**HOUSTON INDEPENDENT SCHOOL DISTRICT**

**DAVID G. BURNET ELEMENTARY SCHOOL**

**Parent Handbook**

**2022-2023**

**5403 CANAL STREET**

**HOUSTON, TEXAS 77011**

**(713) 924-1780**

**(713) 924-1783 FAX**

Houston ISD

Ana Cantu, Principal

5403 Canal St • Houston, TX 77011 • Phone: 713-924-1780 • Fax: 713-924-1783

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents,

 Welcome to Burnet Elementary and a start to a new school year. We are sharing this Parent & Student Handbook which contains our policies and procedures. We ask that you take the time to read it thoroughly with your child as it will guide all of us in assuring your child’s success. We believe that it takes a commitment from all the stakeholders (Parents, Teachers, Staff, Community Members and especially the student) for a child to be successful. Together, we will create a year of excellence for our students as we focus on improving student and family engagement. We firmly believe that you are our partner and your participation will enhance the learning for all our students.

 As you read this handbook, you will notice that the Burnet Faculty is committed to our mission of developing each child academically, physically and emotionally so that they become a productive, contributing, caring adult ready to compete in an increasingly global society. We will strive to meet each learner’s needs with an exemplary education that will improve their levels of learning. Using academics, fine art, technology programs and the project approach, we will encourage and promote readers, rigorous problem solvers, technologically proficient and ecologically responsible citizens, who are lifelong learners.

 Within the pages of the handbook you will notice that our core values of proactive, respect, integrity, development and enrichment are what guide all of us. We expect for our students and staff to be proactive and ready for what lies before them, to respect themselves and everyone around them, to have integrity by doing what is right even when no one is watching, to develop themselves and grow in all areas and of course learn to love life by finding ways to be enriched. These core values are what make leaders in all of us. We thank you for joining in the journey where every student that enters our doors will one day create a better world for all to live in.

With gratitude,

Ana Cantu

Principal

P.S. At the end of this handbook are several forms that need to be returned signed to the school. Please return them as soon as possible.

TABLE OF CONTENTS

|  |  |
| --- | --- |
| ACADEMIC CALENDAR-------------------------------------------------------------------------------- | 11 |
| ATTENDANCE-------------------------------------------------------------------------------------------- | 1 |
| BICYCLES ON CAMPUS------------------------------------------------------------------------------- | 2 |
| BREAKFAST---------------------------------------------------------------------------------------------- | 2 |
| BURNET CAMPUS SECURITY PLAN--------------------------------------------------------------- | 6-8 |
| CELL PHONE POLICY---------------------------------------------------------------------------------- | 16 |
| DISCIPLINE POLICY------------------------------------------------------------------------------------ | 4 |
| EARLY DISMISSAL DATES---------------------------------------------------------------------------- | 8 |
| ELECTRONICS POLICY---------------------------------------------------------------------------------- | 15 |
| ENROLLMENT INFORMATION---------------------------------------------------------------------- | 1 |
| HEALTH---------------------------------------------------------------------------------------------------- | 2-3 |
| HOLIDAY/EARLY DISMISSAL DATES-------------------------------------------------------------- | 8 |
| HOMEWORK---------------------------------------------------------------------------------------------- | 8 |
| LUNCH ----------------------------------------------------------------------------------------------------- | 3 |
| NOTIFICATION TO PARENTS ABOUT PESTICIDE APP.---------------------------------------- | 9 |
| OFFICE HOURS------------------------------------------------------------------------------------------- | 1 |
| NOTICES-------------------------------------------------------------------------------------------------- | 2 |
| PARENT ADVISORY COUNCIL MEETING DATES----------------------------------------------- | 10 |
| PARENT-TEACHER CONFERENCES---------------------------------------------------------------- | 9 |
| PERMISSION FORM FOR USE OF COMPUTER -------------------------------------------------- | 13-14 |
| PUBLIC LIBRARY INFORMATON------------------------------------------------------------------- | 9 |
| REGISTRATION OF CHAPERONES & VOLUNTEERS------------------------------------------ | 1 |
| SCHOOL HOURS----------------------------------------------------------------------------------------- | 1 |
| SCHOOL WIDE EVENTS--------------------------------------------------------------------------------- | 10 |
| SEX OFFENDER NOTIFICATION-------------------------------------------------------------------- | 12 |
| STUDENT DRESS and PERSONAL GROOMING CODE----------------------------------------- | 5 |
| STUDENT DROP OFF AND PICK UP--------------------------------------------------------------- | 7 |
| STUDENT PROGRESS----------------------------------------------------------------------------------- | 3-4 |
| TEXTBOOKS/ LIBRARY BOOKS--------------------------------------------------------------------- | 2 |
| WITHDRAWALS------------------------------------------------------------------------------------------- | 1 |

**OFFICE HOURS**

7:00 a.m. to 4:00 p.m. **Monday - Friday**

**SCHOOL HOURS**

**K- 5th Gr.** 7:30 a.m. to 2:50 p.m. **Monday - Friday**

**ENROLLMENT INFORMATION**

**Enrollment Cards**

It is important that the enrollment card be filled in completely. Include at least two telephone numbers on the card, so that, we can contact you immediately in case of an emergency. Your doctor's number should also be included. If your telephone number or address changes during the year, please send the changes to the office as soon as possible, in case we need to contact you about an emergency.

In case of early dismissal or an emergency, students will be released only to the person or persons who signed the enrollment card.

**REGISTRATION of CHAPERONES & VOLUNTEERS**

Any parent or guardian wishing to be a chaperone or school volunteer **must register ANNUALLY through the Houston Independent School District VIPS PROGRAM**. All necessary forms are available online at www.houstonisd.org. Parents must complete this process **every year.**

**WITHDRAWALS**

Only the person who signed the enrollment card and/or has legal custody of the child can withdraw a student. An Elementary School Student Check-out Sheet must be completed by the appropriate school staff. We ask that you notify the Registrar by 9:00 am on the day of or the day before the actual withdrawal so that all paperwork can be completed by 3:00 p.m. on the date of your withdrawal.

**ATTENDANCE**

Students are expected to be in school every day. It has always been a goal to improve student attendance. Our goal this year is to maintain 98% attendance.

**Absences**

Whenever a student is absent, a dated written excuse must be sent to the teacher and a phone call made to the school the morning of the absence. The written excuse is due on the day the student returns after an absence. If a child is ill for more than a day, please notify the school of the nature of the illness and when the child will return to school. \*A written excuse from the parent or doctor is required when the student returns to class. Students who are able to return to school after a doctor appointment will be counted present if a doctor’s note is submitted to the office at the time of arrival to school. \*Especially if the child has a contagious illness: Flu, Covid19, and other illnesses that have been deemed contagious.

**A referral will be made to the Truant Officer after a student has accumulated THREE unexcused absences.**

**Early Dismissals**

If it becomes necessary to take your child out of school before the end of the school day, a written request from the parents should be sent to the teacher to inform them of the early dismissal. The name of the adult picking up the child (if not the parent), the time and the reason for leaving should be included on the note. When possible, all medical and dental appointments should be made after the classroom hours. The advance notice will give teachers time to prepare homework or assignments for the student leaving early. **No student will be allowed to walk home alone. Students cannot be released by a phone call from the parent.** The parent or authorized person must come to the main office to sign the child out.

**Tardies**

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Please make every effort to have your child here by 7:30 a.m. **Students arriving after 7:45 a.m. are considered late and must** **report to the office with a parent to sign them in and receive a late slip**

**BICYCLES ON CAMPUS**

Students may bring their bike to school. They must get off the bike and walk it on the school grounds for everyone’s safety. They must bring a lock to secure it on the bike rack. The school is not responsible for damages or the loss of a bike.

**BREAKFAST**

Breakfast will continue to be served in the classroom, as per HISD. Students who want to eat breakfast at school **must be in the classroom by 7:35 a.m.** Students are tardy if they arrive after 7:45 a.m.

**TEXTBOOKS/ LIBRARY BOOKS**

All students are issued the appropriate textbooks for their grade level. Students are held responsible for a particular book issued to them. The Texas Education Code, Section 12.65 under "Textbooks", Article C, adopted by the 61st Legislature reads as follows:

"Each pupil and his/her parent or guardian will be responsible to the teacher for all books not returned by the pupil. Any student failing to return all textbooks shall forfeit his right to free textbooks until those previously issued, but not returned, are paid for by the parent or the guardian."

**NOTICES**

All information for parents will be send home in the new Parent Communication Folder.

(Possible replacement fee)

**HEALTH**

**Immunizations**

All immunizations shall be completed at the time of school enrollment in accordance with regulations published annually by the Texas State Department of Health. Immunizations must be updated on time or the student will be excluded from school until a written doctor's statement or an updated immunization card from the clinic is presented to the school.

### **Medication**

It is not the function of public-school personnel to administer medical treatment or medication including over the counter drugs.

**Pupils on long term medication, which cannot, under any arrangements, be administered other than during the school hours; may take medication in school under the following instruction: A physician must state in writing that a pupil should have certain medication during school hours. The physician and the parent must sign Form NO. 40.3740 before any medication may be given. This form must be renewed and on file at the beginning of each school year.**

**Communicable Diseases**

To protect every child and school personnel from contagious diseases, HISD complies with state laws on vaccinations. Children who do not have the required immunizations must be excluded from school/school activities by law. In addition, HISD has a list of approximately 20 communicable diseases that require exclusion from school until resolved or a doctor's permit to return to school brought to the nurse. For additional or more specific information on this issue, you may to:

<https://dshs.texas.gov>. A “Communicate Disease Chart” is available for review there.

In general, students with fever, vomiting or rashes should not come to school until well or a doctor's permit states they are no longer infectious. All sores are to be covered at all times at school.

**Lice**

Hair nits and lice are also communicable, and all students must be COMPLETELY free of both before the student will be permitted back in the classroom. Nits and lice should be completely removed as soon as a referral letter is received in order to avoid school absences. The teacher will require a nurse's permit to return to class. The student will be given this permit when his/her hair is COMPLETELY free of both nits and lice on the nurse's recheck.

**LUNCH**

Student Full Price Lunch: $3.00 (subject to change)

Parents may eat lunch with their child. They need to register and receive a pass and only allowed to go to cafeteria or courtyard to eat lunch with their child. Kinder on Mondays, first grade on Tuesdays, second grade on Wednesdays, third grade on Thursdays and fourth/fifth grade on Fridays. This parent-student lunch policy is subject to change at the discretion of HISD administration due to public health concerns.

**Pre-paid lunch**

Students may pre-pay for lunch. Please send money the Monday morning of each week.

If a parent wishes to celebrate a birthday for his/her child with the child’s entire class by bringing food (i.e. pizza, cupcakes, cake, etc.), the teacher must be notified and this may be done **after lunch at 2:15 p.m**. **No outside food or cakes/cupcakes are permitted for the entire class in the cafeteria during lunchtime.** \*Food needs to be bought and sealed from a store.

**STUDENT PROGRESS**

**Progress Reports**

A progress report will be sent to the parents of the students who are failing no later than the fourth week of a reporting period or as often as deemed necessary. A conference may be made by appointment if a parent wishes further information.

**Grading**

Student grades will be determined by the teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a pupil's achievement in relation to the grade or course level objectives. Such information as success with assignments, examination scores, and classroom participation should be helpful in making judgments. This information will be documented in teachers' class record books, students' work folders, etc. and be available to parents upon request.

The *PSConnect* Website (https://psc.houstonisd.org/Registration/registration/default.aspx) offers access to grades and attendance as teachers enter data in their online gradebooks.

**Report cards**

A report card will be issued at the end of each six-week grading period.

October 7, 2022

November 18, 2022

January 9, 2023

March 3, 2023

April 20, 2023

May 31, 2023

**DISCIPLINE POLICY**

## Student Code of Conduct

The **CODE OF STUDENT CONDUCT,** based upon the policies and administrative procedures of the Board of Education, will be adhered to at Burnet Elementary School.

 **Discipline 750.00 Board Policy**

Here is a condensed part of conducts with levels or use the link from the live handbook on the school webpage.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Minor I (Level 1)Offense** * Disruptive behavior
* Throwing paper
* Off-task behavior
* Talking out
* Out of seat without permission
* Non-attentive
 | **Minor 2 (Level II) Offense*** Arguing with teacher
* Arguing with another student
* Repeated disruptive/off-task/defiant behavior
 | **Moderate (Level II/ III) Offense*** Cursing at another student
* Throwing objects
* Repeated verbal altercations w/teacher
* Use of electronic devices
* Repeated defiance
 |  **Serious (Level III+)*** Pushing teacher
* Threatening teacher
* Physical fight w/another student
* Destruction of school property
* Bullying
 |

Our Discipline is guided by positive reinforcement; where students earn rewards through positive choices. Please create a Dojo account since our staff will be using this to communicate classroom choices. <https://home.classdojo.com>

Principals shall have full authority to maintain adequate discipline in the school and teachers shall have the responsibility for the discipline of students. Students shall be dealt with reasonably, fairly and with patience, but persistent misconduct shall not be tolerated.

## STUDENT DRESS AND PERSONAL GROOMING CODE

The Houston Independent School District and Burnet Elementary School recognize the importance of encouraging high standards in dress and personal grooming. This Dress Code was adopted by our school community in the spring of 2006 and has been in effect since this date.

The Burnet school community recommended uniforms for all students. **Uniforms are now mandatory. They may be purchased at places like Fiesta, Academy, Walmart or Target. If a child does not have a uniform or it is dirty, the parents need to send a note to the teacher stating the reason the child is not in uniform.** If a child wears non-uniform clothing for 2 or more days without a parent note/excuse, he/she will be assigned a disciplinary action, upon informing the parent.

1. We recommend that all students wear closed shoes for their protection and safety. The color and style are entirely up to you. **NO high heels, open back slip-ons, or roller shoes/roller tennis (heelys) will be permitted.**
2. Hair should be clean and combed. No hair coloring that is unnatural.

**The following are required for the 2022 - 2023 school year:**

1. Boys must wear yellow (true yellow), royal blue and heather grey polo shirts and khaki or navy pants/shorts. Sweaters or sweatshirts should be royal blue, yellow (true yellow), or heather grey. **If the jacket or sweatshirt has a hoodie it may NOT be worn in the school building.\***
2. Girls must wear yellow (true yellow) or royal blue polo shirts with khaki or navy-blue jumpers or knee-length shorts or pants. “Capri” pants and “cargo style” bottoms are not allowed. Sweaters or sweatshirts should be royal blue, yellow (true yellow), or heather grey. **If the jacket or sweatshirt has a hoodie it may NOT be worn in the school building.\***

5. Caps and hats are NOT permitted.

1. **ALL SHIRTS, REGARDLESS OF TYPE, MUST BE TUCKED IN.**
2. Oversized or saggy clothing are not permitted. If the pants fit big and fall off the waist, the school will accommodate the student.
3. **Jewelry for girls is limited to earrings** (studs, drop earrings, and loops no longer than 1/2 inch). All necklaces should be worn under clothing. **Boy’s jewelry** not recommended due to physical activity.
4. All make-up and other cosmetic products, such as nail polish, perfume etc., is not permitted on campus and allowed to be worn.
5. When students are entitled to “Free Dress” they will have to follow the Dress Code rules (shirts with anything that can be considered offensive, tight fitting clothing or skirts, shorts or pants that are too short are not allowed).
6. University T-shirts may be worn with jeans on **Thursdays**.
7. Burnet Spirit and/or club shirts maybe worn with jeans **only on Fridays.**

If a student is told to remove the hoodie from their head more than 3 occasions, they will no longer be allowed to wear hoodies. Parents will need to provide beanies to keep child warm.

**BURNET CAMPUS SECURITY PLAN**

To ensure the safety of all students and staff members, the following procedures are in effect:

* All students must report to the cafeteria when arriving between 7:15 a.m. - 7:30 a.m.
* All students must report to the classroom when arriving between 7:30 a.m. and 7:45 a.m.
* **Students arriving after 7:45 a.m. are considered late and must** **report to the office with a parent to sign them in and receive a late slip**.
* **All visitors, including parents, must report to the office to sign-in with an official form of identification with a picture before proceeding into our school building. Visitors will be given a badge to wear while visiting and must return it to the office and sign-out before leaving the building.**
* To support an environment conducive to learning, parents will **NOT** be allowed to escort students to the classroom after the first week of school.
* **All gates except front gate will be closed promptly at 7:45 a.m. each morning to avoid interruption of the school day.**
* **Students should NOT arrive before 7:15 a.m. because there is no staff on duty at that time and gates are locked.**
* Cars should not be driven into faculty parking lots. **No one** other than faculty and staff is permitted to walk through any parking lot at any time.

**NOTE: ANYONE OTHER THAN BURNET STUDENTS AND STAFF ENTERING THE BUILDING IS CONSIDERED A VISITOR AND MUST SIGN IN AT THE OFFICE, AS OUTLINED IN THE SCHOOL DISTRICT POLICY.**

HISD policy has always been that no student may leave campus for any reason without prior approval in writing from the student’s parent or guardian if that student is under 18 years of age. This applies to lunch, extracurricular activities, field trips, and any other activity supervised by campus or district personnel.

Fire alarms have been installed throughout the campus and are located at a level that children and anyone can easily reach in case of an emergency. However, the students have been informed that they are to be used only in the case of an emergency and if pulled at any other time for whatever reason, the student will suffer consequences of a suspension and possibly a fine. Please review and reinforce this information with your child.

**NON-Burnet students in grades PK-12** may **NOT** attend school events during school hours; ie.

Middle School students may not attend Field Day events with a parent during school hours, even if on suspension or ill. They are required to attend class at their campus as outlined by **Texas Education Code 25.085.**

**Student Drop off and Pickup**

We will have two locations for drop off and pick up. Car Riders will drop off and pick their students off of Latham and walkers will enter through the front east side doors and be dismissed from the same side of the building. You are asked not to drop off students in the front of the school due to all students needing to be screened will the following protocols. We are no longer doing a mass exit nor dismissing out of the pavilion. The following is a map of drop off and pick up locations.

All employees, students, visitors, and vendors will undergo daily screenings conducted by location-based Wellness Teams at designated entry points, where signage detailing COVID-19 symptoms will be posted for reference.

All people entering the building will undergo the same screening.

* All will be asked if they are experiencing any symptoms. Those who respond ‘yes’ will be isolated, sent home, and referred to medical care, if needed. Those who respond ‘no’ will be forwarded to temperature screening.
* All who are not experiencing symptoms and meet temperature screening standards (under 100 degrees) will be allowed entry.

**NO EARLY DISMISSAL DATES**

#### HOLIDAYS

September 5, 2022 Labor Day

October 4, 2022 Teacher Service Day

October 5, 2022 Fall Holiday

November 21-25, 2022 Thanksgiving

 Dec. 22, 2022– Jan. 6, 2023 Winter Break

January 16, 2023 Martin Luther King Jr. Day

February 20, 2023 Teacher Service Day

March 13-17, 2023 Spring Break

March 31, 2023 Chávez/Huerta Day

 April 7, 2023 Spring Holiday

April 21, 2023 Spring Holiday

 May 29, 2023 Memorial Day

**HOMEWORK**

Students will be assigned homework daily Monday - Thursday. Your responsibility as a parent is to show interest and some guidance, if necessary, and provide an environment conducive to study. The following pointers may help you to assist your child:

* Be a willing listener when your child talks about school activities.
* Provide a place to study that is well lighted.
* See that your child is distracted as little as possible while studying.
* Turn off the radio or television if it is in the room where the child is studying.
* Spend time listening to your child read. Ask the teacher to suggest reading materials for use at home.
* If possible, provide your child with resource materials, such as a child's dictionary, reference books, and globe and encourage their use.
* Help your child locate materials that are needed in class. Remember the public library.
* Help your child work out a good study schedule. Two shorter study periods are usually better than one lengthy session.
* Go over homework with your child to see that it is carefully done and make encouraging comments.
* If your child is having difficulty with his/her school work, ask the teacher how you can help.
* Watch educational programs with your child and help him/her to understand what he/she is seeing.
* Provide the opportunity to learn from experience outside the classroom
* Most important of all, enjoy helping your child learn.
* Limit Social Media time and electronic games during the school week.

# PUBLIC LIBRARY INFORMATION

The Stanaker Library (832-393-2080) is located on 611 S. Sgt. Macario Garcia, 77011:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 2-6 | 10-6 | 10-6 | 12-8 | 1-5 | 1-5 | Closed |

We encourage all parents to visit the library with their children.

**PARENT-TEACHER CONFERENCES**

Parents are urged to contact the school whenever the need arises. Teachers may be contacted for conferences by either a note or a phone call. If you call during the school day, the office staff will leave the teacher a note to return your call.

Conferences are scheduled at periods other than instructional time. Appointments may be made during a teacher's non-instructional time/period. Contact the teacher or call the office for an appointment. The Principal, Instructional Coordinator and the Instructional Specialist are available at all times. However, since they are very busy, we ask that you call before coming to the office.

**Parent Conferences are scheduled for October 19, 2022, and February 8, 2023 from 3:30-5:00 p.m.**

**NOTIFICATION TO PARENTS ABOUT PESTICIDE APPLICATIONS**

Information on Pesticide Applications

As required by law, the school district is providing this notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district’s Integrated Pest Management (IPM) Coordinator at:

 Telephone Number: 713-867-0818

**2022 – 2023 School Events Calendar**

|  |  |  |
| --- | --- | --- |
| **Event** | **Date** | **Time** |
| Student Council | Year-round |  |
| Meet and Greet | Aug. 19 | 1:00pm – 3:00pm |
| Open House  | Sept. 8 | 4:00pm -6:00pm |
| Grandparent’s Luncheon | Sept. 8 | Lunchtime |
| College/Career Day | Oct. 21 | 9:00am – 2:00pm |
| Fall Festival | Oct. 28 | 3:00pm – 6:00pm |
| Family Curriculum Night (Reading/Writing) | Nov. 10 | 4:30pm – 6:00pm |
| Thanksgiving Luncheon | Nov. 17 | Lunchtime |
| Habitat Fun Day | Dec. 3 | 9:00am – 11:00am |
| Holiday Program | Dec. 13 | 5:00pm |
| Family Curriculum Night (Math/Science) & GT Expo | Jan. 26 | 4:30pm - 6:00pm  |
| Fine Arts Festival | April 5 | 3:00 – 5:00 pm |
| Field Day | May 16-18 | During the day |
| STAAR Fun Night | May 19 | 4:00pm – 7:00pm |

**Parent Advisory Council (PAC) Meetings**

|  |  |  |
| --- | --- | --- |
| **Grade Levels** | **Date** | **Time** |
| K, 2nd, 4th Grade & Ancillary | Wednesday, September 21, 2022 | 8:30 a.m. |
| Sp. Ed., 1st, 3rd & 5th Grade | Wednesday, October 19, 2022 | 1:30 p.m. |
| Sp. Ed., 1st, 3rd & 5th grade | Wednesday, November 16, 2022 | 8:30 a.m. |
| K, 2nd, 4th Grade & Ancillary | Wednesday, February 8, 2023 | 1:30 p.m. |
| K, 1st, 2nd & Sp. Ed.  | Wednesday, March 8, 2023 | 8:30 a.m. |

 **SEX-OFFENDER NOTIFICATION**

**ATTENTION ALL PARENTS!!!**

**SEX-OFFENDER NOTFICATION**

THERE IS A NEW LAW REQUIRING COUNTY AND MUNICIPAL AUTHORITIES TO NOTIFY SCHOOL DISTRICTS WHEN CERTAIN KNOWN SEX OFFENDERS INTEND TO RESIDE WITHIN THE SCHOOL DISTRICT.

WHEN BURNET ELEMENTARY SCHOOL RECEIVES SUCH A NOTICE, IT WILL BE PUBLICLY POSTED IN THE SCHOOL HOURS TO REVIEW ANY POSTED NOTICES.

YOU MAY ALSO REVIEW THE SCHOOL’S FILE OF ALL NOTICES WHICH ARE RECEIVED AND MAINTAINED BY THE SCHOOL.

THE INFORMATION CONTAINED IN THE NOTICES IS THE ONLY INFORMATION ABOUT THE SEX OFFENDERS KNOWN BY THE HOUSTON INDEPENDENT SCHOOL DISTRICT.

FOR FURTHER INFORMATION, YOU MAY CONTACT THE LAW ENFORCEMENT AUTHORITIES NAMES IN THE NOTICE.

 Ana Cantu, Principal

 Burnet Elementary School

THE USE OF COMPUTERS, ANDTHE INTERNET PERMISSION FORM

David G. Burnet is pleased to offer students access to a computer network for the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

**What is possible?**

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access

**What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

**What are the rules?**

Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and ensure that students are using the system responsibly.

Storage capacity - Users are expected to remain within allocated disk space and delete material which take up excessive storage space.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language - Profane, abusive or impolite language should not be used to communicate nor should material be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access material which you would not want your teachers and/or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

# Succinct Advice

These are guidelines to follow to prevent the loss of network privileges at School.

1. Do not use a computer to harm other people or their work.

2. Do not damage the computer or the network in any way.

3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.

4. Do not violate copyright laws.

5. Do not view, send, or display offensive messages or pictures.

6. Do not share your password with another person.

7. Do not waste limited resources such as disk space or printing capacity.

8. Do not trespass in another's folders, work, or files.

9. Do notify an adult immediately, if by accident, you encounter materials which violate the miles of

 appropriate use.

10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of

 Appropriate Use are violated.

# Parent Permission Form and User Agreement

\* **Please complete and return to school**.\*

As a parent or guardian of a student at Burnet Elementary School, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

 YES, my child may use the Internet while at school according to the rules outlined.

 NO, I would prefer that my child not use the Internet while at school.

Parent Name: (print)

Parent Signature:

Date:

As a user of the Burnet Elementary computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name: (print)

Student Signature:

Teacher:

Date:

**BURNET ELEMENTARY SCHOOL**

**ELECTRONICS POLICY**

**This policy has been established for the safety of your electronic equipment and for the educational mission of the school.**

**Electronics, such as iPods, Mp3 players, portable DVD players, PSPs, personal radios, electronic games, etc, are not permitted at school.**

**Electronics which are brought to school will be confiscated and will not be returned until a parent comes to the school to talk to the teacher.**

**Neither Burnet Elementary School nor any of its employees will track down lost electronics, repair electronics or pay for stolen electronics.**

**DO NOT BRING YOUR**

**ELECTRONICS TO SCHOOL!**

**I have read and understand this school policy and I will abide by it during this school year.**

**Student Signature and Date**

**I have read and understand this school policy and I will support it by making sure that my child does not bring electronics to school.**

**Parent or Guardian Signature and Date**

**Burnet Elementary School**

**Cell Phone Policy**

From the Houston ISD Code of Conduct (page 6):

**Level II Acts of Misconduct Include Such Behavior as:**

Use or operation of cell phones or any other type of electronic communication system on school campuses or at functions during school hours.

**“**In addition to disciplinary action, the unauthorized use or operation of paging devices will result in confiscation. The principal or other administrator will notify the parent and pager company of the serial number and of intent to dispose of the device after 30 days**. A $15 administrative fee payable to HISD will be charged if it is claimed within the 30 days.** Paging devices not claimed will be sent to Property Management for disposal.”

The educational process is vital to your future, the future of your classmates and the future of the nation. Therefore, we will not tolerate interruptions during school. The educational process begins the moment you step foot on the school grounds and continues until you leave the school grounds at the end of the school day (including field trips).

If you bring a cell phone to school:

* You must turn it in to the teacher.
* The cell phone must be turned OFF.
* You may NOT BRING or use your cell phone in class, lunch, ancillary classes, recess, field trips, etc.
* You may NOT use your cell phone at school at any time until you have the permission of a teacher.
* Cell phone will be returned at end of the day.

Be advised: neither the school nor school personnel are responsible for lost, damaged or stolen cell phones. If you bring your cell phone to school, you do so at your own risk. We will not track down a phone, repair a phone, or pay for a phone.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have read and understand these rules. I will abide by these rules and/or I will help my child abide by these rules.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Student**

*It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.*