

Barton Hills Elementary

Parent & Student Handbook

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WELCOME BARTON HILLS FAMILIES!

We are so happy to begin another school year with you. Our sweet campus celebrated our 50th birthday in September, 2014 and we are looking forward to another 50 serving our community.

Our goal is for each child to learn, grow, and develop every day at Barton Hills. Our desire is to provide academic excellence in a warm and supportive school climate. We want each parent to feel that; “My child is having a great year at Barton Hills”.

Thank you for being our partners in your child’s education. Strong parental and community support enhances the quality of education at Barton Hills. Please come to school, meet us, talk to us, join the PTA, and volunteer your time and energy. Together we can build on our strong foundation to ensure quality educational experiences that promote the social, emotional and academic success of our Eagles.

Colors: Green & Gold
Mascot: Eagle

PARENT POWER

Parents are a key ingredient for the success of Barton Hills’ students. You can be a part of the BHE school community by working daily with your child at home, reading with him/her, and asking questions that connect with his/her learning experiences. In addition, we have many opportunities for participation.

1) Join and actively participate in PTA

Participation with PTA can be done creatively whether you have limited time or lots of time. Last year, BHE volunteers and PTA members logged well over 7,000 volunteer hours – simply AMAZING! There are always

opportunities for you to be involved at Barton Hills and we need your help. The Barton Hills PTA is essential in promoting the educational goals of the school and does a tremendous job of fostering and promoting a positive educational program. We invite you to become a PTA member and to be actively involved in one of the many PTA sponsored activities. As a volunteer, room parent, board member, officer, etc., you can make a meaningful contribution to our school and your child. Get involved and be a part of our team. You can get up to date PTA information by visiting the PTA website: www.bhepta.com

2) Visit the campus often

You are WELCOME to visit us at Barton Hills. We have school-wide events, Monday morning assemblies, lunch opportunities and multiple class celebrations and opportunities for you to join us at school in addition to volunteering in various capacities. For visits to your child’s classroom or the school day outside of lunch and scheduled volunteer times, appointments should be made at least one day in advance with your child’s teacher. This helps us avoid scheduling conflicts and also maintains the integrity of the learning environment for all students. Outside of special occasions, pre-scheduled classroom visits are typically limited to twenty minutes. Longer visits may cause disruptions to learning. A planned conference with the teacher provides the optimal conditions for positive and productive interaction. Unfortunately, teachers cannot stop teaching to visit with parents who “pop in.” Their first priority has to be instructing students and facilitating class learning. Visiting parents need to sign in at the office and pick up a badge before going to the classroom or other teaching areas (again, with prior teacher communication). Teachers will be happy to discuss what you observed during your visit at a mutually convenient time. Except for open classroom events or celebrations, please do

not bring younger children to the class with you.

3) Having lunch with your child

Adults are welcome in our cafeteria for lunch. Check your child's lunch schedule and sign in at the office before joining your child in the cafeteria for lunch. Please meet the class at the cafeteria doors, not in the classroom. Our cafeteria tables are typically filled with students eating lunch. There is one table marked for visitors and you are welcome to go to the picnic tables or benches in the front of the school. Parents are requested to follow our cafeteria expectations and help students do the same.

4) Read Weekly Eagle News and school-wide communication

Every week watch for the "Eagle News" which includes school and PTA events and happenings. Thursday folders are sent by the teachers and includes teacher communications and some school information. In addition, teachers distribute classroom news and post information on websites.

THE DAILY SCHEDULE

- 7:15 Doors open for student arrival, gathering in the cafeteria
- 7:35 Teachers pick students up from the cafeteria on Tuesdays – Fridays and go to the classroom
- 7:40 Morning assembly for all students in cafeteria on Mondays
- 7:45 Classes begin/Morning announcements Tuesday – Fridays
- 2:57 Student dismissal. Please be punctual when picking up students

Arrival and Departure

The instructional school day is from 7:45-2:57. Students who are brought to school by automobile are to be let out in the front of the

school only. Parents should not park in the front parking lot or in the front driveway. Parking is reserved for staff and visitors. **Do not drive into the back lot to drop off children as this causes safety problems.**

The building is accessible to students beginning at **7:15 a.m.** daily. Students should enter the building through the front doors only and then proceed to the cafeteria. Students are not to go to any other area of the building between 7:15 and 7:40 a.m. Neither are they to stay on the playground nor other areas of the campus. Appropriate supervision for "early arrivers" cannot be guaranteed anywhere other than in the cafeteria.

Students are dismissed at 2:57 p.m. Students in grades K-3 who are taken home in cars may meet their rides in front of the building. Students in grades 4-6 will meet their rides on the Barton Hills Drive side of the school. (Older siblings may wait with their younger siblings in the front of the school.) All students should be picked up no later than 3:00 p.m.

PLEASE NOTE: The safety of students who arrive at school before 7:15 a.m. or who are not picked up by 3:00 p.m. is not guaranteed by Barton Hills School or Austin I.S.D. On-site after school care is available through Extend-A-Care. The Extend-A-Care phone number is 512-472-9402.

DO NOT USE MOBILE COMMUNICATION DEVICES (CELL PHONES, ETC.) WHILE OPERATING A MOTOR VEHICLE IN ANY SCHOOL ZONE AND AROUND OUR SCHOOL

Leaving School Early

Any student leaving school during school hours must be signed out at the office by a parent or guardian. Please do not go directly to classrooms to pick up students. If a student has a medical appointment before 10:00 a.m.,

you must bring a note from the doctor to the office upon returning to school (same day) so the student will not be counted tardy or absent. Per AISD policy, leaving early constitutes a partial day absence. **Students will not be called from class until the parent has arrived in the office.**

Morning Classroom Routine

As required by state law, our students recite the pledges of allegiance to both the U.S. and Texas flags. In addition, we also observe a minute of silence each morning. This is also required by state law and is a time during which students may pray, meditate, reflect on the day ahead, or simply sit still and quietly. Students are not to interfere with others during this time.

REGULAR ATTENDANCE AND PUNCTUALITY

Few would argue with the fact that there is a direct correlation between good attendance and success in school – and later in life, too! Please do all that you can to ensure that your child is at school. Illness, family emergencies, and other unavoidable reasons for absences are understandable. Vacations, extended trips, and other recreational activities, which can be scheduled during holidays or during the summer, should be avoided during instructional time, as these are not excused absences. **AISD now requires a note from the parent explaining reason for absence. Please send a note with your child within three days of him/her returning to school.**

Students are expected to attend school regularly and to arrive punctually. Official attendance is taken at 9:30 a.m. daily. To be considered “present” for the day, a student must be physically present on campus at this time. If a student is not present at 9:30 a.m., the student is counted absence unless he/she return to school the same day with a note

from a medical professional indicating that the absence was due to a doctor’s appointment.

Punctuality: When arriving at school, students go directly to the cafeteria to find their class row and to be seated. Students may read, study, write or draw until the school wide assembly begins on Mondays at 7:45 or when their teacher picks them up at 7:35 on all other weekdays. Please try to have your student here by that time. Students are not permitted to wait outside the classroom while Monday morning assembly is going on or prior to the teacher and class arriving at the room. Please instruct your child to go to the cafeteria on all days up until 7:35. Teachers will begin instruction promptly at 7:45. On Mondays, morning assembly is our opportunity to build our school community, make important announcements and celebrate our successes. On other weekdays children arriving after the 7:45 bell are tardy and should check in at the office **accompanied by a parent.** If you hear the pledges and/or the announcements on the PA, the 7:45 bell has rung.

The only excused tardies are those accompanied by a documented doctor/dentist or medical appointment.

Absence: Regular, on time, attendance is essential to student achievement. State law requires that students be in attendance unless legally exempted or excused. Unreported absences are documented and excessive tardies and/or absences may result in an attendance contract and/or court action. After 3 unexcused absences and/or tardies, a warning letter will be sent from the district. After 10 tardies and/or unexcused absences, court action may be taken. **Send a written note with the reason for your child’s**

absence within 3 days of their return or the absence will be considered unexcused.

In case of extended illness (more than 3 days) work missed will be provided. Teachers will need at least 24 hours' notice to prepare assignments for students who are absent. Per AISD policy, leaving early constitutes a partial day absence.

Religious Holy Days – A student may be excused from attending school for the purpose of observing religious holy days when it is one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination. A written request must be made in advance by the parent or guardian. Students are not counted in attendance and will be given the opportunity to make-up work.

Trips/Vacations – We recognize that families have to make careful decisions regarding out of town trips during the school year. **Please be advised these absences are unexcused absences (per district policy) and will not be approved as "excused"**. These absences affect make-up work and student learning, and they also factor into state attendance requirements for students to be considered for advancement to the next grade.

BIRTHDAY CELEBRATIONS

Barton Hills recognizes that each child's birthday is special. Each child's birthday will be recognized at the Monday assembly the week prior to their birthday and they will receive a birthday pencil. Please do not send invitations, party favors, presents, or balloons for distribution at school. If you send invitations to school to pass out, there must be one for every child in the room – otherwise use your own contacts through email/US mail. **We cannot have birthday parties at school, but you may arrange with the classroom**

teacher a time to share an appropriate and healthy treat. Birthday treats may not be shared at lunch. Please do not bring gifts to school.

CAFETERIA

Providing good nutrition in a courteous atmosphere is our goal. Breakfast and Lunch menus are sent home monthly from AISD and they are available at

www.austinisd.org/schools/menus/index.phtml.

Breakfast is available from 7:15 am to 7:40 am. Please make sure your child arrives at school in time to eat breakfast and get to the classroom before the 7:45 bell.

Students may bring or purchase lunch. We ask that milk, juice, or water be utilized as the lunch beverage. **No soft drinks or gum please.** Each child has a personal identification number (PIN) for a cafeteria account. Please send **cash only** (checks are not accepted) in a sealed envelope labeled with the child's and teacher's names on the front and amount. You may purchase several meals in advance to avoid sending money daily or you may prepay and track your child's lunch account using credit or debit cards through www.myschoolbucks.com. Milk, juice and healthy items may also be purchased. Applications for free or reduced lunch are available from the school office.

Cafeteria Behavior – Lunch is part of the social development of children. General expectations include:

- Students will walk in the cafeteria
- Students will use quiet voices & good manners
- Students will stay in their seats and raise hands to get help; (Sit and Stick)
- Students will keep hands, feet and belongings to themselves; (Feet under food) and

- Students will clean up after themselves.

When you are visiting for lunch, please model these expectations. Your child will follow your lead.

CAMPUS ADVISORY COUNCIL (CAC)

The Campus Advisory Council is a committee of teachers and other school employees, parents, and community members that serves in an advisory capacity to the principal. Typical areas of responsibility are related to curriculum, instruction, budget, and staffing. Other topics may be discussed when district officials ask for this level of campus input. The CAC meets monthly on the second Thursday of each month at 3:00 p.m. Agendas are posted in the main hallway. Please notify either of the CAC-Co-Chairs if you would like an item to be placed on a meeting agenda. All CAC meetings are open to the public.

CELL PHONES

Elementary aged students may bring cell phones to school provided they stay in backpacks and are turned off during the instructional day. Any cell phone picked up by a teacher or administrator will be returned only to the parent.

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CHILD STUDY TEAM/DYSLEXIA EVALUATION/504/ARD

The process for screening students with specific needs (e.g., learning difficulties, speech difficulties, physical difficulties, acting out behaviors, etc.) includes a referral to the Child Study Team (CST). The Child

Study Team (CST) will analyze the student's referral information such as strengths and weaknesses, attendance/academic concerns, health history, dominant language, educational history, family situation, interventions, modifications/instructional alternatives offered, and student/teacher relationship. The CST will also develop a student action plan and establish an intervention evaluation. The teacher will monitor student progress, review, and modify as appropriate. If the CST feels that the teacher has tried all interventions to help the student succeed, it can recommend review by the assigned campus diagnostician for academic testing. The diagnostician will review all information collected by the CST to determine if any more data is needed. After that review he/she may request a CST meeting convene. Parents are informed and invited to the meeting to discuss educational concerns, suspected disability and possible evaluation. A referral packet is completed and after assessment results are available, the committee reconvenes as an Admission, Review, and Dismissal (ARD) meeting. At the ARD meeting, the committee will determine appropriate intervention for the student. This might include interventions in various setting and/or services available through special education if the student is so eligible.

Evaluations for Dyslexia follow similar procedures. A Child Study Team (CST) meeting is convened and information is collected. The information is forwarded to the AISD Dyslexia department for review and decision about assessment. Once the assessment is complete, a 504 committee will convene (teacher, administrator, and parent) to determine interventions, services, and accommodations if the student is so eligible.

504 eligibility and potential accommodations may be considered for a student with a

diagnosed impairment that impacts school success.

If you have such concerns about your child, be sure to convey these to his/her homeroom teacher.

CLASS PARTIES

Class parties will be held only three times during the school year:

- Winter Holiday
- Valentine's Day
- End-of-Year

The dates of these parties are designated by the grade levels and approved by campus administration. Please check with your child's teacher.

COMMUNICATION BETWEEN HOME AND SCHOOL

Weekly folders – Teachers send home a folder at least weekly (usually on Thursdays and some an additional day). In addition to electronic communication this is an avenue for increased communication between school and home. The folder may contain a weekly and/or monthly class newsletter (including units/topics of study, skills and concepts that have been or will be introduced, class events, activities, behavior, etc), student work, and community and school related information. Parents are requested to carefully read the information in this folder and return the folder with the child the following day. This system is designed to enhance home-school communication. We must rely on the student to deliver these to parents promptly. Please check your child's backpack daily and/or weekly.

Weekly Electronic Newsletter – the PTA sends out the Eagle News weekly. The newsletter highlights school and PTA

information including school events, community events, calendar dates, and other information.

You can also read about our school on our website or the PTA websites at:

www.austinisd.org

www.bhepta.com

Parent-Teacher Conferences –

Communication between parents and teachers is essential for each student's progress. Parent-teacher conference days are held in the fall and spring of each year on the dates indicated on the AISD calendar. Your child's teacher will prearrange conferences on the set day or sometime within the week before or the week after that day. Conferences have different forms – some will include students and others will just be parents. If you are unable to attend a conference, please notify your child's teacher and reschedule the meeting. At the conference, teachers and parents discuss a child's strengths and areas of need and review work, school-based assessments, and teacher observations. In the event a parent is unable to attend a conference with the teacher, the parent may request a telephone conference.

If a child has learning or behavioral difficulties, additional conferences can be scheduled at a mutually agreed upon times. Teachers have a planning and preparation period each day, and they may have time available at 3 p.m. (We often have faculty and staff meetings after school, so please check with your child's teacher).

If you have a classroom concern, please contact the teacher first. If after communicating with the teacher, the concern is not resolved, feel free to contact the administrator.

Classroom Telephones – Each teacher has a telephone in his/her classroom. Incoming

phone calls during instructional time should go directly to the teachers' voicemail, so please do not expect teachers to answer their phones when classes are in session. Teachers typically check voice mail messages during their planning time and after school. For emergency messages, contact the school office at 512-414-2013. We cannot guarantee that any dismissal changes will be communicated to the classroom after 1:30 pm. Please try to make arrangements with your child in the morning or communicate earlier in the day with the classroom teacher.

E-mail – All our teachers have school e-mail. In most cases, the email address is the teacher's firstname.lastname@austinisd.org. Like the telephone, teachers will not be able to answer email during instructional time. Parents are also encouraged to give their email address to the teachers, if desired. This will help facilitate communication between the teacher and parents.

Report Cards - Report cards will be sent home after each 9-week reporting period.

EMERGENCY INFORMATION:

It is essential that we have current telephone numbers and addresses where parents, relatives, or friends may be reached as soon as possible in the event of an emergency. The school office will not release students to persons not listed on the file! Special permission for someone else to pick up your student must be sent in advance and must be in writing! Parents are requested to submit to the office any change of address or telephone numbers, so that our files can contain accurate information. All parents should have some telephone number where they may be reached during the school day.

Each teacher cares about the safety of your child. Notes from parents about special health problems, extended or severe illness, the need for temporary restriction of physical activities, or changes in afternoon transportation are welcome and help us do a better job.

FOOD & NUTRITION POLICY

Barton Hills follows the district's *Food and Nutrition Policy*. Although strongly discouraged, a student may bring foods or beverages of minimal nutritional value (FMNVs) from home as long as only that student consumes them.

Summary of District Regulations:

- AISD schools may not serve or provide access for students to FMNV's
- FMNV foods and carbonated beverages may not be sold or given away on school premises by the school, or non-school organizations (PTA groups, fundraisers, booster clubs, etc.), teachers, parents, or any other person or group during the school day.
- A student may bring FMNV foods or beverages from home as long as the student is not selling or providing items to other students.
- FMNV foods and beverages may not be made available to students on field trips.
- The policy does not include sports drinks, tea, or juices.
- The policy only covers prohibited carbonated beverages and foods of minimal nutritional value.
- Parent may only bring food for consumption for their own child. Even with another parent's permission, a parent may only bring food for their own child.

Examples of prohibited food items (FMNVs) include, but are not limited to:

- Soda and carbonated beverages (Coca-Cola, Dr. Pepper, Sprite, Diet Coke, root beer, Mountain Dew, Pepsi Cola, etc.)
- Water ices/snow cones, Slurpies, Slushies, etc. (This does not include snow cones, etc. made with 100% fruit juices.)
- Chewing gum, bubble gum, Blow Pops, etc.
- Certain candies and processed foods made predominantly from sweeteners or artificial
- Sweeteners with a variety of minor ingredients such as...
 - Hard candy (Jolly Ranchers, Mega Warheads, Cherry Sours, Nerds, Runts, Gobstoppers, Sweetarts, sour balls, fruit balls, candy sticks, lollipops, mint, sugar wafers, rock candy, cinnamon candies, Breath mints, jaw breakers and cough drops.)
 - Jellies and Gums (Gummy Apple Rings, Sour Worms, Orange Slices, beans, berry fruit snacks, Mike & Ike, Hot Tamales, gum drops, jelly beans, jellied and fruit-flavored slices, etc.)
 - Marshmallow candies/marshmallow crèmes, (Peeps, etc.)
 - Fondant (candy corn, soft mints, Lemon heads, Cherryheads, Grapeheads, etc.)
 - Licorice, Twizzlers (any flavor or filling)
 - Spun candy (cotton candy, etc.)
 - Candy coated popcorn (Poppycock, Cracker Jack, etc.)

HOMWORK

Homework is assigned as needed and appropriate at each grade level. For a more specific description regarding the expectations regarding homework, please attend Back to School Night or visit with your child's teacher.

LEAVING SCHOOL DURING THE DAY

Any student leaving school during school hours must be signed out at the office by a

parent or guardian. Please do not go directly to classrooms to pick up students. Students are not allowed to call home to check out after they get to school except in case of emergency. As a safety precaution, positively no one is to leave our campus at any time during the school day without permission from the office. Students will be released only to parents/guardians or other adults who are on the official emergency contact list. We need written permission from the parent or guardian if other individuals are to take students from school. Persons who are picking up students must provide identification in the office upon request.

LEGAL DOCUMENTATION (CUSTODY OF CHILD, ETC.)

If there are any court orders or other legal documents which might determine who is and is not eligible to see your child, receive information about him/her, etc., and please be sure our office has an official copy. We cannot enforce restrictions or request assistance from the police or other law-enforcing agency without such supporting documentation.

LOST & FOUND

When items are found at school they will be placed in the "Lost and Found" located at the bottom of the stairs adjacent to the cafeteria. Children and parents are asked to check this area for items that are lost. After a few weeks, unclaimed items are donated to a local charitable organization. Notice of such a donation will be emailed home in case a last-minute search through any lost-and-found items by students or parents is desired. If a belonging is labeled with a name, we will do our best to return them to the proper owner.

MEDICAL ALERTS

We all care about the health of our students. Notes from parents about special health concerns, extended or severe illness, allergies, or the need for temporary restriction of physical activities will help us do a better job. Students with communicable diseases (e.g., chicken pox, pink eye, strep throat, etc.) are not allowed to attend school until the disease is no longer a threat to other students. If your child has a fever of 100.4 or more he/she must be picked up and should not return to school until clear of fever for 24 hours without the use of fever-reducing medication. Also, if your child has been vomiting the night before, or the morning of class, please keep him/her home until clear for 24 hours.

MONEY AT SCHOOL

When it is necessary to send money to school, we request that it be placed in an envelope with the child's name and the teachers' name on the outside. If the money is lost, it is easier to return to the owner if this information is available.

PARENT VISITATION

Parents are encouraged to visit Barton Hills throughout the year. Checking with the teacher first about the best time to visit enables you to schedule the visit for maximum benefit (to ensure that the class is not taking a test, going on a study trip, or having some other activity). Please sign in at the school office before going to the classroom areas. Please limit your visit to 20 minutes. You are welcome to visit the cafeteria and eat lunch with your child any day.

REQUEST TO WITHDRAWAL FROM SCHOOL

When it is necessary to withdraw a child from school, please contact the office at least one day before the date of withdrawal. Before a

student can be cleared to withdraw he/she will need to return all textbooks and library books. Books that are lost, damaged or destroyed must be paid for before the withdrawal card is released.

SAFETY

The safety and security of each student and adult in the Barton Hills School community is of paramount importance. Students should not bring items to school that are dangerous, expensive, or distracting to themselves or others.

Arrival and Dismissal – The circle drive in front of the school is for car pick-up and drop off. **The front parking lot is for staff and visitor parking. Do not use this parking lot as a drop off zone. Do not drive into the back lot to drop off or pick up children.** Please adhere to the no parking zones on Barton Hills Drive and Homedale Drive. Please note that Homedale Drive between Barton Hills Drive and the back parking lot exit has now been designated a School Zone.

Drop off/ Pick up at the front circle drive

- Cars should line up on the curbside of the front circle drive
- Safety patrol members will be stationed along the right curb to open doors for students entering or exiting cars.
- Do not pull around waiting cars in the front circle drive. Watch for the signal to pull forward.
- Make playdates/pick up plans in advance of dismissal. Please do not make playdates as cars are coming through the drive.

Bike racks are located in front of the school. Students should walk bikes on campus.

Students should cross streets only in marked crosswalks.

Pets:

Due to the congestion at arrival and dismissal time, we are asking that you **do not bring a pet with you to drop off or pick up your child.** Unexpected reactions from children, adults, and pets may occur, so please leave your pet at home. This request does not apply to dogs trained to assist those who have vision impairments.

Early Dismissal:

Any student leaving school during school hours must be signed out at the office by a parent or guardian. Please do not go directly to classrooms to pick up students. Office personnel will call the classroom and have the student sent to meet you in the office or office staff will issue you a sticker to indicate you have signed out your child. Please be prepared to show your identification in the office. For safety reasons, teachers will not dismiss students without a call from the office. Students must remain in the classroom until they are check out in the office.

Safety Drills:

We conduct several different types of safety drills every year. If you are visiting the building please follow all staff instructions.

We conduct four different drills:

- **Evacuations** conducted for fire, bomb threat, or gas leak
- **Lock Downs** conducted for intruder or violence on campus
- **Reverse Evacuation** conducted for a situation in the vicinity of the campus.
- **Shelter-in-Place** conducted for inclement weather or HAZMAT.

SCHOOL HEALTH SERVICES AND MEDICATION

AISD in collaboration with the Children’s Hospital of Austin provides to our campus a School Health Team consisting of a registered nurse (RN) and a School Health Assistant. Their assigned time at our campus varies based on the needs of the students. All students must have a completed and signed health Consent Form on file. In the absence of your written permission on the form, the School Health Team cannot legally treat a student in the event of illness, unless it is a medical emergency. We must keep all medication in the office. A special form completed by the parent authorizing school personnel to administer medication is required. **Please do not send medication to school for your child to take “on their own.” Only prescriptive medication will be given at school.** When medicine must be administered at school, it must be furnished in its **original labeled container** and with the parent’s signed permission form on file in the office. The container and signed form must include: student’s name, name of medicine, purpose of medicine, and dosage. A student with a fever of 100.0 must be sent home and CANNOT return to school until the temperature returns to normal for 24 hours without the use of fever reducing medication.

LICE PROTOCOL

Head lice are common for children ages 3-12. Head lice are not a health hazard and are not responsible for the spread of any disease. Screening will be done on an individual basis for students reporting or demonstrating symptoms. All students identified with **live lice** will be sent home at the end of the school day after contacting parent/guardian by phone. Parents/Guardians will be advised to treat their child for head lice. The name of the treatment product must be provided by the parent/guardian on the treatment letter. After treatment has been completed, the student can

return to school. Students identified with **nits only** will have their parent/guardian contacted to see if treatment has taken place within the last seven days. The name of the treatment product must be provided by the parent/guardian on the treatment letter. If treatment **has** occurred within the last week, the student may stay in school. If treatment **has not** occurred in the last seven days, the same protocol for live lice will be followed. Alert letters will only be sent home in the event of a high percentage of students infested in a classroom.

SCHOOL SUPPLIES

Students are expected to have the necessary supplies for school each day. A supply list is available from your child's teacher or on our website. If assistance is needed with acquiring school supplies, please contact our school counselor at 512-414-2013. Students must also have appropriate tennis shoes for P.E. and they should wear closed shoes (heel and toe) daily.

STUDENT CONDUCT

We want all students to learn and achieve in a positive and safe school environment. Our expectations for students are:

Everyone is Respectful
Always Persevere
Get Along with Others
Love to Learn
Everyone is Responsible
Show Integrity

Being a good citizen and productive member of the Barton Hills Elementary School community is a daily goal for everyone. Appropriate behavior is taught and positively

reinforced. We believe developing self-discipline is a school and family responsibility and process. Severe disruptions will result in immediate referral to the administrator and appropriate disciplinary actions will be taken, as guided by the AISD Code of Conduct.

STUDENT DIRECTORY

Each year, the PTA works through a company, myschoolanywhere, to provide an online directory of student contact information. The directory contains student name, teacher, parents names and contact information. This is an "opt-in" directory. Current families will just need to update their information. New families will enroll. You will find more information on the PTA website.

STUDENT HAT AND DRESS POLICIES

The purpose of the dress code is to create the proper learning environment and model good citizenship. Both the student and parent share the responsibility for age appropriate dress and grooming because the selection of clothing often sets the pattern for behavior. Barton Hills follows the AISD dress code set forth by the Board of Trustees. Per AISD policy, examples of inappropriate dress at the Elementary level shall include, but is not limited to:

- Improperly fitting clothing; baggy pants, oversized shirts, elongated armholes, overly tight garments, and clothes that improperly expose body parts;
- Tops that are strapless or backless, spaghetti straps, or have low cut necklines;
- Shorts and skirts that are short enough to be distracting;
- Makeup and artificial nails;
- Slippers and thong-type flip-flop shoes;
- Gang associated clothing or colors;

- Hat or caps worn inside the building (except for religious requirements);
- **Unnatural colored hair – at Barton Hills.**

Students violating the AISD dress code will be asked to call parents for a change of clothes. If parents are unavailable, the child will be given appropriate clothes to wear. Please see <http://www.austinisd.org/parent-information/dress-code> for more information about the AISD dress code.

STUDENT RECOGNITIONS

Kindergarten—6th Grade

At the end of each nine weeks, eligible students in grades Kinder through 6th will receive a Principal's recognition for Commended Attendance and Punctuality. Commended attendance and punctuality is defined 97% attendance and punctuality for the nine weeks (usually no more than 1 absence **and/or** 2 tardies).

1st—4th Grades

Celebrations for achievement and year-long accomplishments will be recognized at in-class celebrations. Celebrations will be scheduled for May and students will be recognized for accomplishments in academic and non-academic areas. Additionally, students will receive recognition for year-long commended attendance.

5th and 6th Grades

Several certificates of accomplishment will accompany the report card each nine weeks for eligible students. Academic and Personal Development will be recognized. Student Recognition Celebrations will be scheduled at the end of the year. At this Celebration, students will be honored for specific outstanding year-long academic achievements, year-long commended attendance, and other special awards.

Monday Morning Assemblies

We recognize students at our Monday morning assemblies for participation and achievement in school-related events, birthdays, and Golden Eagles.

STUDY/FIELD TRIPS

Parents will be notified in advance whenever children leave campus on study trips. Permission for trips using AISD arranged transportation is given on the Student Registration Form. All study trips are planned for educational purposes only. Parents who are kind enough to volunteer to drive on study trips are requested to bring their insurance information and driver's license to the school office before driving on a trip as well as complete the volunteer background check through APIE. Each child must be properly seat belted. An AISD Private Transportation form must be completed and signed by the parent for each trip including charter busses.

TEXT AND LIBRARY BOOKS

It is the responsibility of the school and the principal to issue, collect, care and account for all state adopted textbooks. The school furnishes book covers and sees that all textbooks are covered as required by law. Textbooks and library books that are lost, damaged, or destroyed by a student must be paid for by that student at the state established price.

TOYS, GAMES, CARDS, ELECTRONIC DEVICES & OTHER PERSONAL ITEMS

Parent cooperation in preventing your child from bringing unnecessary items to school is appreciated. Such items include cards (Pok-E-Mon, Magic, etc.), dolls, stuffed animals, balls, action figures, radios, recorders, i-pods, electronic games, etc. Such recreational items and toys tend to interfere with the learning

process or promote arguments or disagreements. Personal belongings of this nature are sometimes lost, damaged, or ruined, and the school will not be responsible for any personal property brought to school, including jewelry.

Although the Board of Trustees has approved that elementary students can possess a mobile phone or electronic device on campus, the device should not disrupt the instructional day. Overall, students are discouraged from bringing such items to school to prevent theft, damage, etc. However, if a student still chooses to bring an electronic device on campus, the device must be completely turned off and not seen by the teacher or staff unless specific permission is given by the teacher for instructional use (example: use of a Kindle for reading). The campus cannot be responsible for the theft or damage of any such items as well.

If a teacher approves the presence of specific items on specially designated days (“show and tell”, Student of the Week, etc) the items should be used only during the specified time of the day. For classroom exceptions such as a reward with board games, the teacher will typically notify the parents of the designated day.

Children are not allowed to bring any item to school that is dangerous, too dear to be lost, or which distracts other children.

Inappropriate items will be collected by the teacher and returned at the end of the school day. Dangerous items or electronic devices used without permission will be sent to the school office for pick-up by the parent.

Confiscated items will be kept in the school office and may be retrieved by a parent. The student is expected to let his/her parent know that the items are available for pick-up. Fees can be collected for electronic devices to be returned if they are deemed as being misused or used without permission on campus.

Purses and backpacks - Student purses and backpacks brought to school are subject to reasonable search by a school official (teacher, principal, assistant principal) when he or she has established reasonable cause to believe the student is violating or has violated a student code of conduct rule, school rule or law. Parents should remind students not to bring items to school that are in violation of the student code of conduct (guns, knives, weapons, drugs, etc).

VISITORS & VOLUNTEERS **(PARENTS AND OTHERS)**

Anyone who is not a student or staff member must sign-in at the office, present their driver’s license, and wear an identification badge. Barton Hills uses the Raptor system. If a family has special custody or security concerns, it is their responsibility to inform the school office in writing and provide copies of court orders that give or deny permission to specific parties.

If a parent or community member is volunteering on a consistent schedule, they must complete a background check through Austin Partners in Education. The librarian can provide specific directions. Any parent driving on a field trip must have an additional background check.