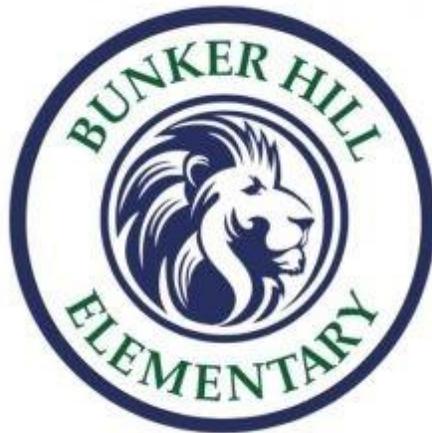


Student Handbook

Student Planner Version

2019-2020



Bunker Hill Elementary School

11950 Taylorcrest Road
Houston, Texas 77024-4399
School Phone: 713.251.5400
School Fax: 713.251.9558

School Website: <https://bhe.springbranchisd.com/>

PTA Website: <http://bunkerhillpta.com>

Table of Contents

Mission and Vision.....	3
SBISD Attendance Regulations	
Compulsory Attendance Law	4
BHE Attendance Guidelines	
Absences.....	4
Excused Absences.....	4
Excused/Counted as Present.....	5
Unexcused Absences.....	5
Student Tardies.....	6
Checking Out of School Early.....	6
Truancy.....	6
Truancy Referrals.....	6
Warning Notices to Parents.....	6
Arrival and Dismissal Procedures	
Arrivals.....	7
Change of Transportation.....	7
Dismissals.....	8
Assorted and Important Information	
After School Programs and Activities.....	8
BHE PTA Events and Fundraising.....	8
Birthdays.....	9
Breakfast.....	9
Bullying.....	9
Change of Clothes.....	10
Communication.....	10
Discipline Management Plan.....	11
Email.....	11
Family Access.....	11
Lost and Found.....	11
Lunch.....	12
Meet the Teacher/Teacher Assignments.....	12
School Safety.....	12
School Directories.....	13
School Supplies.....	13
Spirit Gear (School T-Shirt).....	13
Technology.....	13
Useful Websites.....	15
Volunteer Opportunities.....	16



Our Mission:

At Bunker Hill Elementary:

- We believe ALL students have the desire and ability to succeed.
- We believe our students are unique and valuable with different strengths and needs.
- We believe students need a safe, positive, and supportive environment to grow.
- We believe our faculty and staff are dedicated, innovative, reflective, flexible, intentional, and passionate.
- We believe in supporting the whole child by being genuine, lifelong learners who create an environment of high expectations to help students achieve.
- We believe our Bunker Hill Elementary family is built on trust, common values, mutual respect, support, and teamwork with a strong desire to make a difference.

Our Vision:

- We believe Bunker Hill Elementary students will continue the learner's journey as critical thinkers and problem solvers through resilience and perseverance.
- We believe students will leave Bunker Hill Elementary knowing how to value the differences in others.
- We believe our Bunker Hill Elementary students will continue to be responsible citizens who value and serve their community.

****This handbook is designed to serve as a reference guide and a supplement to the SBISD Elementary Student Handbook and Code of Conduct.****

SBISD ATTENDANCE REGULATIONS (excerpted from **SBISD Student/Parent Handbook**)

SBISD emphasizes that attendance is a key in the enhancement of student achievement. Parents, by law, are accountable for their child's attendance. Once enrolled in prekindergarten or kindergarten, a child shall attend school. Students must be present **90% of the year** to be promoted. Official attendance is taken daily. All students not present when roll is taken are counted absent. Students will be considered absent from class if they miss more than 15 minutes of a class period.

COMPULSORY ATTENDANCE LAW

1. The Texas Education Code provides for compulsory attendance. A child, who is required to attend school under this section, shall attend school each school day for the entire period the program of instruction is provided.
2. Unless specifically exempted by the Texas Education Code, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 19th birthday shall attend school.
3. Unless specifically exempted by the Texas Education Code, a student enrolled in a school district must attend an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district.
4. Regardless of loss of credit due to excessive absences, the grade will be recorded on the student's transcript and included in the GPA calculation for high school.
5. In accordance with Board Policy FEA (LOCAL) the District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:
 - a. The student has been absent ten consecutive school days; and
 - b. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

In accordance with Board Policy FEC (LOCAL), excessive absences shall be defined as having been in attendance for less than 90% of the days a class or course is offered. A student with excessive absences at any time during the semester may be assigned an academic support plan to ensure appropriate progress in classes. The student's plan shall be developed by the campus administrator with input from the student's teachers. Failure of a student to satisfy an assigned academic support plan can result in credit and/or final grade being withheld for the class or courses until the student meets the plan requirements.

BHE ATTENDANCE GUIDELINES

All absences, excused or unexcused, determine promotion. State Law, as well as local policy, identifies several types of absences. These include, but are not limited to the following:

ABSENCES

Excused Absences:

All absences must be verified by a parent with either a written note, including email, or a telephone call to the office or Attendance Office. Written notice must be given to the Attendance Office within two (2) school days if the absence is to be excused. All notes and/or phone calls may be subject to verification by the campus administration. If the student has an excessive number of excused absences, the principal may request a note from the doctor for all future absences.

Absences for the following reasons shall be considered unavoidable and shall be classified as **excused** for the student:

- Student Illness: Five consecutive days or longer requires a doctor's note to be excused.
- Death/Funeral of a Family Member or Serious Illness of a Family Member
- Quarantine
- Weather (announced bad weather closings)

- **Religious Holy Days:** Any child of an established faith will be excused if his/her absence is for the purpose of observing a religious holy day, consistent with his/her creed or belief. The parent/guardian must submit, to the office, a written request for an excused absence.
- **Authorized School-Sponsored Activities:** A student may receive excused absences for participation in off-campus school-related activities. The District will not, however, permit students to participate in such activities that would require, permit, or allow a student to be absent from any class more than 10 times during the school year.
- **Parent or Stepparent on Active Military Duty:** A student shall receive an excused absence if the parent/stepparent of that student is an active duty member of the military and has been called to duty, is on leave from, or immediately returned from deployment of at least four months in order to visit with the parent/stepparent, for no more than five days. The excused absence must be taken no earlier than the 60th day before deployment or the 30th day after.
- **Required Court Appearance:** The principal shall require the presentation of appropriate court document, subpoena, etc. which indicates when a student is to appear in court.
- Service as an election clerk
- Playing “Taps” at a military honors funeral in Texas (*grades 6-12*)
- **Naturalization / U.S. Citizenship:** A student who misses school for the purpose of appearing at a government office to complete paperwork required in connection with the student’s application of U.S. Citizenship or for the purpose of taking part in a U.S. Naturalization oath ceremony, including traveling for that purpose.
- Approved college visitation (*high school students*)

NOTE: Parents should make a special effort to request scheduled appointments at a time after school hours. When several appointments must be scheduled during school hours, a different hour of the day should be used each time to avoid the student’s missing the same class period several times and falling behind in his/her class work.

In order to determine if a student’s tardiness or absence is excused, a note or email is needed and must include:

- Name of Student
- Grade/Homeroom Teacher
- Date(s) of Tardiness/Absence
- Cause of Tardiness/Absence
- Parent/Guardian Signature

The note is to be taken to the Attendance Office by the student on the day of his/her return to school. If a note is not received within two (2) school days of a student’s return, the student’s absence will be considered unexcused.

Excused/Counted as Present:

Absences for religious holy days, college visits, service as an election clerk, playing “Taps” at a military honors funeral in Texas, appearing at a government office to complete paperwork in connection with application for U.S. citizenship, and/or partial day appointments with health care professionals will be counted as a day of attendance if the student satisfactorily completes the missed school work. These days will also be counted as present for any activities or recognitions that have attendance as criteria.

- **Health Care Appointments:**

The principal shall require a note signed by the parent/guardian requesting that a student be released for a health care appointment. Students are required to bring a note by the health care professional upon return from the appointment.

Unexcused:

An absence for any reason other than those listed above shall be classified as unexcused. Absences that are classified as excused shall not be excused if the parent fails to notify the office of the reason in

writing for the absences within two (2) school days of the absences. The Building Principal may review reasons other than those listed above and determine if they, too, may be excused.

STUDENT TARDIES

A student is considered tardy if not in class when the bell rings. Tardiness is a disruption to classroom instruction and the educational process.

Excused tardiness is defined as arriving to class with an acceptable excuse or admit during the first fifteen (15) minutes of the period. Excused arrival at a class after more than fifteen (15) minutes of the class period shall be regarded as an excused absence.

Unexcused tardiness is defined as arriving to class without an acceptable excuse or admit during the first fifteen (15) minutes of the period. Unexcused arrival at a class after more than fifteen (15) minutes of the class period shall be regarded as an unexcused absence. A teacher may impose sanctions under the teacher disciplinary plan, including denial of academic credit for the day's work, if the grade was taken for other members in the class. In addition, the student will be subject to disciplinary action in accordance with the *Student Code of Conduct*. There are no excused tardies to first period for students who assume responsibility for their own transportation instead of riding the school bus.

CHECKING OUT OF SCHOOL EARLY

Parents are required to notify the office when taking a student out of school early. No student will be released from school except to a parent, guardian, or designee, as indicated on the Student Information Form. When taking a child out of school, the parent, guardian, or designee is required to come to the office to sign out and specify the reason for early dismissal. Upon verification of proper identification, the child will be brought to the office.

If the student is being released by the clinic, they must report to the office to sign out before leaving campus.

TRUANCY

Absence from school or class without prior knowledge and approval of the parents, guardian or school officials will be considered truancy. Each absence due to truancy will result in a grade of zero for any activity, test or assignment missed if all the members of the class are assigned grades for the same work. Further disciplinary action may be taken if deemed necessary by the principal.

Truancy Referrals:

School personnel will refer student absences to the SBISD Police Department using the following guidelines. Referrals for failure to attend school will be investigated by the SBISD Police Department.

- Three (3) days or parts of days for unexcused absences within a four-week period.
- Ten (10) days or parts of days for unexcused absences within a six-month period.
- Unexcused arrival for class after more than fifteen (15) minutes of the class period shall be regarded as an unexcused absence.

Warning Notices to Parents:

- If a student is absent from school three (3) days or parts of days in a four-week period without excuse, the parent will be notified by school personnel of the unexcused absences and will have a chance to meet with school personnel to discuss an Attendance Intervention Plan (AIP).
- If the student is absent from school for ten (10) or more days **unexcused** in a six-month period, school personnel are required by law to notify the SBISD Police Department TRIAT (Truancy Reduction Increased Attendance Team) Police Officer of a student/parent failure to complete an Attendance Intervention Plan (AIP). The Truancy Prevention Facilitator for the District is Officer Patricia Mounsey: 713-251-4319.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVALS

Students may NOT be dropped off at school earlier than 7:20. Exceptions are tutoring that is arranged with a teacher or events such as Books & Breakfast. All morning drop offs will need to be done at the carpool gates which open daily at 7:20 am. The front of the building WILL NOT be open. The front parking lot is closed from 7:20 am to 7:50 am to allow walkers/bike riders to arrive safely. Our day begins at 7:50 am so please have your child at school by this time. They are tardy at 7:50.

Bus information may be found under “Useful Links” at www.bunkerhillpta.com, clicking on SBISD Bus Routes. You can type in your address and your bus information will pop up including the bus number, morning pick up time, and afternoon drop off time. *Times subject to change by SBISD transportation.

Students who ride the bus to school are dropped off in the bus lane in front of the school off of Taylorcrest. Carpool is located in the back of the school off of Kimberley Lane. Walkers may enter through any school entrance. All gates and access points are locked at 7:50. Any student(s) arriving after 7:50 will need to come to the front of the school to be signed in by a parent, guardian, or designee in order to receive a tardy slip/admit to class.

CHANGE OF TRANSPORTATION

As stated in the SBISD Student Handbook: For the safety and protection of our students, transportation changes will not be taken over the phone. All transportation changes must be in writing and sent to the teacher with the student in the morning. The note must include the date of the change, the child’s name, the parent’s name and a phone contact, should there be any questions. A parent signature is required on the note. Please refer to the SBISD Student Handbook – SBISD procedure that must be followed!!

- If you plan to pick up your child before the end of the school day and did not send a note in writing to the teacher with the student in the morning, this is a change of transportation. All transportation changes must be in writing and sent with your child in the morning to your child’s teacher. The note must include the date of the change, the child’s name, the parent’s name and a phone contact, should there be any questions. An emailed message cannot be accepted as the SBISD Student Handbook says, “in writing and sent to the teacher with the student in the morning.”
- **IMPORTANT** ---- Should an emergency arise which requires a change in transportation and a written note has not been sent to school with the student in the morning, parents must call and speak to the principal or assistant principal. Please understand that some sort of identification check will be necessary such as asking you the birth date, birth place, or middle name of your child. The safety of your children is what drives these changes in practice during student dismissal. We thank you for your cooperation and understanding.

Here are some scenarios that may come up:

1. You forgot to send the note to tell the teacher your child was going home with a friend. You can call the friend’s parent and ask your friend to meet your child either at their regular bus stop or at your home to pick your child up.
2. You forgot about a doctor’s appointment at 3:30 and did not send a note that you would be picking your child up in carpool instead of riding the bus. You can come well before 2:45 to check your child out. After 2:45, it is considered change of transportation. This should be a rare occurrence.

3. You are stuck in traffic and won't be there when your child gets off the bus so you need someone to pick him up. You can call a friend, neighbor, or relative and ask that person to pick your child up at the bus stop.

DISMISSALS

Students who will regularly walk or bike ride home without a parent will need to have a form on file. Your child's teacher will have these at Meet the Teacher. It will need to be completed and on file at school. The front parking lot is closed from 2:45 to 3:05 to allow walkers/bike riders to leave campus safely. Students are not allowed to linger on campus to play without a parent.

Walkers are dismissed from their Dismissal Station at 3:00 pm. Kindergarten and first grade walkers will be dismissed at the end of their hall at the playground and are required to be dismissed to a parent, guardian, or adult designee with a school-issued sign with the child's name. Younger siblings cannot be picked up by older siblings from the Kindergarten/First Grade hallway.

Teachers escort bus students to the proper buses. Parents or other adults of Kindergarten bus riders must meet the bus and have the school-issued blue card to get your child off the bus. If no one is at the stop or the adult doesn't have the blue card, the student will be brought back to BHE.

All students are dismissed at 3:00 pm. If you are picking up your child in the carpool line, which forms in the BHE driveway at the back of the school off of Kimberley Lane, you should plan on arriving between 2:45 and 3:00 pm. Carpool signs with your child's name, teacher, and grade will be given to you and must be displayed in your windshield.

ASSORTED AND IMPORTANT INFORMATION

AFTER SCHOOL PROGRAMS AND ACTIVITIES

Several after school activities take place at BHE. These include Fiddling Lions, Spanish After School, and Jog Club to name a few – more can be found on the website under Community Flyers and After School Enrichment and by exploring the website.

In the community, Spring Branch Memorial Sports Association (SBMSA) is popular for sports for girls and boys (visit www.sbmsa.com). It is more intense time-wise and more competitive than the local church leagues, which also offer sports for girls and boys throughout the year.

Girl Scouts and Boy Scouts of America both have troops/dens organized by grade here at BHE as well as through area churches.

A number of facilities in the areas provide after-school care for those parents needing more options. iKids (visit www.ikidsinc.com or email info@ikidsinc.com for more information) is on site at BHE and others like Memorial Drive Methodist Church and Crème de la Crème have transportation from BHE to their facilities.

BHE PTA EVENTS AND FUNDRAISING

We love our BHE PTA! You are encouraged to join and attend the monthly PTA meeting, held on the first Friday of each month at 9:30 am in the Community Center at BHE. You will get the most current updates on what's going on around campus and hear from the Principal about administrative decisions and happenings.

The PTA holds two fundraisers for BHE throughout the year. In the fall, parents may donate money to the "Underwriting Campaign" which funds the BHE PTA Budget. The school's largest fundraiser, the BHE Auction, is held in February or March. This adult-only night includes both a live and silent auction and a full night of fun!! You will receive an invitation to the auction in January or February.

BHE has two book fairs, one in the fall and one in the spring to benefit the BHE library. Spring Fling takes place in April and is a carnival-type event with games and food. There are many opportunities for volunteering at all three of these events.

Throughout the year, the PTA may hold book drives, food drives, and coat drives for another SBISD elementary school in need. BoxTops for Education are also collected and monies earned go to our Sister School in SBISD, Thornwood Elementary.

BIRTHDAYS

Students are welcome to celebrate their birthdays during the scheduled recess time. Parents should contact teachers a few days in advance to find out how many treats to send and inquire about any allergies in the classroom. Teachers may provide an alternative time if your child's recess is before lunch time.

Birthday treats need to be individual portions and **nut-free**. Popular items include cookies, brownie bites, plain doughnuts or pre-cut cookie cake.

If the student's birthday falls on a holiday, during the summer, or on state testing days/closed campus days, please arrange to celebrate on an alternative day.

BREAKFAST

Students may buy breakfast from 7:20 to 7:45. Students arriving after 7:45, will not be able to purchase breakfast. There is a designated table for students buying and eating breakfast.

To pay online, set up a meal account by going to "Useful Links at www.bunkerhillpta.com or by going to www.springbranchisd.com and click "For Parents" and select "Online Meal Payments." See Lunches Section for more details on lunch accounts.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a District operated vehicle, and the behavior:

- Results in harm to the student or the student's property
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student

who was found to have engaged in the 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.

The principal 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 his or her child be transferred to another classroom or campus within the District.

A copy of the District's policy is available in the principal's office, superintendent's office, and on the District's web site.

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

Bullying also includes any form of harassment or the making of a hit list. Hit list is defined as a list of people targeted to be harmed using a firearm as defined by *Section 46.01(3), Penal Code*, a knife as defined by *Section 46.01(7), Penal Code*, or any other object to be used with intent to cause bodily harm.

Harassment is defined as threatening to cause harm or intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

The penalty under this section could range from Level II to Level IV. The level will depend upon the specific actions of the student as well as the overall effect of the school.

Teasing, bothering, irritating or annoying behaviors are not always considered bullying. Please help your child make the distinction between a student who is being annoying or teasing and one who is a bully – as defined above. When the word "bully" is used, it is very serious and trigger a full investigation.

In addition, on our BHE website, there is a link to report bullying, hazing or harassment anonymously; however, it is much better to report directly to the child's teacher or an administrator as soon as possible. Please refer to the SBISD Parent/Student Handbook for more information.

CHANGE OF CLOTHES

Please make sure your child, especially those in grades K-2nd, has a spare change of (season-appropriate) clothes in their backpack at all times. You never know when there could be a run-in with some mud, food, etc.

COMMUNICATION

Conferences are scheduled in the fall for all students at the end of the first nine weeks. Check our school calendar for the specific two noon dismissal days scheduled for fall conference. Teachers may also arrange times on, before, or after those two dates for parent conferences as individuals' schedules allow. The first nine weeks Report Cards and Fall MAP assessment scores will be shared at the conference.

In February, we have conferences with parents whose children are at risk or may not meet promotion standards due to failing grades, excessive absences, or the Student Success Initiative (SSI) requirement in 5th grade that students must pass both the Reading and Math STAAR exams. These meetings are

also known as Grade Placement Committee (GPC) Meetings. These meetings are scheduled in May and/or June and/or August as results from TEA are published.

Report Cards are sent home with students each nine weeks. The first is given out at the Fall Parent Conference and the other three are sent home with students at the end of each nine weeks. The exception is Kindergarten – Kindergarten will have a parent conference in October, but will not receive a Kindergarten report card until the end of the first semester, end of the 3rd, and 4th nine weeks.

Report cards will be sent home in a special envelope that has a place for the parent to sign. These envelopes need to be returned to school the next day if possible. We continue to use the same special envelope all year long.

Progress Reports are sent after the 4th week of school in each nine-week period.

Correspondence including permission slips for field trips, PTA, and community notices are sent home in the Friday Folder.

Teachers communicate in many ways including email, texts, and notes in the Friday Folder.

Messenger Call Out System is used periodically to remind or inform parents. An automated system will send out emails, SMS text messages, and/or call all families and gives a recorded message in emergency situations or as a reminder for school-wide events. This is the best method for ensuring ALL parents are reached (please make sure your SKYWARD phone numbers and emails are up to date and contact the front office personnel to make updates).

NEW THIS YEAR!! Lions Notes Newsletter is an all-campus monthly newsletter that will be sent out via Twitter, Messenger, and PTA e-blast at the beginning of each month. Links will be provided for each grade level, special people (principal, librarian, counselor, etc.) and specials teachers (art, music, health fitness, etc.), and special programs (choir, fiddling lions, etc.) so you can read up on all the great things happening at BHE.

DISCIPLINE MANAGEMENT PLAN

- Discipline & consequences for improper actions shall be based upon a careful assessment of the circumstances of each case.
- The Spring Branch Independent School District *Student Code of Conduct, Levels of Behavior* shall govern disciplinary action. Please refer to the *SBISD Student Code of Conduct* for more detailed information.
- *SBISD Student Code of Conduct* and *Parent Student Handbook* are located on the SBISD web page.

EMAIL

Email is an excellent way to communicate with your child's teacher, faculty, and/or staff, if your communication is not urgent. Please give us at least 2 (TWO) school days (48 hours) to reply to your email. Teachers usually check email before and after school. They will not always have a chance to check email during their conference/planning time. Teachers, faculty and staff may not be able to reply to all of them that day.

IMPORTANT – Transportation changes may NOT be sent via email. Please see the section on Change of Transportation.

FAMILY ACCESS

Family Access is a password-protected site that provides both parents and students access to course grades, homework, attendance, and other data. To set up your account, you will need to first obtain your password from the BHE Office. Then go to "Useful Links" at www.bunkerhillpta.com and click on

“Family Access” to set up your account. Your password works for all students in your family attending an SBISD school.

LOST AND FOUND

Each school maintains a lost and found service for all students who misplace their belongings. Our Lost and Found Cabinet is located in the cafeteria. We hold frequent “garage sales” to come claim missing items throughout the year. All items not claimed after the garage sale events be will given to a charitable organization.

LUNCH

If you plan for your child to purchase lunch from the cafeteria, either exclusively or from time to time, you can either send in a check, cash or set up an online meal account. To pay in cash or check, simply send money with your child each time he/she buys. Send the envelope labeled with your child’s name, lunch number (you obtain from the office or in Skyward), and teacher name.

To pay online, set up a meal account by going to “Useful Links at www.bunkerhillpta.com or by going to www.springbranchisd.com and click “For Parents” and select “Online Meal Payments.” It is best to pre-pay a larger amount rather than send \$2.00 daily.

Parents are welcome to join their child for lunch. Please know you will need your ID to sign in/out at the front desk. Tables on the far right are reserved for parents eating with their children. Your child cannot ask a friend to join you. You can also choose to eat at one of the many picnic tables outside on campus found along the 2nd, 3rd, and 4th grade hallways. Kinder parents are asked to wait until October to come for a lunch visit to allow time for their child to get acclimated to their new school, schedule and routines, and new classmates. Be sure to exit out the front of the school and turn in your visitor badge.

Grade	Specials	Lunch	Recess	Pride Time
Kindergarten	10:20-11:15	11:30-12:00	1:00-1:30	8:20-9:20
1 st Grade	8:30-9:25	11:50-12:20	12:20-12:50	9:25-10:25
2 nd Grade	9:25-10:20	12:05-12:35	11:30-12:00	10:25-11:25
3 rd Grade	12:00-12:55	11:20-11:50	9:30-10:00	1:00-2:00
4 th Grade	1:00-1:55	12:25-12:55	10:00-10:30	2:00-2:55
5 th Grade	2:00-2:55	10:50-11:20	1:30-2:00	11:25-11:55

MEET THE TEACHER/TEACHER ASSIGNMENTS

Meet the Teacher is scheduled the day before school begins in August annually from 9-10 am. New Student tours are also available that day beginning at 8:30 am. Class lists will be posted in the front hallway no earlier than the morning of Meet the Teacher as we are still enrolling students the day before. Postcards are no longer being mailed by BHE as of August 2018.

SCHOOL SAFETY and SECURITY-- EMERGENCY PROCEDURES

SBISD strives to provide a safe and secure learning environment for students and staff.

- Teachers and staff are trained on the campus emergency procedures.
- SBISD Police Department are staffed with highly-trained professional law enforcement officers dedicated to the safety and security of all persons on District campuses.
- Criminal history background checks are completed on all volunteers.
- Photo ID badges are required for all District employees and secondary students. The use of student I.D. badges is a local campus decision. The campus administration may require that all students wear I.D. badges while on campus or may require that the I.D. badge be in the student’s possession and be able to provide proof of his/her identification upon request.
- Closed circuit television systems are monitored by the SBISD Police Department.
- V-Soft Visitor Tracking System logs in all visitors on District campuses and checks a nationwide registered sex offender database.

- Districtwide and campus-based Emergency Operations Plan provide procedures on the management of emergency situations.
- Emergency radio system is utilized to notify campus and department administrators of impending emergency situations and provides direct communications with the SBISD Police Department.
- Annual campus safety audits of District campuses are held to identify and improve campus safety.
- Campus safety drills for Shelter in Place and Lockdown situations are held annually.
- Houston Crime Stoppers Program (Hotline 713-222-TIPS) can be used to report crimes.

SCHOOL DIRECTORIES

School directories are published each year and distributed free of charge ONLY to those families who agree to have their information published. You will receive an email from My School Anywhere – Bunker Hill Elementary near the start of the school year. You must fill out your information and agree to have it published to be included in the directory. Teachers cannot share class lists or contact information. The directory is the best way to make and be included on playdates, birthday invitations, group teacher gifts, etc....don't miss out!

SCHOOL SUPPLIES

All students must purchase school supplies. The PTA offers parents the option to purchase pre-packaged school supplies that are delivered to your child's classroom for the first day of school. This is the easiest and most cost-effective way to purchase school supplies. Go to www.bunkerhillpta.com to learn when you can pre-order and to place your order. If you miss that deadline, you can purchase at Meet the Teacher (while supplies last). If you choose to purchase on your own, you will need to obtain a list from your child's teacher.

SPIRIT GEAR

The PTA has a variety of items to help show your BHE Lion pride! Go to www.bunkerhillpta.com to pre-purchase items during the month of May. If you miss that opportunity, you can purchase items at Meet the Teacher (while supplies last) and online again in the beginning of the school year.
IMPORTANT NOTE: All students are REQUIRED to have a BHE T-Shirt to wear on field trips.

TECHNOLOGY (Students)

Monitored Use of Electronic and Web-Based Accounts:

Electronic mail transmissions and other use of the electronic communications system by students shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

Suspected violations of acceptable use by students shall be reported first to the campus principal and, if necessary, by the campus principal to the Associate Superintendent for Administration and Operations.

See Board Policies CQ (Local), CY (Local), DH (Local), FFH (Local), FFI (Legal), FN Series, and the SBISD *Student Code of Conduct*.

Cyberbullying:

Bullying in any form will not be tolerated in Spring Branch. Examples of cyberbullying include but are not limited to unkind text messages or emails, inappropriate and embarrassing photos, videos, etc. that may be shared with others via electronic means such as emails and text messages, posting on social networking apps, websites, etc.

Students are prohibited from possessing, sending, forwarding, posting, delivering, 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 or infringes on the rights of another student at school.

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; may be required to complete an educational program related to the dangers of this type of behavior; and, in certain circumstances, may 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 review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

Students sharing inappropriate photos and electronic communications with SBISD staff will be subjected to disciplinary actions outlined in the Student Code of Conduct. Staff members have an obligation to report any inappropriate communications they receive.

In addition, any student who engages in conduct that results in a breach of the District's network or device 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.

The following are additional examples of inappropriate uses of technology resources that may result in loss of privileges or disciplinary action.

- Disrupting the educational process in the District.
- Using technology resources for any illegal purpose, including threatening school safety of the safety of anyone else.
- Accessing resources to knowingly alter, damage, circumvent, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including but not limited to knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming compromised.
- Disabling or attempting to disable or bypass any Internet filtering device or software. • Signing into someone else's account.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting." Users who access such material are expected to discontinue the access as quickly as possible and to report the incident to a supervising teacher.
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself OR others, such as addresses, phone numbers, or photographs without permission, or responding to requests for personally identifiable information or contact from unknown individuals.
- Making appointments to meet in person other people met online. If a request for such a meeting is received, it should be immediately reported to a teacher or administrator.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.

- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.
- Subscribing to inappropriate newsgroups.
- Using email for commercial, political, or advertising purposes.
- Accessing personal email accounts during the instructional periods.
- Using a device to take pictures, capture images or video in any locker room, bathroom or other areas in which students dress.
- Posting videos, photos, etc. of others to the Internet or social media tools without their approval.

District-issued Student Email Accounts:

Students understand use of the student email account is viewed as a privilege and as such access may be used for educational and research purposes only. Misuse may result in school disciplinary action and in loss of email privileges. Students must use their SBISD accounts for all correspondence with teachers (not personal email). ***Note: Elementary student emails are only allowed to correspond within the District.*

Use of Personal Devices from Home:

At student in grades PreK-12 may use a telecommunications/electronic device to the extent authorized by a classroom teacher or administrator for instructional purposes. Telecommunications/electronic devices shall not be used to take pictures or video at any time during the school day or on school grounds, unless authorized by the classroom teacher for instructional purposes.

A student in grades PreK-5 may use a personal telecommunications/electronic device on school grounds during non-instruction time and athletic events for other school-related activities/special events to the extent authorized by the campus administration.

All personal telecommunications/electronic devices shall be set so that incoming calls, text messages, and the like do not impair the learning environment (i.e. make sound).

When use of any telecommunications or personal electronic device is granted, the use may not in any way:

- Disrupt the educational process in the District
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind
- Compromise or circumvent the district network or security

Specifically, the use of a cell phone or any device that may be used to take pictures, capture images or video in any locker room, bathroom, or other areas in which students dress is prohibited at all times.

A staff member who discovers a student in possession of a personal telecommunication device in violation of District policy guidelines set forth in the Student/Parent Handbook shall confiscate the device and turn it over to a campus administrator by the end of the same school day.

The District is not responsible for telecommunications or electronic devices brought onto campus or school-related events that become lost or stolen.

Any time a telecommunications/electronic device is taken up as part of an investigation, if there are possible criminal charges, the telecommunications/electronic device will be turned over to the SBISD Police Department.

USEFUL WEBSITES

The BHE PTA website www.bunkerhillpta.com is updated regularly by the PTA. This is your best resource for all things BHE including: volunteer opportunities, calendar of events, online absence forms,

online Spirit store, opportunities to donate, and the latest on all things BHE. Make sure you visit the website and sign up for the “BHE Weekly PTA Update.” These weekly eBlasts will keep you informed throughout the school year.

The BHE SBISD website, <https://bhe.springbranchisd.com> is the official district website with general school information, district policies, dress code information, etc.

VOLUNTEERING OPPORTUNITIES

What makes BHE great is its amazing teachers. Please consider supporting those teachers and students at BHE by signing up to volunteer. We have all types of opportunities. Visit www.bunkerhillpta.com and click on “Sign Up Now” to get started.

Anyone who wants to volunteer at BHE in any capacity, including chaperoning a field trip, being a mystery reader, working in the library, etc., must be registered through SBISD and undergo a background check. All volunteers must re-register annually. To start the process, visit “Useful Links” at www.bunkerhillpta.com and click on “District Volunteer Registration.”

