**

### **South**

### **Mission Statement**

“Our mission is to educate and empower students to become responsible and successful citizens in society”

## School Song

Oh when the Barbers Hill 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 the good old football pep and go  
And just to look at him he's sure to beat, hard to beat  
Barbers Hill football boys!

**Mascot** – Eagles

**School Colors** – Blue and White

## Bell Schedule

A.M. Tutorials	7:00 – 7:20
1 <sup>st</sup> Period	7:25 – 8:13
2 <sup>nd</sup> Period	8:17 – 9:07
3 <sup>rd</sup> Period	9:11 – 9:59
4 <sup>th</sup> Period	10:03 – 10:51
5 <sup>th</sup> Period	10:51 – 12:14
1 <sup>st</sup> Lunch	10:51 – 11:21
Class time	11:25 – 12:14
(23 min between lunches)	
2 <sup>nd</sup> Lunch	11:44 – 12:14
Class time	10:55-11:44
6 <sup>th</sup> Period	12:18 – 1:06
7 <sup>th</sup> Period	1:10 – 1:58
8 <sup>th</sup> Period	2:02 – 2:50

Dear Parent:

This handbook contains policies adopted by your school board over a period of years in regard to standards of behavior, dress, grooming and activities of the students and of the Barbers Hill Independent School District.

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of the district, as the contents now appear in the handbook or may be amended in the future.

As with all other policies of the school district, our concern is for the well being of all our students and to prepare them to become productive members of our society. All of the attached policies should be read carefully and discussed with your child.

Thank you,

Brett Miksch

Principal

Barbers Hill Middle School South

### **Middle School South Vision Statement**

“Barbers Hill Middle School South is committed to providing a tradition of excellence to ensure that all students learn at high levels.”

# Table of Contents

Family Educational Rights and Privacy Act (FERPA).....	15
Protection of Pupil Rights Amendment (PPRA) .....	16
PREFACE.....	17
Accessibility.....	17
<i>CONSENT, OPT-OUT, AND REFUSAL RIGHTS</i> .....	18
Consent to Conduct a Psychological Evaluation .....	18
Consent to Display a Student’s Original Works and Personal Information .....	18
Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14.....	18
Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law .....	18
Prohibiting the Use of Corporal Punishment.....	18
Limiting Electronic Communications with Students by District Employees .....	19
Objecting to the Release of Directory Information.....	19
Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only).....	20
Participation in Third-Party Surveys Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation.....	20
“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information .....	21
<i>REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION</i> .....	21
Human Sexuality Instruction .....	21
Reciting a Portion of the Declaration of Independence in Grades 3–12.....	22
Reciting the Pledges to the U.S. and Texas Flags.....	22
Religious or Moral Beliefs.....	22
Tutoring or Test Preparation.....	22
<i>RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS</i> .....	22
Instructional Materials .....	22
Notices of Certain Student Misconduct to Noncustodial Parent .....	23
Participation in Federally Required, State-Mandated, and District Assessments.....	23
Student Records .....	23
Accessing Student Records.....	23
Authorized Inspection and Use of Student Records .....	24

Teacher and Staff Professional Qualifications.....	26
<i>STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES</i> .....	26
Children of Military Families .....	26
Parental Role in Certain Classroom and School Assignments .....	27
Multiple Birth Siblings .....	27
Safety Transfers/Assignments .....	27
Service/Assistance Animal Use by Students .....	27
Students in the Conservatorship of the State (Foster Care) .....	27
Students Who Are Homeless .....	28
Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services ....	28
Students Who Receive Special Education Services with Other School-Aged Children in the Home .....	30
Students Who Speak a Primary Language Other than English.....	30
Students With Physical or Mental Impairments Protected Under Section 504 .....	30
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS.....	32
<i>ABSENCES/ATTENDANCE</i> .....	32
Compulsory Attendance <i>Age 19 and Older</i> .....	32
<i>Between Ages 6 and 19</i> .....	32
<i>Prekindergarten and Kindergarten</i> .....	32
Exemptions to Compulsory Attendance <i>All Grade Levels</i> .....	32
<i>Secondary Grade Levels</i> .....	33
Failure to Comply with Compulsory Attendance .....	33
<i>All Grade Levels</i> .....	33
<i>Age 19 and Older</i> .....	34
<i>Between Ages 6 and 19</i> .....	34
Attendance for Credit or Final Grade .....	34
Official Attendance-Taking Time .....	35
Regulations regarding absences and tardiness:.....	35
<i>Documentation after an Absence</i> .....	36
Doctor’s Note after an Absence for Illness.....	36
Driver License Attendance Verification .....	36
Unexcused Absences .....	37
Attendance Codes .....	37

Work Missed While Absent.....	37
<i>Homebound Teacher Policy</i> .....	38
<i>Student with Disabilities</i> .....	38
<i>ACCOUNTABILITY UNDER STATE AND FEDERAL LAW</i> .....	38
<i>AWARDS AND HONORS</i> .....	38
National Junior Honor Society.....	38
Attendance Awards.....	38
<i>BAND PROGRAM</i> .....	39
<i>CHEERLEADING</i> .....	41
Middle School Cheerleaders .....	41
Bullying (All Grade Levels) .....	41
CELEBRATIONS.....	42
<i>CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN</i> .....	43
COMMUNICATIONS—Automated.....	44
Emergency .....	44
Nonemergency .....	44
<i>COMPLAINTS AND CONCERNS</i> .....	44
<i>COMPUTER RESOURCES</i> .....	44
<i>CONDUCT</i> .....	45
Applicability of School Rules.....	45
General Rules of the Middle School.....	45
In-School Suspension (ISS) .....	46
Campus Behavior Coordinator .....	47
Disruptions of School Operations.....	47
Fighting.....	48
Social Events.....	48
<i>CONTAGIOUS DISEASES / CONDITIONS</i> .....	48
<i>COUNSELING</i> .....	48
Academic Counseling .....	48
Personal Counseling.....	48
<i>CREDIT BY EXAM—If a Student Has Taken the Course</i> .....	49
<i>Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject</i> .....	49



Students in Grades 6–12 .....	50
<i>DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION</i> .....	50
Dating Violence .....	50
Discrimination.....	50
Harassment.....	51
Sexual Harassment and Gender-Based Harassment .....	51
Retaliation.....	51
Reporting Procedures.....	52
Investigation of Report .....	52
<i>DISCRIMINATION [See Dating Violence, Discrimination, Harassment, and Retaliation]</i> .....	52
<i>DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS</i> .....	52
School Materials .....	52
Nonschool Materials...from students .....	53
Nonschool Materials...from others.....	53
<i>DRESS AND GROOMING</i> .....	53
Secondary 6 <sup>th</sup> through 12 <sup>th</sup> grade .....	53
General Guidelines: .....	54
Shirts and Tops .....	54
Pants .....	54
Shorts, Skirts and Dresses.....	55
Shoes / Footwear.....	55
Head Coverings.....	55
Coats and Jackets .....	55
Hair .....	55
Facial Hair.....	55
Jewelry .....	56
Tattoos / Make-Up .....	56
Sunglasses .....	56
Extracurricular Activities / School Sponsored Trips / Special Events .....	56
Medical Exceptions.....	56
Interpretation of Appropriateness .....	56
Dress Code and Grooming Violations .....	56

DRUG TESTING PROGRAM.....	57
Barbers Hill ISD Policy (Local FNF): .....	58
Screening Parameters:.....	59
<i>ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES</i> .....	61
Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones and Smart Watches.....	61
Possession and Use of Other Personal Electronic Devices.....	62
Instructional Use of Personal Telecommunications and Other Electronic Devices .....	62
Acceptable Use of District Technology Resources .....	62
Unacceptable and Inappropriate Use of Technology Resources .....	62
ENGLISH LANGUAGE LEARNERS.....	63
<i>EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS</i> .....	63
Standards of Behavior.....	64
<i>FEES</i> .....	64
<i>FUND-RAISING</i> .....	65
<i>GANG-FREE ZONES</i> .....	65
<i>GENDER-BASED HARASSMENT</i> .....	65
<i>GRADING GUIDELINES</i> .....	65
Tutorial Service.....	66
Tests .....	66
Late Work Policy .....	66
Teacher Responsibility in Grade Reporting.....	66
Honor Roll .....	67
Harassment.....	67
Hazing.....	67
<i>HEALTH-RELATED MATTERS</i> .....	67
Student Illness.....	67
Bacterial Meningitis.....	68
Food Allergies.....	69
Physical Activity for Students in Middle School.....	70
School Health Advisory Council (SHAC).....	70
Student Wellness Policy/Wellness Plan.....	70
<i>Physical Fitness Assessment</i> .....	70

<i>Vending Machines</i> .....	71
<i>Tobacco and E-Cigarettes Prohibited</i> .....	71
<i>Asbestos Management Plan</i> .....	71
<i>Pest Management Plan</i> .....	71
<b>HOMELESS STUDENTS</b> .....	71
Illness .....	71
<b>IMMUNIZATION</b> .....	71
<b>LAW ENFORCEMENT AGENCIES</b> .....	74
Questioning of Students .....	74
Students Taken Into Custody .....	74
Notification of Law Violations .....	75
<b>LEAVING CAMPUS</b> .....	75
<i>At Any Other Time During the School Day:</i> .....	76
<b>LOST AND FOUND</b> .....	76
<b>MAKEUP WORK</b> .....	76
Makeup Work Because of Absence .....	76
DAEP Makeup Work .....	77
In-school Suspension (ISS) Makeup Work.....	77
<b>MEDICINE AT SCHOOL</b> .....	77
School Nurse.....	78
Psychotropic Drugs.....	80
<b>NON-DISCRIMINATION STATEMENT</b> .....	80
<b>PARENT AND FAMILY ENGAGEMENT (All Grade Levels)</b> .....	80
Working Together.....	80
<b>PHYSICAL EXAMINATIONS / HEALTH SCREENINGS</b> .....	81
Athletics' Participation (Secondary Grade Levels Only) .....	81
Spinal Screening Program.....	82
<b>PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE</b> .....	83
<b>PRAYER</b> .....	83
<b>PROMOTION AND RETENTION</b> .....	83
<b>RELEASE OF STUDENTS FROM SCHOOL [See Leaving Campus]</b> .....	84
<b>REPORT CARDS / PROGRESS REPORTS AND CONFERENCES</b> .....	84

<i>RETALIATION</i> .....	85
<i>SAFETY</i> .....	85
Accident Insurance – Student Insurance.....	85
Insurance for Career and Technical Education (CTE) Programs .....	85
Preparedness Drills: Fire, Tornado, and Other Emergencies.....	85
Emergency Medical Treatment and Information.....	85
Emergency School-Closing Information .....	86
<i>SCHOOL FACILITIES</i> .....	86
Use by Students Before and After School .....	86
Conduct Before and After School.....	86
Use of Hallways During Class Time .....	86
Cafeteria Services .....	87
Library.....	87
Meetings of Noncurriculum-Related Groups.....	88
<i>SEARCHES</i> .....	88
Students’ Desks and Lockers .....	88
<i>Telecommunications and Other Electronic Devices</i> .....	88
Trained Dogs.....	88
Metal Detectors.....	88
<i>Drug Testing</i> .....	88
<i>[For further information, see policy FNF(LOCAL). Also see Steroids.]</i> .....	88
Sexual Harassment.....	89
<i>SPECIAL PROGRAMS</i> .....	89
<i>STANDARDIZED TESTING</i> .....	89
<i>STAAR (State of Texas Assessments of Academic Readiness)</i> .....	89
<i>Grades 3–8</i> .....	89
<i>High School Courses—End-of-Course (EOC) Assessments</i> .....	90
TSI (Texas Success Initiative) Assessment .....	90
<i>STEROIDS</i> .....	90
<i>STUDENTS IN FOSTER CARE</i> .....	91
<i>STUDENT RECORDS</i> .....	91
Notice of Parent and Student Rights.....	91

<i>Options and requirements for providing assistance to students who have learning difficulties or who need or may need Special Education</i> .....	92
<i>STUDENT SPEAKERS</i> .....	93
<i>SUBSTANCE ABUSE PREVENTION AND INTERVENTION</i> .....	93
<i>SUICIDE AWARENESS</i> .....	93
<i>SUMMER SCHOOL</i> .....	93
<i>TARDIES</i> .....	94
<i>TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS</i> .....	94
<i>TRANSFERS</i> .....	94
<i>TRANSPORTATION</i> .....	95
School-sponsored Trips .....	95
Buses and Other School Vehicles .....	95
<i>Middle School / High School - District Vehicle Safety Rules &amp; Guidelines</i> .....	96
Rules Apply to Student Riding Any School Vehicle – General Safety Rules.....	96
Procedures at the Bus Stop .....	96
Loading Procedures .....	97
Conduct on the District Vehicle.....	97
Emergency Procedures.....	98
Getting Off the District Vehicle.....	98
Consequences – Level I .....	98
Types of Offenses .....	98
Disciplinary Action.....	99
Consequences - Level II.....	99
Types of Offenses .....	99
Disciplinary Action.....	99
Consequences – Level III.....	99
Types of Offenses .....	99
Disciplinary Action.....	99
Video Cameras on Buses .....	100
<i>VANDALISM</i> .....	100
<i>VIDEO CAMERAS</i> .....	100
<i>VISITORS TO THE SCHOOL</i> .....	101

General Visitors .....	101
Unauthorized Persons .....	101
Visitors Participating in Special Programs for Students.....	101
<i>VOLUNTEERS</i> .....	<i>101</i>
<i>WITHDRAWING FROM SCHOOL</i> .....	<i>101</i>
<i>GLOSSARY</i> .....	<i>103</i>
APPENDIX I: .....	106
<i>Student Welfare: Freedom from Bullying</i> .....	<i>106</i>
APPENDIX II: .....	108
<i>Annual Notice for Disclosure of School Directory Information</i> .....	<i>108</i>

## Family Educational Rights and Privacy Act (FERPA)

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 following staff person: Middle School Principal. You will be notified of the place and time the record(s) may be available to 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 request for grade or disciplinary decision, opinions of the 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 following staff person; Middle School 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 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**

## Protection 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:
  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 from any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Barbers Hill ISD has developed and adopted 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 the policies at least annually at the start of each school year and after any substantive change. 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 participation 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 the U.S. Department of Education
- 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, DC 20202-4605**



## **PREFACE**

To Students and Parents:

Welcome to school year 2018--2019! 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 Middle 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.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise. Please be aware that the term “parent,” unless otherwise noted, 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 ISD 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 may be found in the principal’s office and at the middle school website 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.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

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 campus principal.

## **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact:

Carla Rabalais, [crabalais@bhisd.net](mailto:crabalais@bhisd.net) 281 576 2221 ext. 1220.

## **SECTION I: PARENTAL RIGHTS**

This section of the Barbers Hill ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

### **CONSENT, OPT-OUT, AND REFUSAL RIGHTS**

#### **Consent to Conduct a Psychological Evaluation**

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

#### **Consent to Display a Student's Original Works and Personal Information**

Teachers may display students' work, which may include personally identifiable student information, 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, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

#### **Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14**

A child under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

#### **Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law**

State law 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 cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

#### **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, please return the form included in the forms packet OR submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition 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.

Please note that if the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

### **Limiting Electronic Communications with Students by District Employees**

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.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

The employee is required to send a copy of the text message to the employee's district e-mail address.

### ***OR***

If Remind.com is used as the communication tool, the employee will set up the Remind app so that they will receive copies of the announcements in their district email.

Upon request, the employee will provide a copy of the communication by downloading the communication records of the group or individual conversations.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

### **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school wide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. 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

The district often needs to use student information for the following school-sponsored purposes: school sponsored purposes can be found in FL(LOCAL). If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs.

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. **Also review the information at** Authorized Inspection and Use of Student Records

### **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only).**

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 included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **Participation in Third-Party Surveys**

#### **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

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 Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

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, selling, or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- 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.]

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

## **REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION**

### **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 (HIV) or acquired immune deficiency syndrome (AIDS) 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:

For a summary of Barbers Hill ISD curriculum regarding human sexuality instruction visit:

<http://www.bhisd.net/page.cfm?p=1625&newsid=29>

For more information contact Colleen Goundrey at 281-576-2221 ext. 1444

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality 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.

### **Reciting a Portion of the Declaration of Independence in Grades 3–12**

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).]

### **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. [See **Pledges of Allegiance and a Minute of Silence** and policy EC(LEGAL).]

### **Religious or Moral Beliefs**

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 state law.

### **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.]

## **RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS**

### **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.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

### **Notices of Certain Student Misconduct to Noncustodial Parent**

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.]

### **Participation in Federally Required, State-Mandated, and District Assessments**

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

## **Student Records**

### **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 school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

## Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information**.

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

Both FERPA 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.

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

Inspection and release of student records is primarily restricted to an eligible student or a student's 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 reaches the age of 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.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, 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 to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information see **Objecting to the Release of Directory Information** for opportunities to prohibit this disclosure].
- Release of personally identifiable information 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.
- A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. 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 of the superintendent’s office is

9600 Eagle Drive  
Mont Belvieu, Texas 77580

- The address of the principals’ offices is:

P.O. Box 1108  
Mont Belvieu, Texas 77580

- A parent (or eligible student) may inspect the student’s records and request a correction or amendment 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 appropriate records custodian. 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 or on an examination 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(LLEGAL), **Report Cards/Progress Reports and Conferences**, and **Complaints and Concerns**.
- The district’s policy regarding student records found at policy FL is available from the principal’s, superintendent’s office, or on the district’s website 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.

### **Teacher and Staff Professional Qualifications**

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.

## **STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES**

### **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, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for

this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://tea.texas.gov/index2.aspx?id=7995>.

## **Parental Role in Certain Classroom and School Assignments**

### **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).]

### **Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. [See **Bullying**, policy FDB, and policy FFI.]
- 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.]
- Request the transfer of your child to another district campus 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. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

### **Service/Assistance Animal Use by Students**

A parent of a student who uses a service/assistance 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/assistance animal on campus.

### **Students in the Conservatorship of the State (Foster Care)**

A student who is currently in the conservatorship (custody) of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

In addition, for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of any applications for admission or for financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the DFPS; and
- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

See also **Credit by Examination for Advancement/Acceleration, Course Credit, and Students in Foster Care** for more information.]

### **Students Who Are Homeless**

Children who are homeless may be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See also **Credit by Examination for Advancement/Acceleration Course Credit, and Homeless Students** for more information.]

### **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a

process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation, in writing or verbally, for special education or Section 504 services at any time.

### ***Special Education Referrals***

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

**Note:** A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

### ***Contact Person for Special Education Referrals***

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Sue Garcia ext. 1239.

### ***Section 504 Referrals***

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with

an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### ***Contact Person for Section 504 Referrals***

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Lori May ext. 1477.

[See also **Students with Physical or Mental Impairments Protected under Section 504.**]

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

### ***Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education***

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies

### **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

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. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

### **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.

### **Students With Physical or Mental Impairments Protected Under Section 504**

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

The designated person to contact regarding a referral for evaluation applicable to Section 504 is Lori May at 281-576-2221 ext 1477.

[Also see policy FB.]

## **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 conveniently 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 the campus principal.

### **ABSENCES/ATTENDANCE**

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 the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child’s attendance affects the award of a student’s final grade or course credit – are of special interest to students and parents. They are discussed below.

#### **Compulsory Attendance**

##### ***Age 19 and Older***

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 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.]

##### ***Between Ages 6 and 19***

State law requires that a student between the ages of 6 and 19 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.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

##### ***Prekindergarten and Kindergarten***

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

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

##### ***All Grade Levels***

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;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student’s arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

***Secondary Grade Levels***

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 this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district’s board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the district.

**Failure to Comply with Compulsory Attendance**

***All Grade Levels***

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.

### ***Age 19 and Older***

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

### ***Between Ages 6 and 19***

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is Bruce Taylor. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent 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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).]

### **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 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 or a final grade 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 or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the 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 or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- 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 review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- 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 or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

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

### **Official Attendance-Taking Time**

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day during second period or at 9:02 am.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

### **Regulations regarding absences and tardiness:**

- 1) All absences caused by personal sickness, death in the immediate family, quarantine, weather or road conditions which prevent school transportation from reaching established pick-up points, doctor and dental appointments, religious holy days and school-sponsored activities are excusable.
- 2) The day a student returns to school from being absent, the student must report to the attendance window before reporting to class with a note from parents or guardian. Absence reasons not covered in this handbook and not supported by notes will be unexcused.
- 3) A student who has a documented appointment with a health care professional during regular school hours must provide medical documentation when the student returns to school.
- 4) A student absent for the purpose of observing religious holy days will be counted as having attended classes, if before the absence, the child's parents or guardian submits a written request for the absence.
- 5) A student who has been absent should ask his or her subject teachers for the assignments missed. The responsibility lays with the student, not the teacher. Students are given one day per each day of absence to make up any missed assignments.

- 6) If a student becomes ill and wishes to go home, the student must get permission from the principal or the school nurse. Students are not allowed to telephone parents without office permission. Students are not allowed to telephone parents from a cell phone during school hours.
- 7) Students arriving late to school or leaving school during school hours for any reason **must** sign in or out at the attendance window. Students who fail to sign in or out will be disciplined.
- 8) Students excused from school to participate in school activities will not be counted absent from school. The work missed must be made up. The principal must approve the list of students turned in by the coach, teacher or sponsor. Refer to # 5 on makeup policy.
- 9) In cases of severe weather, to ascertain if our schools will be closed, tune in to local radio and television stations as well as the district website.

### **Documentation after an Absence**

When a student is absent from school, **the student – upon returning to school – must bring a note signed by the parent within 4 days of the absence 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 or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence even if the parent provides a note explaining the absence.

### **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. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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 in order to determine whether the absence or absences will be excused or unexcused. [See 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. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

**Absences will be considered either excused or unexcused. Students must be in class one-half of the class period to be counted as present.**

## Unexcused Absences

If a student knows that he or she will be out of town for a family matter that does not fall under the guidelines for excused absences, the student must do the following:

- 1) Notify the teacher that he or she will be absent at least three (3) days before the actual date of the absence. The student must obtain an unexcused absence form from the attendance office and get a signature from each teacher before the absence occurs.
- 2) The student must find out and complete all assignments that the student will miss during the absence. If a test will be given during the absence, the teacher has the choice of giving the test before or after the actual absence. If a student asks for the work within the three-day “window” and the teacher does not want to give out the assignment, the student will not be penalized and will have one day per each day of absence to make up any missed work.

NOTE: Abuse of unexcused absences will result in a required parent conference with disciplinary action. Failure to attend this parent conference will result in a truancy violation of state law.

## Attendance Codes

Some students are marked with a two-digit code. Find the definition of the first code in the table above. The table below explains the definition of the second digit.

Code	Short Description	Long Description	Category
A	ABSENCE	ABSENCE ENTERED BY TEACHER	Unexcused
B	HOMEBOUND	HOMEBOUND (no absence)	Other
D	DEATH	DEATH IN IMMEDIATE FAMILY	Excused
E	EXCUSED	EXCUSED ABSENCE	Excused
F	FIELD TRIP	FIELD TRIP	Excused
H	HEALTH CARE	HEALTH CARE APPT-PARTIAL DAY	Excused
I	ISS	IN SCH SUSPENSION (no absence)	Excused
L	COURT/LEGAL	COURT/LEGAL W/DOCUMENT	Excused
M	MEDICAL	MEDICAL ALL DAY W/DOCUMENT	Excused
N	NURSE RELEASED	NURSE RELEASED	Excused
R	RELIGIOUS	RELIGIOUS HOLY DAY W/DOCUMENT	Excused
S	SUSPENDED	SUSPENDED	Excused
T	TARDY	TARDY	Tardy
U	UNEXCUSED W/DOC	UNEXCUSED W/DOCUMENTATION	Unexcused
W	WEATHER	BAD WEATHER	Excused
X	XTRACURRICULAR	EXTRA CURRICULAR	Excused

## Work Missed While Absent

It is the responsibility of the student to obtain all make-up work. A project, paper or report that has been assigned before the student's absence must be turned in the day the student returns to class.

If a student has been absent for 3 days and will be unable to return to school the remainder of the week, the student's parent should request work so the student will not fall behind in class.

**If work is requested, that work is due when the student returns to class.** Call the Attendance Office to request make-up work in the academic subjects. Please give the school adequate notice to collect the work for the student. To pick up work by 3:00 p.m., you must phone the office by 8:30 a.m.

### Homebound Teacher Policy

A student who is expected to be out of school for four consecutive weeks or more for medical reasons is eligible for a homebound teacher. Before a teacher is assigned, a written statement from a medical doctor giving the diagnosis and an estimated length of absence must be on file in the Special Services office.

### Student with Disabilities

Any student suspected of having a disability (a physical or mental impairment which substantially limits one or more major life activities) is entitled to a free appropriate public education. If you feel your child may have a disability, contact the counselor for more information about available programs.

## **ACCOUNTABILITY UNDER STATE AND FEDERAL LAW**

Barbers Hill ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Information about all of these can be found on the district's website at [www.bhisd.net](http://www.bhisd.net). Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

## **AWARDS AND HONORS**

### **National Junior Honor Society**

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. The NJHS endeavors to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community.

NJHS Membership Requirements: See NJHS bylaws.

### **Attendance Awards**

- 1) Attendance awards will be given to students who are neither absent nor tardy.

- 2) A student who enters school after the opening day of school will be considered absent the number of days the student is late. This means the student will not be considered for a perfect attendance for the year.
- 3) A student can transfer and hold his perfect attendance if proof is furnished from his previous school officials.

## **BAND PROGRAM**

Band is considered in Barbers Hill Middle School as an academic subject and not an extra-curricular subject. Therefore, students who enroll in Band must remain in the subject and do the work prescribed by the band director. The band director is responsible for the conduct of the band both in the classroom and during activities. Band is a full year course and students desiring to be in the class are required to be there for the entire year. Exceptions will only be made by approval of the school administration.

We firmly believe that the child should improve through daily progress. In the instrumental music program, we feel that when the child has lost the will to improve in order to make a better contribution to his or her fellow man, the student is perhaps wasting the time of the school, fellow students and the community by continuing in this program. We are firmly convinced that the happiest child is the one who is improving through regular habits of practice and daily progress. The student must not only know right from wrong, but must be able to stand for his or her principles. The student must develop a high sense of purpose toward which he or she is willing to work.

We intend to conduct the instrumental music program in a manner that will encourage all students to achieve these goals.

### 1) Band Member's Responsibility to the Instrumental Band Program:

- a) Be regular in attendance and account for all absences.
- b) Make a real effort to learn and improve daily.
- c) Become responsible for and expect to assume the consequences of his or her actions
- d) Have the proper respect for those in authority.
- e) Follow all classroom rules, school regulations and all travel instructions issued for trips.
- f) Be honest and fair with others concerning equipment, music and school life in general.
- g) Cooperate with fellow band members and share with them the responsibilities and privileges that are a part of the band program.
- h) Contribute positively to his/ her music education and that of others by the best use of his or her talent
- i) Read and play music with insight and expression.

### 2) Responsibility of the Instrumental Music Department:

- a) Provide the band members with the proper kind of rehearsal room, ventilation, lighting, seating, music stands, instrument storage space and other equipment as is considered necessary to aid in developing the student's musical ability and to help the student form good citizenship habits.

- b) Plan each day's assignments and encourage daily progress of the entire band.
- c) Provide the band with full musical education through rehearsal, performance, teaching, testing and listening.
- d) Supervise the students in class or on school-sponsored trips.
- e) Grade the progress of each member on his or her instrument and music education. A poor progress report is to be sent to inform parents of problems.
- f) The band director will make instrument assignments after evaluating the band's needs and physical characteristics of each student.

3) The Importance of Attitude:

The greatest single factor that will determine the success of any individual is attitude. Students should use these two words, "I Will". It takes intense dedication to reach goals. Students should learn to discipline themselves to daily practice on long tones, interval study and scales, in routine and concentrated practice. Again, the right attitude must be there, with sincerity, concentration, and dedication as the basic foundation. Such an attitude makes an artistic performance inevitable and is the factor which makes the difference between a musical organization and a group of people holding musical instrument.

4) The Importance of Discipline:

Because of the nature of the organization, band discipline must, of necessity, be strict. The band members are constantly on display and each must be aware of the importance of good behavior. The student should remember that he or she represents the organization, school and community whenever performing or appearing publicly. Any misconduct casts a direct reflection on our school and community and may well undo the good work of hundreds of loyal students.

A good band is built on discipline: Discipline is order. There is order in all things physical or material, as well as in all things spiritual or intellectual. With orderliness comes attainment of things worthwhile. To implant these ideals, order and discipline, in the minds of band members is to lay the foundation both for good musicianship and good citizenship.

5) Attendance:

The attendance system must apply with equal force to all band members. Absence due to illness or accident will, of course, be honored. However, the band director must be notified before a performance. An unexcused absence from any special rehearsal or a performance is grounds for an "F".

6) Seating Arrangement:

The seating in large sections has a definite pattern which is set by the director for the proper balance of band parts. Daily "Solo-Soli" exercises will provide opportunity for moving up or down in the section. Challenges and chair tests are also available for the chance to move up, but no challenges are allowed two weeks prior to a major performance.

7) Band Grades:

**Grades will be given according to each student's performance in the following areas:**



- Participation/attendance on major concerts and performances
- Daily participation in band class
- Playing ability on exercises such as scales, long tones, or rhythms
- Playing ability on performance music for our concerts
- Playing ability on region music (symphonic band only)

## **CHEERLEADING**

### **Middle School Cheerleaders**

Cheerleaders are under the supervision of the sponsors and are required to conduct themselves at all times in such a manner as to reflect the trust and honor bestowed upon them. Cheerleaders must always display leadership, responsibility and high moral values. Cheerleaders must always represent Barbers Hill Middle School with dignity and pride. Cheerleaders must respect their sponsor and teammates at all times. These perspectives must be reflected by cheerleaders both in and out of school.

**Purpose:** The purpose of the Barbers Hill Middle School Cheer Program is to promote and uphold school spirit, to develop a sense of good sportsmanship among students, to promote better relationships between schools during all athletic events, and to present and maintain a standard of excellence for Barbers Hill Middle School.

**Membership and Election Process:** See Cheerleading Constitution

### **Bullying (All Grade Levels)**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

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, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by visiting [www.bhisd.net](http://www.bhisd.net).

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments.**]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

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

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **CELEBRATIONS**

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher proper to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify

students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[See **Food Allergies**]

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

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed from the counseling department for each school. 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. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to 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 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 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.

Parents, if your child is a victim of sexual abuse or other maltreatment, the school 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 (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).]

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

The following websites might help you become more aware of child abuse and neglect:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Texas Association Against Sexual Assault, Resources](#)
- [Texas Attorney General, What We Can Do About Child Abuse Part One](#)
- [Texas Attorney General, What We Can Do About Child Abuse Part Two](#)

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

## **COMMUNICATIONS—Automated**

### **Emergency**

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See **Safety** for information regarding contact with parents during an emergency situation.]

### **Nonemergency**

Your child's school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** for information regarding contact with parents during an emergency situation.]

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call, email 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 using the district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

# 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, as well as on district vehicles—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. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

## General Rules of the Middle School

- 1) Students are not allowed to bring any type of rodent, pet, reptile, etc. to school.
- 2) Students are expected to comply with dress standards and rules of good conduct.
- 3) Radios, CD players, cameras, pagers, laser pointers, Ipods, MP3 players and electronic games are not allowed on the school campus.
- 4)
- 5) Students are not allowed to chew gum on campus at any time.
- 6) Hair spray, toys, knives, guns or any type of explosives, including matches and lighters are prohibited.
- 7) Gambling, stealing and possession or use of tobacco is prohibited.
- 8) Possession or use of obscene language or literature is prohibited.
- 9) The use, sale or possession of alcohol, narcotics or other hallucinogenic drugs or substance, or the inhaling or breathing of, or ingestion of such by a student on school premises at any time is sufficient grounds for assignment to the DAEP.
- 10) The school premises are not allowed to be used by students for the sale of any product unless it is a school-sponsored activity.
- 11) All medication to be taken must be given and administered by the school nurse in the nurse's office. The school nurse must clear all medications before administered to a student.
- 12) Cell phones and must be turned off and kept in the students backpack during the instructional day. The instructional day is defined as arrival time on campus until 3:00 PM. Students are not to use cell phones while waiting for the bus after school.
- 13) Once a student arrives at school, he or she must remain on campus and may only be excused from campus through the attendance office.
- 14) Hats are not allowed at school.
- 15) Students are not to drive or bring motorized vehicles on the middle school campus.
- 16) Students will not be allowed to enter the building before 6:45. All doors will remain locked until then. If the student is dropped off prior to 6:45, he/she will not be allowed in the building. Students will not be monitored by school employees before 6:45 a.m.

- 17) Fighting for any reason will not be allowed and constitutes good cause for assignment to In-School Suspension, Out of School Suspension, or DAEP, and a citation may be issued. See General Discipline Rules.
- 18) Middle School ISS time is not subject to early dismissal.
- 19) Physical contact by students is not allowed. Public displays of affection are prohibited during the school day and all school related activities.
- 20) A student who has been suspended from school or assigned to ISS shall not be allowed on any campus for any reason, including after-school activities or extra-curricular activities.
- 21) Students will not receive flowers, balloons or other items from parents or friends during school hours. This causes a distraction at school and a safety hazard on the bus.
- 22) An ill or injured student is able to use the phone in the nurse's office. The student phone in the office may be used only between 7:05 a.m. and 7:25 a.m., at their lunch period, or in an emergency situation. Students should ask permission before entering the office.
- 23) Drawing or writing on hands or arms is not allowed. Tattoos must be covered.
- 24) Students are not allowed to download/copy music, videogames or any other applications on any school computer or electronic devices.
- 25) Students staying for tutorials must provide their own transportation and students needing a bus transfer must have a note signed by their parent or guardian, and approved by the principal prior to 5<sup>th</sup> period.
- 26) All students arriving late to school must check in through the attendance office.
- 27) Any student riding another bus home must have a written note from his/her parent or guardian. This note must be signed by the Principal or Assistant Principal prior to 5<sup>th</sup> period.
- 28) Students are permitted to eat fast food in the cafeteria during lunch only when the parent remains on campus to eat with the student.

### **In-School Suspension (ISS)**

- 1) Students assigned to Middle School In-School Suspension (hereafter known as ISS) will report to the ISS classroom as soon as they arrive on campus. All other classrooms or parts of the building are "off limits." ISS students will attend classes daily from 7:25 a.m. to 2:50 p.m. All tardies are unexcused. Students will not be allowed to go to other classrooms while in ISS, unless requested by their teacher and approved by the principal.
- 2) ISS students will bring ALL books and supplies needed to complete ISS assignments.
- 3) ISS students will not be allowed to talk to anyone except to the ISS teacher, teachers or principals. The student is to raise his/her hand to get the teacher's attention. This rule is in effect at all times throughout the day, including lunchtime and restroom breaks.
- 4) Students are to face the front at all times (at desk, walking to and from restroom breaks and lunch). Students are to sit in an upright position - - no leaning on desk or cubicle. Students are not allowed to lay their heads on the desks. Students' feet must be flat on the floor. When ISS students are asked to line up, they are to stand up straight, facing forward at all times.
- 5) Students will be allowed two restroom/water breaks each day (no cokes, snacks, etc.). No gum chewing,

eating or drinks are allowed in the ISS classroom.

- 6) Lunch time for ISS students will be spent in the ISS classroom. Students will be provided a sack lunch from the cafeteria or students can bring a sack lunch from home. No fast food will be brought or delivered. **No Cokes or Sweets allowed.**
- 7) Assignments must be completed per teachers' instructions, with a full heading on the page(s). Assignments will be taken up after each assigned time, per the ISS schedule. Work not completed at the end of the day will be returned to the student and will be considered homework. Homework will be due at the start of the next school day and turned in to the ISS teacher. Written work is to be done first. Accelerated readers or library books will be allowed if all assigned work is complete. Writing notes or letters to friends, "doodle" drawing, primping, sleeping or staring at the wall will not be allowed.
- 8) ISS students are required to transport all supplies, books and materials to and from school each day.
- 9) ISS students are allowed to practice for extra-curricular activities at Barbers Hill ISD, but cannot participate in any competitions. Violation of any school and/or ISS rules, absenteeism or tardiness will result in additional days added to the original ISS assignment.
- 10) A copy of these rules will be given to the student upon assignment to ISS.

### **Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator is the assistant principal.

### **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.

## **Fighting**

Barbers Hill Middle 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. Upon return the student is subject to placement in ISS.
- 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 **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 number of fights is cumulative beginning your 1<sup>st</sup> year at the Middle School.

## **Social Events**

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 may 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.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## **CONTAGIOUS DISEASES / CONDITIONS**

[See Student Illness under Health-Related Matters page ]

## **COUNSELING**

### **Academic Counseling**

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

### **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. A student who wishes to meet with the counselor should call 281-576-2221 ext. 1225. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.



[See **Substance Abuse Prevention and Intervention** and **Suicide Awareness and Health Support and Child Sexual Abuse and Other Maltreatment of Children and Dating Violence.**]

### **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 or a final grade for it—may, in circumstances determined by the principal, or attendance committee, be permitted to earn credit by passing an exam approved by the district’s board of trustees 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, home schooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had proper instruction is sometimes referred to as “credit recovery.”

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. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

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

### **Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e. for advancement, or to accelerate to the next grade level. The exams offered by the district are approved by the district’s board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placements (AP) and College Level Examination Program (CLEP) tests, when applicable.

**For dates on which exams are scheduled during the school year refer to the Curriculum and Instruction department web page on the district website at [www.bhisd.net](http://www.bhisd.net) .**

The only exceptions to this date will be for any exams administered by another entity besides the district. In this case, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 60 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student’s parent gives written approval of the grade advancement.

**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 EHDC (LOCAL).]**

### **Students in Grades 6–12**

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 50 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

### **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. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district web site at [www.bhisd.net](http://www.bhisd.net). [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**

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

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Two types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of 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.

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.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

## **Reporting Procedures**

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

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to the policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged 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 FFH.

## **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.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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]**

## **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 yearbook is available to all 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 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 in two school days.

The principal has designated the principal's office 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 principal for prior review. The principal 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.]

The principal has designated the front office as the location for approved nonschool materials to be placed for voluntary viewing or collecting.

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 noncurriculum-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**

### **Secondary 6<sup>th</sup> through 12<sup>th</sup> grade**

Barbers Hill ISD chooses to maintain a standard of excellence as is evident in our dress code. Our school district believes that a student's personal appearance has a direct correlation with an atmosphere conducive to learning. 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 continue the tradition of excellence in Barbers Hill. The student body must help in every possible manner to develop pride in upholding the standards set forth.

The district's dress code is established to set the standard of excellence, set our students apart from others, teach grooming/hygiene, prevent disruption and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided 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 (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**

- Any type of flimsy, see-through material is not allowed. Sheer tops covering unacceptable clothing are not acceptable.
- All hoodies, sweatshirts and shirt tail length may not extend below the wrist in a normal standing position.
- Shirts with sayings, slogans, signs or symbols that may be deemed suggestive or inappropriate will not be allowed.
- Female 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. 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.
- Males may not wear open-arm t-shirts or muscle shirts. The sleeve must have a hem.

### **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.
- Pants must completely cover underclothing. Sagging pants will not be allowed.
- Knit pants are acceptable if they are loose fitting. Any type of clothing deemed too tight is not acceptable.
- Leggings, jeggings, and yoga-type pants can only be worn with a dress, skirt, blouse or tunic that is fingertip length or longer.
- Leggings, jeggings, and yoga-type pants worn with a t-shirt is not acceptable.
- Overalls and suspenders, if worn, must be worn over the shoulders and buckled as designed.

### **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.
- Shorts are acceptable as long as they extend below index fingertip length *at the shortest point*.
- All shorts must have a finished hem and may not be rolled up. They cannot have holes or tears.
- Sagging shorts will not be allowed.
- Tennis shorts, running shorts, spandex (biker's) shorts and boxer shorts are not allowed.
- Tight fitting shorts will not be allowed.

### **Shoes / Footwear**

- Footwear must be worn at all times.
- Shoes must be appropriate for school. Flip-flops, rubber sandals, pool or beach type shoes, house shoes and slippers are not permitted.
- Students are not permitted to wear steel toe boots.

### **Head Coverings**

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

### **Coats and Jackets**

- Trench coats, duster coats and 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 and Faux hawks) shaved or cut in the hair are not permitted.
- Unnatural hair color or color variation in hair (i.e. scarlet, purple, blue, green, orange, etc.) will not be permitted.
- Ribbons or other types of hair accessories must be worn in good taste and only when appropriate to hairstyle.
- Boy's hair will not extend below the eyebrows, below the ear lobes, or below the top of a t-shirt collar. Corn rows and/or dread locks are permitted if they meet the aforementioned lengths.
- Ponytails or tails are not acceptable on male students.
- Boys are not permitted to wear hair accessories deemed inappropriate.

### **Facial Hair**

- Boys must be clean-shaven at all times. Beards, goatees and mustaches are not allowed.
- Sideburns must be neat and well groomed and may not extend below the ear lobe or flare at the bottom.
- No student will be permitted to cut lines or designs in the eyebrows.

## **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, spacers, or any other temporary covering is not acceptable.
- Students may not wear chains or jewelry that has 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 ears.

## **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 dress code.
- **The dress code will apply to all students and to all activities, curricular and extracurricular. Any exceptions must be made by the principal to apply only on special occasions.**
- **Any article of clothing, which in the judgment of the principal is distracting or in poor taste for the school, may be prohibited. All rules and regulations are at the discretion of the campus principal.**

## **Dress Code and Grooming Violations**

Students who come to school in violation of the Dress and Grooming Code will have the option of correcting the violation or being placed in ISS for the remainder of the day.

In addition, parents may be asked to bring appropriate attire to school to assist in correcting the violation. Any student taken home by parents for a change of clothes, without Nurse or Principal approval, will have an unexcused absence for any missed class time.

It is the responsibility of students to adhere to the standards for dress and grooming as may be established for each campus, and it is the responsibility of the building principal to interpret and enforce the dress code as may be in the best interest of the student and the school. Principals shall hold final authority in all decisions relating



to the dress code and may, at their discretion, suspend such regulations for special events, which may be conducted as a part of the academic or extra-curricular programs for their respective campuses.

Parents and teachers, as well, bear a share of the responsibility imposed by these standards for dress and grooming. It is the obligation of the parent to see that their children are properly dressed and groomed for school each morning, and the school staff will work with the building principal to insure that the dress code is fairly and consistently enforced throughout the campus. By working together, students, parents, teachers and principals can continue to maintain a safe, orderly and wholesome environment in our schools.

Each year there are “fads” that show up on our campus. We are neither listing these nor making a regulation to cover all problems that may arise. When a fad starts on campus and becomes a distraction, it shall be immediately eliminated. It is impractical to list every possibility of dress and grooming. **The principal of each campus shall apply the Grooming Code and make all final decisions regarding what is acceptable and appropriate considering the age and activities of the students.**

We encourage students to make inquiries to the principal about dress code before wearing clothing to school that may be in violation. Infractions of the dress code will result in the student being sent to the office. Parents will be contacted. Parents may bring the student more appropriate clothing or the student will be sent to ISS for the remainder of the day. Disciplinary actions for dress code violations are listed below.

The final determination of what is disruptive or distracting shall be made by the principal or assistant principal. Parents and students who disagree shall follow the procedures for appeals.

Dress code violation consequences (this represents a yearly progression):

- |                             |   |
|-----------------------------|---|
| 1 <sup>st</sup> referral    | Warning                                 |
| 2 <sup>nd</sup> referral    | 3 days lunch detention                  |
| 3 <sup>rd</sup> referral    | After-school detention (3:00 – 5:00 pm) |
| 4 <sup>th</sup> referral    | Saturday SAC (8:00 am – 12:00 pm)       |
| 5 <sup>th</sup> + referrals | 3 days ISS                              |

## **DRUG TESTING PROGRAM**

Any student found to possess, or to have used, or to be under the influence of marijuana, any narcotic, hallucinatory, hypnotic or sedative drug or chemical, alcohol or stimulant, as defined under and in the Penal Code of the State of Texas, not prescribed by a licensed physician, may be expelled from classes and all school property for the remainder of the school’s fiscal year or term, and no credits will be given to the student for the semester he or she is attending at the time the student is expelled.

Any student moving into the district who has been expelled or suspended from another school district will not be admitted to the Barbers Hill Independent School District until the student expulsion or suspension term has ended in the expelling or suspending school district.

The BHISD Student Drug Testing Policy was adopted by the Board of Trustees after several months of study by the Board and school administration, and following a series of public meetings to address questions or concerns from parents. The policy provides for random drug testing of students who may choose to participate in extracurricular activities.

In preparation for the testing, students and parents will be required to complete and sign the Student Consent and Parent Authorization form.

**Barbers Hill ISD Policy (Local FNF):**

**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 many of the extracurricular activities as offered by the District are considered to be “safety sensitive”, and because the use of illegal drugs or alcohol may well pose a significant threat to the health and safety of all students who participate in extracurricular activities, the District has determined to implement a program of random testing in grades 7–12 beginning August 1, 2002.

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

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

**APPLICABILITY:** This policy shall apply to all District students in grades 7-12 who may choose to participate in any extracurricular activity as defined in Policy FM (LEGAL). The Board of Trustees, upon recommendation of the Superintendent, shall make final determination as to the scope of the program.

**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.

**STUDENT AND PARENT CONSENT:** Before a student may be allowed to participate in any extracurricular activity, the student and the parent and/or person in lawful control of the student must present written consent to the testing.

In the case of a confirmed positive test, the MRO (Medical Review Officer) or an authorized representative shall attempt to contact the parent or person otherwise in lawful control of the student, within one school day of having received the results.

Should the MRO be unsuccessful in initial attempts to contact the parent within the time specified, the District shall provide assistance in locating the parent or person otherwise in lawful control of the student. In such cases, the parties should only assume that the contact is for the purpose of responding to routine questions as are associated with the follow-up of any test. Upon verification of a positive test, the MRO or representative shall report the result to the Superintendent or designee within one school day after confirmation with the parent or person otherwise responsible for the student.

**CONFIDENTIALITY:** The collection and coding of specimen samples shall be executed in a manner so as to ensure proper identification and total confidentiality.

Test results shall be made known to the Superintendent or designee, the student and the parent or person otherwise in lawful control of the student. All other parties as may be involved in the instance of a positive test shall be notified only with respect to the level of the offense.

Test results shall be released only upon written request of a parent or person otherwise in lawful control of the student or to a student who is of legal age. Test results shall be destroyed when the student is no longer of school age.

The vendor, laboratory, and MRO shall be prohibited from releasing any statistical information relating to the nature or rate of any positive tests as may result from the testing program to any person, organization, news publication or the media without the expressed written consent of the District. The vendor shall, however, provide the District with a report, at least quarterly, which shall include the number of tests performed during the specified period, the rate of both positive and negative results, and a list of the substances as may be identified from any positive specimens.

### **Screening Parameters:**

For purposes of this policy, the term drug shall be defined as any substance as may be considered illegal by either federal or Texas law or which is controlled by the United States Food and Drug Administration including but not limited to the following:

- Amphetamines/methamphetamines (speed, uppers, diet pills)
- Barbiturates (downers, sleeping pills)
- Benzodiazepines (Valium, Librium)
- Cannabinoid (marijuana)
- Cocaine metabolite
- Ethanol (alcohol)
- Hallucinogens (LSD)
- Methadone
- Opiates (heroin, morphine, codeine)

### **FIRST OFFENSE**

For a first offense, the following consequences shall be imposed:

- **NOTIFICATION:** The student and parent or person otherwise in lawful control of the student shall be promptly notified, and a conference shall be scheduled to discuss the results of the test.
- **CONFERENCING:** The student and parent or person otherwise in lawful control of the student shall conference with the principal or designee and any coaches or activity sponsors as may be deemed appropriate to discuss the conditions for continued participation.
- **COUNSELING:** The student shall be required to participate in a District-approved substance abuse/counseling program.
- **ADDITIONAL TESTING:** The student shall be required to submit to retesting on all random testing dates as may be determined by the District for a period of one (1) calendar year from the date of the initial positive test.

### **SECOND OFFENSE:**

For a second offense, the following consequences shall be imposed:

- **NOTIFICATION:** The student, parent or person otherwise in lawful control of the student and the principal or designee shall be promptly notified, and a conference shall be scheduled to discuss the results of the test.
- **CONFERENCING:** The student and parent or person in otherwise lawful control of the student shall conference with the principal or designee and any other coaches or activity sponsors as may be deemed appropriate to discuss the conditions for reinstatement to the program or activity.
- **COUNSELING:** The student shall be required to participate in a District-approved substance abuse/counseling program.
- **SUSPENSION:** The student shall be suspended from all extracurricular activities for a period of not less than thirty (30) school days from the date of the second positive test, during which time the student shall be required to attend all regularly scheduled practices or meetings, but shall not be allowed to participate in performances or competitions.

#### THIRD OFFENSE:

For a third offense, the following consequences shall be imposed:

- **NOTIFICATION:** The student, parent or person otherwise in lawful control of the student, and the principal or designee shall be promptly notified, and a conference shall be scheduled to discuss the results of the test.
- **CONFERENCING:** The student and parent or person in otherwise lawful control of the student shall conference with the principal or designee and any other coaches or activity sponsors as may be deemed appropriate to discuss the conditions for reinstatement to the program or activity.
- **COUNSELING:** The student shall be required to participate in a District-approved substance abuse/counseling program.
- **SUSPENSION:** The student shall be suspended from all extracurricular activities for a period of one (1) calendar year from the date of the third positive test during which time the student shall be allowed to attend all regularly scheduled practices for meetings but shall not be allowed to participate in performances or competitions.
- **ADDITIONAL TESTING:** The student shall be required to submit to retesting on all random testing dates as may be determined by the District for a period of one (1) calendar year from the date of the third positive test.

#### FOURTH OFFENSE:

For a fourth offense, the following consequences shall be imposed:

- **NOTIFICATION:** The student, parent or person otherwise in lawful control of the student, and the principal or designee shall be promptly notified.
- **SUSPENSION:** The student shall be suspended from all extracurricular activities for the remainder of the student's high school attendance.

**SUSPENSION:** For purposes of this policy, a suspension shall require that a student forfeit, for the period specified, participation in all extracurricular activities including but not limited to athletics, cheerleading, band,

choir, dance team, all UIL sanctioned academic competitions, journalism (yearbook and newspaper), drama, agriculture or vocational clubs, Student Council, National or National Junior Honor Society, class officers, and any social activities including proms and school dances or parties.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones and Smart Watches**

For safety purposes, the district permits students to possess telecommunication devices, including mobile telephones; however, these devices must remain turned off and in students' backpacks during the instructional day, including during all testing. **The instructional day is defined as arrival time on campus until 3:15 PM.** The use of mobile telephones in locker rooms or restroom areas at any time while at school, at a school-related, or school sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.00.

Confiscated telecommunications devices that are not retrieved by the student's parent will be disposed of after the notice by law. (FNCE)

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

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

Violations will be handled in the following manners:

- 1<sup>st</sup> Offense: Cell Phone or Smart Watch and **all of its contents** will be confiscated from the student. Upon payment of a \$15.00 administrative fee, the parent will be allowed to reclaim the device and its contents.
- 2<sup>nd</sup> Offense: Cell phone or Smart Watch and **all of its contents** will be confiscated from the student. **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.
- 3<sup>rd</sup> and Subsequent Offenses: Cell phone or Smart Watch and **all of its contents** will be confiscated from the student. **The student will be assigned a 3 days ISS.** Upon payment of a \$15.00 administrative fee, the parent will be allowed to reclaim the device and its contents.

Cell phones and/or other electronic devices capable of accessing the internet are absolutely forbidden in testing areas during state-mandated assessments including the State of Texas Assessment of Academic Readiness (STAAR) tests. Any student in possession of such a device will be automatically assigned to 3 days of In-School Suspension (ISS), and the cell phone or other device and **all of its contents** will be confiscated from the student and held until the next school day. Upon payment of a \$15.00 administrative fee, the parent will be allowed the reclaim the device and its contents.

Any disciplinary action will be in accordance with the **Student Code of Conduct**. **The District is not responsible for any damage, lost or stolen electronic 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 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 be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to re

view with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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.

## **ENGLISH LANGUAGE LEARNERS**

A student who is an English language learner 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 an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

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 that 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 Spanish may be administered to an English language learner for a student up to grade 5. In limited circumstances, a student’s LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English language learner and receives special education services because of a qualifying disability, the student’s ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **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.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from events. Exceptions to this may only be made with the approval of the activity’s coach or sponsor. [See **Transportation.**]

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. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by the law and the UIL, please contact the curriculum division of the Texas Education Agency at (512)463-9581 or [curriculum@tea.state.tx.us](mailto:curriculum@tea.state.tx.us). [See <http://www.uil texas.org> for additional information on all UIL-governed activities].

In addition, the following provisions 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 who receives special education services and 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 but may not participate in any competitive activity.
- 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. [For further information, see policies at FM and FO.]

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for lost, damaged, or stolen school issued laptops and it's contents.



- 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 principal or superintendent.

## **FUND-RAISING**

A secondary campus may have **one** campus-wide fundraiser per semester. Any campus club or organization may participate. A campus club or organization may **NOT** have its own separate fundraiser unless it is conducted by a Booster Club.

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 30 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.

## **GENDER-BASED HARASSMENT**

[See Dating Violence, Discrimination, Harassment and Retaliation]

## **GRADING GUIDELINES**

Each school term is divided into two semesters. Each semester is divided into three six-week periods. Students will receive grade reports at the end of each six-week period. Three six-weeks grades will constitute the semester grade. The semester grades will be averaged together to constitute the yearly grade. School board policy requires that in grades 6-8, promotion to the next grade level shall be based on course-level, grade-level standards (essential knowledge and skills) with a grade of 70 or above in language arts and mathematics, and either science or social studies.

- 1) Students will receive the grade they earn. No grades are to be changed unless approved by the principal.
- 2) All required outside work and books must be accounted for.
- 3) Grades will have the following value:

90 – 100	A
80 – 89	B
70 – 79	C
Below 70	Failing

4) Students will be graded in two areas:

Daily Work	40%
Tests	60%
Total Work	100%

5) A minimum of three (3) test grades and a minimum of six (6) daily grades should be given each six weeks.

### **Tutorial Service**

If a student falls below a 70-grade average for a six-week period, a request from the appropriate teacher and parent may place the student in the subject area for special tutorial service. Tutorials are offered each morning from 7:00 to 7:20 and each afternoon beginning at 2:55. Your child can go to their teacher at that time and receive help. Arrangements must be made with the student's teacher prior to staying after school, and transportation must be provided by parent or guardian.

### **Tests**

A minimum of three (3) tests should be given each six weeks.

### **Late Work Policy**

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

### **Teacher Responsibility in Grade Reporting**

Each teacher will keep a classroom record book that shows all grades for each student enrolled in that class. Each teacher will keep an accurate record of attendance for each student in class.

- 1) Every grade given, both scholastic and citizenship, will be the result of an honest, careful evaluation of all phases of the students' work and conduct.
- 2) Every student or parent is entitled to a full explanation of how his or her grade was determined by the teacher together with recommendations and suggestions for improvement.
- 3) Individual grades will be given by each teacher.
- 4) Grades will be determined on the following basis:
  - a. Average of weekly grades and tests = six weeks grade
  - b. Each six weeks grade added together and divided by 3 = semester grade
  - c. Average of semester grades = term grade
- 5) Attitude, attendance and punctuality will be treated as disciplinary measures.

- 6) Regular test time will be scheduled for each six weeks. Test schedules will be posted, when applicable, to the various grades by the principal.
- 7) End-of-year grade labels will be affixed to the students' permanent records. Teachers record the term grades of each student on the permanent record at the end of the year.
- 8) An incomplete grade at the end of a six-weeks or semester reporting period must be completed within three weeks. After this time period, a failing grade will be recorded for the work not completed.
- 9) Special arrangements may be made for work missed due to absences for an extended illness or hospitalization.

### **Honor Roll**

To be on the "A" honor roll, a student must make an "A" in all subjects. To be on the "A-B" honor roll, a student must make an "A" in at least one subject and no grade below a "B".

### **Harassment**

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

### **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.

Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

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 and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

### **Student Illness**

When your child is ill, please contact the school to let us know he or she will not be attending that day. It is important to remember that schools are required to exclude students of certain illnesses from school for periods

of times as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

### **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. They are spread when people exchange respiratory or throat secretions (such as kissing, coughing, or sneezing.)

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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\* The vaccines are safe and effective (85-90 percent). They 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>.

\*Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as his may affect a student who wishes to enroll in a dual-credit course taken off campus. [See **Immunization.**]

## **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 possibly 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.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergies, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing

the school environment. The district's food allergy management plan can be accessed at [www.bhisd.net](http://www.bhisd.net). [See policy FFAF and **Celebrations**.]

### **Head Lice**

Head lice, though not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from a drug store or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

### **Physical Activity for Students in Middle School**

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding junior high and middle school student physical activity requirements, please see the principal.

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

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Health Advisory Council is available from Colleen Goundrey 281-576-2221 x 1444. [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 **Human Sexuality Instruction** .]

### **Student Wellness Policy/Wellness Plan**

Barbers Hill ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Colleen Goundrey 281-576-2221 x 1444 with questions about the content or implementation of the district's wellness policy and plan.

### **Other Health-Related Matters**

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

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

### ***Vending Machines***

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Director of Food Service, Susan LeBlanc 281-576-2221 x 1258. [See policies at CO and FFA.]

### ***Tobacco and E-Cigarettes Prohibited***

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of tobacco products including electronic cigarettes or any other electronic vaporizing device, 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 district's plan in more detail, please contact Stan Frazier, Assistant Superintendent of Facilities and Planning, the district's designated asbestos coordinator, at 281-576-2221 x 1253.

### ***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 indoor 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 who want to be notified prior to pesticide application inside their child's school assignment area may contact Stan Frazier, the district's IPM coordinator, at 281-576-2221 x 1253.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Lesley Gershmel at 281-576-2221 ext. 1450. [See **Students Who Are Homeless.**]

## **Illness**

[See **Student Illness** under **Health-Related Matters.**]

## **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, and varicella (chicken pox). 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 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>.]

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB(LEGAL) and the TDSHS web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

The Barbers Hill I.S.D., in compliance with Section 2.09 of the Texas Education Code, requires all students to be immunized.

## I. Exclusion from Compliance

### A) Medical Contraindication:

A student may be exempted from required immunizations provided that a certificate of affidavit (notarized statement, signed by a physician licensed to practice in the United States) is presented. The certificate or affidavit should state that in the opinion of a physician, the required immunization(s) would be injurious to the health and well-being of the student or any member of his family or household. This must be updated yearly, unless a lifelong condition is specified.

### B) Religious Conflict:

To be exempted on the basis of religious affiliation, the student must submit an affidavit (notarized statement) in which it is stated that the required immunization(s) conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. This exemption does not apply in times of an emergency or epidemic as declared by the Commissioner of Health.

## II. Enrollment



- A) The law requires students to be completely immunized unless exempted from compliance; however, a student may be provisionally enrolled if the required immunizations have at least been started and are completed as rapidly as medically feasible.
- B) Student must show proof of immunizations upon enrollment in Barbers Hill ISD. If the student does not complete the required immunizations, he or she will be excluded from school until the immunization requirement(s) is met.

III. Required Immunizations (Texas Department of Health, revised 3/97)

A) Two months - four years:

- 1 dose MMR vaccine received on or after first birthday;
- 1 dose Hib vaccine on or after 15 months of age (unless a primary series and booster have been completed);
- 3 doses polio vaccine;
- 4 doses DTP/DTaP.

B) Five - six years:

- 3 doses polio vaccine (one received on or after 4th birthday);
- 4 doses DPT/DTaP (including one on or after 4th birthday);
- (Proof of pertussis vaccination not required for children 5 years of age or older)
- 1 dose MMR vaccine on or after the first birthday
- Children born on or after September 2, 1991 must have 2 doses of measles vaccine (this dose may be received as part of a second MMR)
- Effective August 1, 1998, children born on or after September 2, 1992 must have three doses of Hepatitis B vaccine.

C) Seven years of age and older:

- 3 doses polio vaccine including one received on or after the 4th birthday;
- 3 doses DTP/DTaP vaccine including one received on or after the 4th birthday and one dose within the last 10 years;
- 1 dose MMR vaccine received on or after the first birthday
- Children born on or after September 2, 1991 must have two doses of measles vaccine (this dose may be received as part of a second MMR)
- Children born between September 1, 1978 and September 1, 1991 (inclusive) must show proof of two doses of measles vaccine within 30 days after their 12th birthday (this dose may be received as part of the second MMR) (Effective August 1, 1998) Children born on or after September 2, 1992 must have 3 doses Hepatitis B vaccine.

**Effective August 1, 2000:** In addition to the existing requirement of children 5 years old or older who were born on or after September 2, 1992, children who were born on or after September 2, 1998, but before September 1992 who attend public or private school **must** show proof of three (3) doses of hepatitis B by 30 days after their 12<sup>th</sup> birthday. This series consists of 3 doses and requires 4 to 6 months for completion: one

month between doses 1 and 2 and 4 to 6 months between doses 2 and 3. This series can be administered at any age. It is advised that you begin this series for your child. If your child has received this immunization, please provide the school with documented proof of immunization.

**Effective August 1, 2000:** Two groups of children will be required to have been vaccinated against varicella disease (chickenpox) if they do not have a reliable history of the disease. (Reliable history consists either of (a) a written statement from a physician or the child's parent or guardian (see statement below) or (b) serologic confirmation of immunity.) (1) Children 5 years old or older who were born on or after September 2, 1988, but before September 2, 1994 **must** show proof of 1 dose of varicella vaccine. (If children are not vaccinated against varicella before their 13<sup>th</sup> birthday, 2 doses of the vaccine will be required.)

## **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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

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

### **LEAVING CAMPUS**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, as student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For student in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once the identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's

parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.

- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

At Any Other Time During the School Day:

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

## **LOST AND FOUND**

A "lost and found" collection box is located in the campus cafeteria. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district cannot be responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

## **MAKEUP WORK**

### **Makeup Work Because of Absence**

When a student is absent from class, 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. **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. Students are allowed 1 day to complete makeup work for each day the student was absent.**

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade." [See also **Attendance for Credit or final grade.**]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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

### **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, distance learning, 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**

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. 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.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

### **School Nurse**

The school nurse administers first aid and adheres to the policies and procedures as outlined in the BHISD School Health Manual. The nurse does not diagnose illness, but takes note of symptoms and notifies parents of her observations. For the welfare of your child, and all the children at school, it is very important that children be kept home when ill.

Emergency numbers and change in home telephone numbers must be kept current and accurate in the event your child becomes injured or ill at school. Unlisted numbers will be kept confidential at your request. Any change in guardianship must also be kept current at the school. **If you have any questions or concerns, please contact Mrs. Sherry Marshall (school nurse) at 281-576-2221 ext. 1294.**

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

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

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

- 1) The school must have a written permission to administer any medication to the child. **NO** verbal permission will be accepted. For non-prescription medication, the permission must include the child's name, the medication, the amount and time to be given, reason for administration, date and parent or legal guardian signature. For prescription medications to be administered daily over a long period of time (longer than 7-10 days), the permission must include the physician's signature along with the parent or legal guardian signature.
- 2) **ALL** medication must be in the original labeled container and appropriate for the age of the child. Prescription medication must be in the original labeled container with student's name, name of

medication, proper dosage and time to be given, and most current (recent) date of prescription. Prescription samples from a doctor's office must be accompanied by a written and signed doctor's order.

- 3) Medication sent to school in anything other than the properly labeled container will not be administered. Non-prescription medication sent to school must be unopened.
- 4) **ALL** medications will be stored in the health office. **NO** medications, including cough drops, ibuprofen, acetaminophen, inhalers, and other non-prescription and prescription medications will be kept by the student while at school. An inhaler may be kept by a student if the nurse is given written permission from the doctor. Under certain conditions, a physician may require a student to carry and "self-administer" inhaler medications for asthma. There are certain criteria required of the physician and the parent in order for the student to be able to self-administer inhaler medication at school:
  - a. The prescriber/physician must, in writing, direct that due to the his/her medical condition, the student be allowed to carry and self-administer the inhaler medication.
  - b. The parent/legal guardian must request in writing, compliance with the physician's order.
  - c. The student must be instructed in the procedure of self-administration by the prescribing physician and the school nurse. The student must be capable of responsibly carrying properly labeled inhaler medication in an original container on his or her person or keeping it secured in a school or physical education locker.
  - d. The prescriber/physician must sign that he/she has instructed the student in the procedure of self-administration and feels that the student is capable of responsibly carrying and
- 5) **ANY** change in prescription medication must be verified by a physician's order indicating the reason for change, the medication change, and the physician's signature.
- 6) If a student must take medication at school, it is preferred that the parent bring the medication to school.
- 7) Medication prescribed to be administered one, two or three times a day should be given at home. Medications prescribed to be given four times a day or with meals will be given at school as designated by the physician
- 8) Medication that is expired or remaining at the end of the school year will be destroyed. No medication will be kept for the next year.
- 9) Medication must be prescribed by a physician licensed to practice in the United States.
- 10) Prescriptions must be filled by a U.S. pharmacy.

#### **MEDICATIONS THAT WILL NOT BE ADMINISTERED AT SCHOOL**

Herbal remedies Home mixtures; Diet pills; Health food store products; Vitamins; Aspergum; Gargle; Medications given one, two, or three times a day; Over-the-counter inhalers; Medications with no permission or incomplete permission Medications without the appropriate label;
--

Medications not in the original container;  
Medications in plastic bags, saran wrap, foil, etc.;  
Medications that appear to have been tampered with;  
Medications that are not age or diagnosis appropriate;  
Medication containing alcohol or having a numbing effect (cough syrup, throat sprays, gargles);  
Expired medication;  
Medications that do not have a corresponding direction per permission and label;  
Medication from outside the United States;  
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.]

## **NON-DISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Barbers Hill Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. 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, Assistant Superintendent of Personnel, 9600 Eagle Drive, Mont Belvieu, or by phone at (281)576-2221 ext.1255.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Lori May, 9600 Eagle Drive, Mont Belvieu, or by phone at (281)576-2221 ext.1477.
- All other concerns regarding discrimination: See the superintendent Dr. Greg Poole, (281)576-2221 ext.1202.

## **PARENT AND FAMILY ENGAGEMENT (All Grade Levels)**

### **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 and engagement 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 school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling**]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office 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. [See **Report Cards/Progress Reports and Conferences**]
- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers.**]
- Participating in campus parent organizations.
- 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.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council (SHAC)** on page 62.
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

### **Athletics’ Participation (Secondary Grade Levels Only)**

A student who wishes to participate in, or continue participation in, the district’s athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program. This examination is required to be submitted annually to the district.

## Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

Scoliosis and Vision and Hearing exams may administered by the school nurse.

At regularly scheduled intervals, the school nurse performs state-mandated screenings of **vision, hearing and scoliosis**.

**Height and weight** screenings are also performed. Upon request by a teacher, parent or student, the nurse will check any student's vision and hearing during the year. Referrals for follow-up will be made if a problem is found. 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. Parent/legal guardian permission notes for scoliosis screening are required and will be sent home prior to the screening. If the child is not to be screened, the parent/legal guardian must provide the school with proof that the child has been checked by a qualified medical professional.

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

**Communicable Disease:** In order to prevent the spread of disease, the following guidelines must be met before a student who is ill may return to school. When the child is out of school for the following conditions, they must see the school nurse when re-entering. If the illness in question is not listed, please contact the school nurse for guidelines:

Chickenpox:	Return to school after skin lesions are crusted and dry and if no fever or complications
Impetigo:	May return to school when treatment has begun.
Head Lice:	When one medicated shampoo or lotion treatment is given.
Pink Eye (Conjunctivitis):	Written doctor's statement or proof of antibiotic therapy.
Strep Throat/Scarlet Fever:	24 hours from the date the antibiotic therapy was begun.
Undiagnosed Rash:	Before returning to school, your child should be free of rash or have a written s release to return to school.

## **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. [See **Reciting the Pledges to the U.S. and Texas Flags.**]

State law requires that one minute of silence 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. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [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 6, 7 and 8, promotion is based on EIE(LOCAL) Policy.

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

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, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, for federal accountability purposes, the student may be required to take both the grade level assessment and the EOC assessment.

If a student in grades 3-8 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.

Parents of a student at any grade level at or above grade 3 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. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level. [See **Standardized Testing.**]

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.]

Students will also have multiple opportunities to retake EOC assessments.

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 Luanne Martin or Lance Murphy 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 [See Leaving Campus]**

### **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 or electronically mailed progress report of their child's performance is near or below 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 may request to schedule a conference with the teacher of that class or subject. **Contact the school's receptionist to schedule a parent conference.**

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**]

## **SAFETY**

Student safety on campus and at school-related events, and on district vehicles 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 is expected to

- 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 – Student Insurance**

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.

### **Insurance for Career and Technical Education (CTE) Programs**

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

### **Preparedness Drills: Fire, Tornado, and Other Emergencies**

Occasionally, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **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, or if the campus must restrict access due to a security threat.

If the campus must close or restrict access to the building because of an emergency, the district will alert the community in the following ways:

- Emergency Call-Out System
- Emergency Text-Message System
- Barbers Hill web site: [www.bhisd.net](http://www.bhisd.net)
- Social Media
- Local radio and television stations

## **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. The following areas are open to students before school, beginning at 6:45 a.m.:

- All students will report to the gym upon arrival.
- All students will be allowed to report to breakfast and/or tutorials at 7:00 am.

Students are not allowed to roam freely throughout the building. 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 dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless the students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

### **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 National School Lunch Program and offers students nutritionally balanced meals. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Contact Susan LeBlanc at 281-576-2221 ext. 1258 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:

**Hours:** The library will be open before school at 7:00 a.m. and remain open the entire school day.

**Check-Out:** Students may check out up to three books at a time and may keep them for a two-week period. Books may be renewed only twice in succession. Additional books may be checked out with librarian approval. Books must be presented for renewal. Students having fines and/or overdue books must clear their obligations before checking out additional books. Magazines and reference books may not be checked out but may be used within the library. Check with the librarian for encyclopedias, which may be checked out. Audiovisual machines and materials may not be checked out by students except upon written requests by teachers. Books placed on RESERVE are handled according to the wishes of teachers placing them on reserve.

**Use of the Library:** Students may use the library facilities whenever they need any of the materials, equipment and services which are located in the library. Students entering the library from a class must have a proper hall permit. Students may be sent as individuals or as groups of up to five to the library without the teacher's presence being required. Students will be expected to conduct themselves in a manner conducive to maintaining a quiet, studious atmosphere while in the library. Students who do not conduct themselves properly or who abuse library privileges or facilities will be subject to disciplinary action.

**Overdue Books:** Fines are assessed on overdue books in an effort to teach responsibility and to make materials available to more students.

**Fines:** Fines are 10 cents per school day per overdue book. The total fine will not exceed the cost of the book. Fines are not assessed on days for which the student has an excused absence. It is the responsibility of the student to inform the librarian and show proof of excused absences when returning books. A list of students who owe books and/or fines will be issued to the teachers prior to each six-week grading period. Students will be responsible for clearing their obligations. Fine money is deposited in the library activity fund and is used by the librarian to purchase items for the library.

**Lost or Damaged Books:** Books which are lost or damaged beyond repair are paid for by the person who checked them out, the cost being the price of the book when it was added to the collection. Paperback books which are lost are charged at the rate of the cost of the book plus \$1. If a lost and paid for book is found and returned to the library, the student will receive a refund of the cost of the book minus the fine owed on it. Damaged books which are paid for remain the property of the school district to be disposed of as the librarian deems necessary.

**Library Instruction:** Formal library instruction will be given to classes by the librarian upon requests by teachers. Informal instruction and assistance in the use of the library and its resources will be given to students upon their requests.

## **Meetings of Noncurriculum-Related Groups**

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

A list of these groups is available in the principal's office.

## **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 suspicion 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.

### **Telecommunications and Other 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.]

### **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**

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

### **Drug Testing**

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



## **Sexual Harassment**

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

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, students in foster care, bilingual students, migrant students, students with limited English Language Learners, students diagnosed with dyslexia, 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 .:

- Sue Garcia at 281-576-2221 ext. 1239 for questions about dyslexic students and students with disabilities or special needs.
- Lori May ([lmay@bhisd.net](mailto:lmay@bhisd.net)). Safe Schools Coordinator-Dyslexia and 504
- Lesley Gershmel ([legershmel@bhisd.net](mailto:legershmel@bhisd.net)), BHISD Social Worker-Homeless, Foster Care, Migrant Students
- Natasha Holden ([nholden@bhisd.net](mailto:nholden@bhisd.net)), Coordinator of Advanced Academics- Gifted and Talented
- Vicky Moye ([vmoye@bhisd.net](mailto:vmoye@bhisd.net)), English Language Arts Coordinator- Bilingual, English Language Learners

## **STANDARDIZED TESTING**

### **STAAR (State of Texas Assessments of Academic Readiness)**

#### *Grades 3–8*

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

STAAR A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2, for students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee.

STAAR L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

### ***High School Courses—End-of-Course (EOC) Assessments***

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are 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. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2, for students receiving special education services who meet certain criteria established by the state, will be available for eligible students, as determined by the student's ARD committee.

A student's ARD committee for students receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment 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 assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### **STERIODS**

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

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

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

## **STUDENTS IN FOSTER CARE**

In an effort to provide educational stability, the district strives to assist any student who is placed or is newly placed in foster care (temporary or permanent custody) of the state with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in foster care and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact Lesley Gershmel, who has been designated as the district's foster care liaison, at 281-576-2221 x 1450 with any questions.

## **STUDENT RECORDS**

### **Notice of Parent and Student Rights**

#### *Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g*

The Barbers Hill Independent School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The Barbers Hill Independent School District's address is P.O. Box 1108, Mont Belvieu, Texas 77580. The Superintendent's and Principals' addresses are the same.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Records also are released pursuant to court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its

contents, existence or the information sought not be disclosed, the District shall make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the district, do not have to be made available to the parents or students.

Students over 18 years of age and parents of minor students may review and inspect the student's records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor 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, parents and students are not allowed to contest a student's grade in a course through this process. (See FNG(LEGAL) and (LOCAL) for the applicable complaint procedure.) Parents or 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 the law regarding student records.

Copies of student records from this District are available at no cost at this time. Parents may be denied copies of a student's records (1) after the student reaches 18 years of age and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge, if any; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedure for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the Principal within ten (10) school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school and most recent previous school attended.

The District's complete policy regarding student records is available from the Principal's or Superintendent's offices.

### ***Options and requirements for providing assistance to students who have learning difficulties or who need or may need Special Education***

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable time, the district must decide if the evaluation is needed. If 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. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.

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

**Contact Person: Sue Garcia, Director of Special Services**

**Phone Number: 281-576-2221 ext. 1239**

## **STUDENT SPEAKERS**

The district provides students the opportunity to introduce at all school events at which students are to publicly speak. Students are eligible to introduce these events if they:

- 1) Are in the highest of grade levels of the school
- 2) Volunteer
- 3) 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 principal.

## **SUBSTANCE ABUSE PREVENTION AND INTERVENTION**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: <http://dshs.state.tx.us/mhsa-child-adolescent-services>.

## **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 [www.texassuicideprevention.org](http://www.texassuicideprevention.org) or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area.

## **SUMMER SCHOOL**

For questions regarding summer school please contact the counselor or Academic Dean for more information. Summer school information will be posted to the district website during the second semester.

## **TARDIES**

There are no excused tardies to first period. Students who arrive tardy to class must go immediately to the attendance office for a tardy admit slip. Each student is allowed two tardies per semester with no penalty. Penalties for tardies thereafter will be assessed.

- 1<sup>st</sup> and 2<sup>nd</sup>: Warning (no consequence)
- 3<sup>rd</sup>, 4<sup>th</sup>: After school detention
- 5<sup>th</sup>: Saturday School
- 6<sup>th</sup> and above: In School Suspension (minimum of three days ISS)

Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Textbooks and other instructional equipment are issued directly to the student from the office. A record of the material's serial number of that is assigned to the student will be kept in the office and with the teacher. The condition of the material when issued will be checked and recorded by the student and teacher. At the end of the school year or at the time of withdrawal from Barbers Hill Middle School, the student will return all assigned materials to the designated area.

If an item is lost or damaged, the student must pay for the item before another will be issued. This is a requirement made by the Texas State Textbook Commission. A refund for a textbook will be made if a book is lost, paid for and then later found.

Each student issued a school-provided item will be held accountable for the condition of the item until they are returned. Students who do not return all items and who do not pay for any damages may not receive a report card and the fee needs to be cleared in the office.

All textbooks are the property of the State of Texas. The condition in which the books are kept is vital as they are used for several years. These prices are subject to change.

Calculators are issued to students through the math department. It is expected that students demonstrate the utmost personal integrity in the use of the calculator. Lost, stolen or damaged calculators will result in a fee of \$110.00.

## **TRANSFERS**

The principal is authorized to transfer a student from one classroom to another. [See **Safety Transfers/Assignments**]

, **Bullying, and Students Who Have Learning Difficulties or Who Need Special Education Services**, for other transfer options.]

## **TRANSPORTATION**

### **School-sponsored Trips**

Students who participate in school-sponsored trips will be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian requests in writing that the student be allowed to ride with the parent or an adult designated by the parent and presents that request to the principal or sponsor. The district will not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

### **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 stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops. And drivers must unload passengers only at authorized stops.

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 at (281)576-2221 ext. 1279.

See the Student Code of Conduct for provisions regarding transportation to the disciplinary alternative education program (DAEP).

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

Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco on any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

### **Middle School / High School - District Vehicle Safety Rules & Guidelines**

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

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

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

### **Rules Apply to Student Riding Any School Vehicle – General Safety Rules**

- 1) Follow the bus driver's instructions at all times. Students must obey the driver promptly & respectfully.
- 2) The driver will pick up & drop off students at their designated stops. Any deviation from this rule will have to be in writing with a signature and date from the parent or guardian & cleared through the Assistant Principal's office before the bus run.
- 3) Parents are responsible for bringing their child to school if they miss the district vehicle.
- 4) Students must be seated in their assigned seat facing the front with feet on the floor during the entire trip. The driver cannot move the district vehicle until all riders are seated.
- 5) Students are not to tamper with emergency doors or hatches, camera or camera boxes. Do not mark, cut or scratch any part of the district vehicle. Vandalism may result in loss of riding privileges until the student or parent/guardian pays for such damages. The school district may also pursue other available options.
- 6) Video recordings may be made of student activity while riding the bus.
- 7) All Barbers Hill ISD campus rules & regulations are in force while riding the bus or other district vehicle. Dress code rules are the same as in the classroom.
- 8) Backpacks & band instruments are to be kept in the student's lap or under the seat. Pens, pencils & markers are to be kept in backpacks or purses.
- 9) All District vehicle safety guidelines apply to extracurricular trips also.
- 10) Eating, drinking & gum chewing is not permitted.
- 11) Laptops are not to be used on the bus.
- 12) Cell phones are not to be used on the bus.

### **Procedures at the Bus Stop**

- 1) Be expected to walk some distance to the bus stop.



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

### **Loading Procedures**

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

### **Conduct on the District Vehicle**

- 1) Obey the driver at all times.
- 2) Remain seated the entire trip facing the front with your feet on the floor.
- 3) Do not change seats.
- 4) Sit in the seat the driver assigns you. If there is a problem with where the driver assigns you, please let the driver know. Do not attempt to get up from the seat until the district vehicle comes to a complete stop.
- 5) Normal conversation is permitted. Loud noises may distract the driver and create an unsafe condition.
- 6) Scuffling, fighting and the use of obscene, vulgar or profane language or gestures are forbidden.
- 7) Do not throw objects inside or out of the district vehicle.
- 8) Keep all body parts & personal belongings to yourself & inside the bus.
- 9) Food, drinks & gum chewing is not allowed.
- 10) Possession and use of alcohol, tobacco or drugs is prohibited.

- 11) Do not bring weapons or dangerous objects on the district vehicle. Animals of any kind are prohibited.
- 12) Harassment of any kind will not be tolerated.
- 13) Cell phones are not to be used while riding the bus without permission from the driver.

### **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  
Loud talking/screaming/excessive noise  
Littering  
Horseplay  
Improper loading/unloading  
Distracting the driver  
Out of seat  
Dress code violation  
Placing body parts out of window  
Cell phone and laptop 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

## **Consequences - Level II**

### **Types of Offenses**

- Cursing/inappropriate language
- Tampering with bus equipment
- Destruction of property
- Throwing objects inside and outside of bus
- Disrespectful to driver/attitude
- Possession/use of tobacco, alcohol, drugs or lighters
- Physical contact with other (tripping, hitting, shoving, etc)
- Harassment/bullying
- Obscene gestures
- 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

## **Consequences – 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 weapon or other dangerous object
- Attacking driver
- Any other student code of conduct violation

## **Disciplinary Action**

- Administrative Choice (All or any these consequences)

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 officials. A parent conference may be called at any time by the School Administrator or Transportation Supervisor should serious misconduct occur. The administrator has the authority to skip steps for serious violations.

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

NOTE: Parents of students who cause damage to a District vehicle are responsible for paying for the damages. Riding privileges may be denied until such damages are paid for.

### **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.

### **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.

Upon written request of a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the campus principal or Sue Garcia, the director of special services, who has been designated by the district to coordinate the implementation of and compliance with this law, for further information or to request the installation and operation of this equipment.

[See EHBAF(LOCAL).]

## **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 main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

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. Even if the visitor is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

### **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

[See also Student Code of Conduct.]

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

#### ***Business, Civic, and Youth Groups***

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

## **VOLUNTEERS**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If are interested in volunteering, please contact the counselor at (281) 576-2221 ext. 1225 for more information and to complete an application.

## **WITHDRAWING FROM SCHOOL**

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the cafeteria manager to clear all fines; 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.

**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.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by student in grade 10.

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

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**EOC (end-of-course) assessments** are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

**ESSA** is the Every Student Succeeds Act passed by the federal government in December 2015.

**FERPA** refers to the federal Family Educational Rights and Privacy Act which 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** Stands for Individualized Education Program and is the written record 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 district wide tests, etc.

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

**PGP** stands for Personal Graduation Plan, is required for high school students and for any student in middle school 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.

**PSAT** is the preparatory and readiness assessment for the SAT.

**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, along with providing assistance with other student and employee wellness issues.

**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 Assessment of Academic Readiness, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

**STAAR Alternate 2** 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 Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**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 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; 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, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The **Student Code of Conduct** also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAC** stands for the Texas Administrative Code.

**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.

**TSI assessment** is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas Public colleges and universities.



**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.

## APPENDIX I:

### **Student Welfare: Freedom from Bullying**

#### **BHISD Response to Reports of Bullying:**

When bullying is reported by a student, parent, or staff member, both the Counselor and Assistant Principal will be notified.

- The Counselor or Assistant Principal will meet with both parties, the victim and the accused, separately. The Principal or Assistant Principal will be notified as warranted.
- The Assistant Principal will meet with the victim and the accused separately and conduct an investigation, as warranted. Discipline will be administered based on the Student Code of Conduct and Campus Discipline Plan.
- The parents of both the accused and the victim will be notified following the meetings.
- The counselor will visit with the victim and will provide strategies for coping with a bully. The counselor will meet with the victim weekly, or until the problem is resolved.
- The counselor will meet with the accused and let them know of the concerns. The counselor will determine what counseling plan is needed based on this first session.
- Bullying Investigation Report will be completed by the Assistant Principal and a copy sent to Sandra Duree.
- If the bullying persists, further disciplinary actions based on the Student Code of Conduct and the Campus Discipline Plan will be taken in addition to other strategies to separate students.

#### **Cyber Bullying**

- If cyber-bullying occurs on campus, disciplinary sanctions will be administered according to the Campus Discipline Plan and technology privileges may be affected.
- If cyber-bullying occurs off-campus and is reported to a school official, parents will be notified. The AP and/or police department will be notified and will conference with student.
- If inappropriate behavior occurs on school grounds as a result of cyber-bullying, discipline will be administered according to the Campus Discipline Plan.

**Barbers Hill ISD does not maintain nor have responsibility for social networking systems.**

## **Bully Prevention Plan:**

- Grade Level Meetings occur at the beginning of the year in all grade levels 6-12. At these meetings, a campus police officer will meet with students to discuss bullying and its consequences.
- Teachers are in hallways during all class changes.
- Teachers receive staff development in ways to recognize bullying, ways to prevent it in the classroom, and what to do if it is suspected.
- Character Education Programs occur at every campus K-5 to make students aware of bullying behaviors and to equip students with strategies to deal with a bully.

## **Programs in BHISD to Deter Bullying Behavior**

### **Character Education:**

- Classroom guidance sessions-Kindergarten Center, Primary, Elementary, and Middle School Campuses
- Character trait of the month- Kindergarten Center, Primary, Elementary, and Middle School Campuses
- Student Behavior Awards – Kindergarten Center, Primary, Elementary, and Middle School Campuses
- Watch Dog Dads at Kindergarten Center and Primary School
- Positive Behavior Intervention Support

### **Teacher Staff Development:**

- Capturing Kids Hearts-Several teachers at most campuses
- PBIS Teacher Staff Development
- Safe Schools Training

### **Student Groups:**

- LIFT-Middle School and High School
- Teen Leadership-High School and Middle School
- Student Council – Elementary, Middle School, and High School
- SHOUT (Students Helping Others Understand Tolerance)
- PALS - High School
- Eagle Eyes - Secondary

### **Parent Education:**

- [Web sites Provided](#)

### **Resources:**

- [Bully on the Bus](#)

- [Prevent Bullying](#)

## APPENDIX II:

### **Annual Notice for Disclosure of School Directory Information**

The Family Educational Rights and Privacy ACT (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are

- A playbill or program, showing your child's role in a drama or music production
- The annual yearbook
- Honor roll or other recognition lists published at school or in newspaper
- Graduation programs
- Sports statistics listed in programs, such as football which may include height and weight of team members
- School or district websites

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc)
- Class ring manufacturers
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws
- A court by order of a subpoena

The school district has designated the following as Directory Information

- Student name
- Address
- Grade Level
- Telephone Number

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by **August 31, 2018**. Please complete the "Parent request for Non-Disclosure of School Directory Information" form if you **do not** want your child's directory information disclosed.