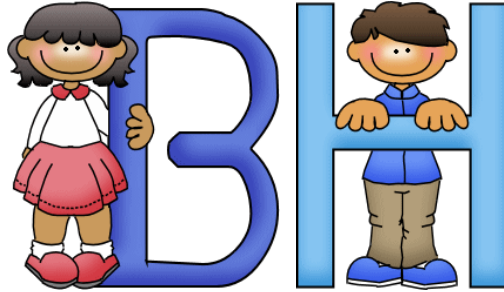


**BARBERS HILL PRIMARY**  
**POLICIES AND PROCEDURES MANUAL**  
**2018-2019**



**Mandy Malone, Principal**  
**Stephanie Farner, Assistant Principal**

**Physical Address:**  
**9600 Eagle Drive**  
**Mont Belvieu, TX 77523**

**Mailing Address:**  
**P.O. Box 1108**  
**Mont Belvieu, TX 77580**

**Telephone:**  
**281-576-2221, Ext. 1223**

**This agenda belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_



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

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

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

#### **NOTICE OF NON-DISCRIMINATION**

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

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

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

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

#### **HOMELESS CHILDREN AND YOUTH**

Our school district is required to enroll children and youth who are homeless. Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are homeless or know of a child or youth who is homeless and not attending school, please contact the school office.

# TITLE I PROGRAMS

## **NOTICE OF SCHOOLWIDE TITLE I PROGRAM ELIGIBILITY**

Our school is eligible for the following:

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

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

### **School-Parent Compact**

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

#### ***School's Responsibility:***

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

#### ***Parent's Responsibility:***

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

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

## **ANNUAL PARENT NOTICE RIGHT TO REQUEST TEACHER QUALIFICATIONS**

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

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

If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;

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

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

# SPECIAL PROGRAMS



## **SPECIAL EDUCATION OPTIONS AND REQUIREMENTS**

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Special Services Director, Sue Garcia, at 281-576-2221, ext. 1239.

## **OPCIONES DE EDUCACIÓN ESPECIALES Y EXIGENCIAS**

Si un niño experimenta dificultades de aprendizaje, el padre puede ponerse en contacto con la persona puesta en una lista abajo para aprender sobre remisión de educación general total del distrito o sistema de proyección para servicios de apoyo. Este sistema une a estudiantes para una variedad de opciones de apoyo, incluso la remisión para una evaluación de educación especial, discurso, dislexia, y/o instrucción de regreso. Los estudiantes que tienen la dificultad en el aula regular deberían ser considerados para el seminario, servicios de apoyo compensadores, y otros que están disponibles a todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para servicios de educación especiales. Dentro de una cantidad razonable del tiempo, el distrito debe decidirse si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y pedido proporcionar el consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de 60 días naturales de la fecha del distrito recibe el consentimiento escrito. El distrito debe dar una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proveerá al padre de un aviso escrito que explica por qué el niño no será evaluado. Este aviso escrito incluirá una declaración que informa al padre de sus derechos si ellos discrepan con el distrito. Además, el aviso debe informar al padre como obtener una copia del Aviso de Salvaguardias Procesales – los Derechos de los Padres de Estudiantes con la Invalidez.

La persona designada para ponerse en contacto en cuanto a opciones para un niño que experimenta dificultades de aprendizaje o una remisión para la evaluación para la educación especial es el Director de Servicios Especial, Sue Garcia, en 281-576-2221, ext. 1239.

## **Bilingual/LEP**

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

The goal of English as a second language programs shall be to enable limited English proficient students to become competent in the comprehension, speaking, reading, and composition of the English language through the integrated use of second language methods. The English as a second language program shall emphasize the mastery of English

language skills, as well as mathematics, science and social studies, as integral parts of the academic goals for all students to enable limited English proficient students to participate equitably in school.

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

### **AIDING 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 and open enrollment charter schools 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 and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) 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 if the student needs specific aids, accommodations, or services. A parent may request an evaluation 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 an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school 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 to evaluate the student. 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 a district or charter school 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 30th 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 or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school 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:

Contact Person:

Phone Number:

### **Section 504 Referrals:**

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools 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.

## **GIFTED/TALENTED PROGRAM**

Gifted and Talented (GT) children are those identified by professionally as having a high level of intellectual ability qualified persons through a specified screening and selection process.

The Barbers Hill ISD Gifted and Talented Plan may be accessed at [www.bhisd.net](http://www.bhisd.net).

## **COUNSELOR**

A full-time counselor is on staff at the Primary School to help our students deal with the wide assortment of pressures that face today's youth. The goals of the counseling program are to help students develop: 1) problem solving skills, 2) self-esteem, 3) respect for others, 4) responsible behavior, 5) citizenship skills, and 6) interpersonal effectiveness.

The counseling program also extends to the parents. Those who wish to talk with the counselor concerning any phase of their child's progress in school can call 281-576-2221, ext. 1223.



## **SCHOOL HEALTH PROGRAM**

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

Emergency numbers and change in home telephone numbers must be kept current and accurate in the event your child becomes injured or ill at school. Unlisted numbers will be kept confidential at your request. Any change in guardianship must also be kept current at the school.

## **ILLNESS:**

A child must have an elevation of temperature before he/she is sent home; if he/she may be sent home of necessary in the opinion of the nurse, needs to go home for other reasons. A student with a temperature of 100.4 or above will be sent home and must remain fever-free, without the use of fever reducing medicines, for 24 hours before returning to school.

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

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

### **MEDICATIONS:**

The Barbers Hill ISD does not provide any medications to children or staff. If the situation arises that your child must take medication at school, the following procedure must be followed. Medication (prescription or nonprescription) will not be administered if the following guidelines are not followed:

1. A United States physician must prescribe all medications. All prescribed medications must be purchased from United States pharmacies.
2. All medication must be in the original labeled container and appropriate for the age of the child. Prescription medication must be in the original labeled container with student's name, name of medication, proper dosage and time to be given, and most current (recent) date of prescription.
3. Medication sent to school in anything other than the properly labeled container will not be administered.
4. ALL medications will be stored in the health office. NO medications, including cough drops, ibuprofen, acetaminophen, inhalers, and other nonprescription and prescription medications will be kept by the student when at school.
5. ANY change in prescription medication must be verified by a physician's order indicating the reason for the change, the medication change, and the physician's signature.
6. If a student must take medication at school, it is preferred that the parent bring the medication to school.
7. Medication prescribed to be administered one, two or three times a day should be given at home. Medications prescribed to be given four times a day or with meals will be given at school as designated by the physician.
8. Medication that is expired, or remaining at the end of the school year, will be destroyed. No medication will be kept for the next year.
9. All medications must be transported by a designated adult to the school nurse or the front office. Students are not to be transporting medications to or from school at any time.

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

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

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



### **Student Insurance**

Parents are encouraged to purchase a low cost insurance plan through a private insurance agency to cover any injury that may be sustained by the student while traveling to and from school, while attending school, or while participating in school-sponsored activities. The District solicits one agency each year to provide student accident insurance and enrollment forms are made available at the beginning of each school year at each campus. Contact the campus secretary or the front office if you need an enrollment form.

[School districts are political subdivisions of the State and are not liable for student accidents on school property under the statutory doctrine of governmental immunity.]



## **REGISTRATION AND ATTENDANCE**

### **Entrance Requirements**

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

1. **Birth certificate**
2. **Student's social security card**
3. **Immunization records (Immunization Requirements)**
4. **Valid driver's license of parent/guardian**
5. **Withdrawal record from previous school**
6. **Proof of Residency-current, valid utility bill, including cable bills(showing service address) and proof of home ownership (Chambers County Appraisal District) or lease/rental agreement listing all tenants in the rented property**

### **Legal Name**

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

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

### **Change of address or telephone number**

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

### **Withdrawals**

Parents wishing to withdraw their student from Barbers Hill Primary should report to the front office with a valid driver's license. Library books and all debts to the school must be cleared before records can be sent to another school. Reasonable notice should be given prior to withdrawal.

### **Absences**

Studies have shown that there is a direct correlation between attendance and academic achievement. Furthermore, state law requires that all students be in attendance 90% of the school days in order to be promoted to the next grade level. This number translates to an average of no more than three (4) absences per nine weeks.

**A note stating the date and reason for an absence must be given to the homeroom teacher the day your child returns to school. If a note is not received within four (4) days of your child's return, the absence will be coded as unexcused.** We do not want children to come to school if they are ill. If an illness prohibits your child from attending school for three days or more, then medical documentation must be provided upon their return.



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

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

*Attendance codes are as follows:*

A	Absence entered by teacher	J	Left early from last period	W	Bad Weather
B	Homebound (no absence)	L	Court/Legal w/Documentation	X	Extra Curricular
D	Death in immediate family	M	Medical All Day w/Document		
E	Excused Absence	N	Nurse Released		
F	Field Trip	P	Unusual Causes-Principal Approved		
G	Homebound (1/2 day)	R	Religious Holy Day w/Document		
H	Health Care Appt.-Partial Day	S	Suspended		
I	In School Suspension (no absence)	T	Tardy		

### Tardies

Students cannot be dropped off at school before 7:40 a.m. School starts at 8:20 a.m. and breakfast is served from 7:40 a.m. to 8:10 a.m. Please have your child at school prior to 8:00 a.m. if they need to eat breakfast. Students are to be in their classrooms and seated when the bell rings at 8:20 a.m. Tardiness is a disruption to the classroom activities. For safety reasons, if a child is tardy to school, an adult must accompany the student to the office to receive a tardy slip to admit him/her to class. **Please do not drop off students in front of building. 5 tardies in a 9 week grading period may result in lunch detention. Tardies will count against perfect attendance.**

### Leaving School

We encourage, when possible, that routine medical or dental appointments be made before or after school hours. However, if this is unavailable, **it is necessary that a note from the doctor's office be turned into our main office upon your child's return.** Early dismissals (before 3:45 p.m.) will count against perfect attendance. **Excessive early dismissals will result in disciplinary action.**

Additionally, we respectfully request that your child **not** be removed from school prior to 10:00 a.m. for other reasons, as this is our daily state funding time for grades K-5.



**School Agenda** - Each student is required to have a school agenda, which is used as an assignment book and communication between teachers and parents.

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

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

**Text Messages via Remind**-Families are welcome to sign up to receive text messages from the Principal throughout the year regarding upcoming events, reminders, and emergencies. See office or Primary website for details.

## **DRESS AND PERSONAL APPEARANCE (Pre-K through 5<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 student 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 at Barbers Hill. The student body must help in every possible manner to develop pride, 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:**

#### **Clothing**

- Any type of dress, insignia, neckband, accessory, shirt, or other clothing with suggestive or distasteful wording (ex. Rebel flag); or which advertise or exploit tobacco products, alcoholic beverages, drugs or other illegal substances will not be allowed.
- Any clothes, accessories, symbols, or jewelry which depict or suggest 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 the campus.

#### **Shirts and Tops**

- 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 can only be worn with a dress, skirt, or top that is fingertip length or longer.
- 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 shorts, 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 and skirts cannot have holes or tears, and must have a finished hem and may not be rolled up.
- 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 and fit well to insure health and safety. Students participate in P.E. and various activities that include running, jumping, and climbing.
- Shoes must be appropriate for school. Footwear must have a soft sole, with a back designed to stay on the foot during physical activities (i.e., tennis shoes.)
- Footwear not allowed:
  - o Footwear without back straps.
  - o Cleats, toe shoes, wheelies (shoes with rollers), high heels, flip-flops, rubber sandals, pool or beach type shoes, house shoes and skippers and steel toed 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) styled, shaved, or cut into 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. Cornrows and/or dread locks are permitted if they meet the previously mentioned lengths.
- Ponytails or tails are not acceptable on male students.

Boys are not permitted to wear hair accessories.

### **Facial Hair**

- No student will be permitted to cut lines or designs into 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.

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

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

### **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.

## **CLASS ORGANIZATION**

Every student's schedule includes instruction in English Language Arts, Science, Mathematics, Social Studies, Fine Arts, and Physical Education. Our Fine Arts department consists of music and art. Library instruction is scheduled for each student.



### **LIBRARY**

Students may check out and check in books during homeroom time each day and during their regularly scheduled library time.

Books are due on the student's scheduled library day. If a student is absent on his/her library day, the books are due on the FIRST DAY the student returns to school.

Monies collected from fines are used to repair books and purchase new ones. When a book is lost or damaged beyond repair, the student must pay for the book at its replacement cost.



### **CAFETERIA**

The cafeteria provides wholesome food at a reasonable cost. Students are expected to do their part in keeping the cafeteria in good order. Students are required to eat in the cafeteria, but they may bring their own lunches from home. **Carbonated drinks are not to be brought to school.**

Parents who wish to eat lunch with their child may bring food from an outside source for their child only (per state regulations).

The cost for breakfast is \$1.25 and lunch is \$2.40. Milk may be purchased for \$.65. The school should not be expected to extend credit. No more than two (2) meals may be charged to a student.

1. Use 6-inch voice (a voice that can be heard by someone 6 inches away).
2. Keep hands, feet, and other objects to yourself.
3. Sit facing the front with feet on the floor.
4. Raise your hand before getting up from the table.
5. Do not touch or take food off of another student's tray.
6. No eating or drinking after leaving the table
7. No carbonated drinks
8. Lunch visitors shall remain at the designated visitor tables at all times.

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

### **VISITORS TO SCHOOL**

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

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

- Field Trips
- Volunteering

Additionally, visitors who wish to pick up, have lunch with a student, attend field trips, or other events during the school day must be listed as an Emergency Contact or have written permission from a legal guardian. Students from another school or siblings of students will not be permitted to visit during the school day (including party days or field trips).

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

### **LUNCH VISITORS**

Permissible lunch visitors include family members listed on the student's emergency contact page.

### **FIELD TRIPS**

Well-planned and supervised field trips may be scheduled during the year. Students must go and return by bus. Discipline and handling of students are duties of the teachers. A charge for this activity may be requested depending on the type of trip.

- **Siblings are not allowed on field trips. Parents who attend field trips are asked to help chaperone students. Only parents serving as chaperones are allowed to attend field trips.**
- **All parents who attend field trips must have an approved Volunteer Background Check on file in the office.**
- **Parents chaperoning primary students on field trips must provide their own transportation.**
- **Parents chaperoning on field trip(s) must pre-register to be eligible to attend. Name tags will be assigned in the front office.**
- **Background checks should be submitted 10 days prior to field trip/event.**
- **In the interest of student safety, parents who attend fieldtrips will be expected to adhere to the guidelines/expectations put in place by school personnel.**

## **CODE OF CONDUCT AND DISCIPLINE MANAGEMENT**

**Discipline Management** – To insure the rights and safety of each child, a well-disciplined student body is a necessity. We use a positive approach to discipline in the entire building. We feel that children who know the rules and disciplinary actions for breaking those rules are better able to meet basic behavior standards.

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

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

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

### **MAKE SMART CHOICES**

Safety First  
On Task

**A**ct Responsibly  
**R**espect yourself and others

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

Options may include:

1. Time-out
2. Withdrawal of privileges
3. Behavioral contracts or plans
4. Special assignments or duties
5. Parent contact/conferences
6. Detention
7. Office Referral/Referral to Counselor
8. Removal from class
9. Paddling/corporal punishment
10. Removal from school
11. Restitution for damaging or defacing school property
12. Other reasonable actions created by unforeseeable circumstances

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

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

**GRIEVANCE** – If a situation mentioned above is not resolved, the following sequence must be followed, and due process will be provided.

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

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

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

**PARENT-TEACHER CONFERENCES**

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

**REPORT CARDS**

Report cards are given out in all subjects within one week following the end of the nine-week period. Students are to take this card to their parents/guardians who will sign the report card cover each nine weeks and return it to school the next school day. Signing of the report card cover by the parent indicates receipt of the report card and does not imply approval of the report.

**RETENTION OF STUDENTS**

Retention of students at the Primary will follow the guidelines of local board policy:

EIE (LOCAL) – X

## DRILLS AND EMERGENCIES



### Fire Drills

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

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

### Bad Weather Closing

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

Radio Stations:  
KTRH – 740 AM  
KSHN – 99.9 FM

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

Parents may also access the following website for this information: [www.schoolclosings.net](http://www.schoolclosings.net)



## BUS RIDER RULES AND REGULATIONS

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

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

Student behavior may be monitored with audio/video cameras.

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

### **GENERAL SAFETY RULES**

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

### **PROCEDURES AT THE BUS STOP**

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

### **LOADING PROCEDURES**

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



## **CONDUCT ON THE BUS**

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

## **EMERGENCY PROCEDURES**

1. Remain quiet and listen for bus driver's instructions.
2. If you must evacuate the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
  - a. Evacuation will start with the seat closest to the door.
  - b. Leave the district vehicle in a single file line as quickly and quietly as possible.
  - c. Once outside the bus, follow the driver's instructions.

## **GETTING OFF THE BUS**

1. **Stay seated until the bus comes to a complete stop.**
2. Use the handrails and steps when exiting.
3. Do not push or shove to get off of the bus.
4. Do not attempt to get off at another stop unless written permission from a parent or guardian is given to the driver and has been approved by the office. This must be done before the bus run and must not interfere with the usual schedule of the route.
5. Obscene language or gestures directed at the driver or anyone at the bus stop is not allowed.
6. If you must cross the street, cross in front of the bus stepping at least 10 feet in front of the bus while maintaining eye contact with the driver. Wait for the driver to give a clear signal to cross the street. Look both ways before crossing. If you drop something in front of the bus, get the driver's attention and he/she will get it for you.

## **CONSEQUENCES**

### **LEVEL I**

#### **Types of Offenses**

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

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

#### **Disciplinary Action**

1st Offense – Principal conference with a written warning  
2<sup>nd</sup> Offense – Administrative choice  
3<sup>rd</sup> Offense – 3-day suspension from bus  
4<sup>th</sup> Offense – 10-day suspension from bus  
5<sup>th</sup> Offense – 6-week suspension from bus

### **LEVEL II**

#### **Types of Offenses**

Cursing/inappropriate language  
Disrespectful to driver/attitude

Destruction of property  
Fighting/pushing/shoving/tripping, etc.

Obscene gestures  
Harassment/Bullying  
Insubordination/non-compliant

Tampering with district vehicle equipment  
Throwing objects inside and outside of district vehicle  
Possession of tobacco, alcohol, drugs or lighters

### **Disciplinary Action**

1st Offense – Administrative choice  
2<sup>nd</sup> Offense – 1-week suspension from bus  
3<sup>rd</sup> Offense – 6-week suspension from bus  
4<sup>th</sup> Offense – Suspension from bus for remainder of school year

### **LEVEL III**

#### **Types of Offenses**

Physical attack on driver or student

Possession of weapons or other dangerous objects

#### **Disciplinary Action**

Immediate removal from bus for remainder of school year.  
Criminal charges may be filed

Occurrences not specifically listed above will be handled according to the level of seriousness of comparable offenses, as determined by school officials. A parent conference may be called at any time by the school administrator or transportation supervisor should serious misconduct occur. The administrator has the authority to skip steps for serious violations.

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

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

The District Technology Director will oversee Barbers Hill ISD's electronic communications system.

The district's system will be used only for administrative and educational purposes consistent with the district's mission and goals. Commercial use of the district's system is strictly prohibited.

The district will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the district's system will emphasize the ethical use of this resource. Copyrighted software or data may not be placed on any system connected to the district's system without permission from the holder of the copyright.

### **System Access**

Access to the district's electronic communications system will be governed as follows:

1. With the approval of the immediate supervisor, district employees will be granted access to the district's system. A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
2. Students completing required course work on the system will have first priority for use of district equipment after school hours.
3. Any system user identified as a security risk or having violated district and/or campus computer use guidelines will be denied access to the district's system.

### **Campus-Level Coordinator Responsibilities**

As the campus-level coordinator for the electronic communications system, the principal or designee will:

1. Be responsible for disseminating and enforcing applicable district policies and acceptable use guidelines for the district's system at the campus level.
2. Ensure that all users of the district's system complete and sign an agreement to abide by the district's Acceptable Use Guidelines. All such agreements will be maintained on file in the campus principal's office or where designated by the administration.
3. Ensure the employees supervising students who use the district's system provide training emphasizing the appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
5. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

### **Individual User Responsibility**

The following standards will apply to all users of the district's electronic information/communications system:

#### **On-Line Conduct**

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
3. System users may not use another person's system account without written permission from the campus administrator or technology director, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations.
6. System users must obtain permission from the technology director to upload public domain programs or to download public domain programs to the system. System users are responsible for determining whether a program is in the public domain.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of Barbers Hill ISD's Acceptable Use Guidelines, and possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. These activities will result in disciplinary action in accordance with the Student Code of Conduct.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.



# GRADING

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

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

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

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

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

Please see Barbers Hill Primary school website for First grade standards at [www.bhisd.net](http://www.bhisd.net).

## MISCELLANEOUS INFORMATION

**Transportation changes** -. All changes in your child's dismissal procedures, need to be made in writing prior to 2:00 p.m. in the student's agenda to ensure children's safety and limit class disruptions.

Reminder: Changes from bus to bus are not allowed. Email and phone calls will not be permitted for transportation changes.

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

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

**Parent Volunteers** – All parent volunteers must have an approved Volunteer Background Check on file in the office before volunteering in the school. Volunteer orientation will be conducted at the beginning of each school year.

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

**Notice of Pest Control Treatment** – Pesticides are applied periodically at this school or campus. A notice of pest control treatment will be posted prior to any treatment being done. For more information, please contact the Director of Facilities and Operations at 281-576-2221, ext. 1275\*. \*(Note the preferred extension number.)

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

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

**Cell phones and other electronic devices, (such as smart watches and as toys) are prohibited unless special arrangements have been made and approved by administration. Any of these items brought to school will be taken up.**