

**Parent and Student Handbook
2022-2023**

Barbara Jordan Early College Prep School

Where the bold journey to excellence begins!



6711 Johnny Morris Road
Austin, Texas 78724
(512) 414-2578

Adrienne Williams
Principal

TBA
Assistant Principal

TBA
Assistant Principal

Dear Parents and Students,

Welcome to Barbara Jordan Elementary! This handbook is intended to serve as a guide to our school. It describes the school's policies and procedures, as well as parent and student responsibilities. This handbook should be used in conjunction with the Austin Independent School District Student Code of Conduct and the policies of the Board of Education and the Texas Education Agency.

Please keep it in a safe place so that you can refer to it as needed. For easy use, the information presented in this handbook is in alphabetical order. We hope you will visit the school often and will be actively involved in your child's education. We look forward to an exciting year at Barbara Jordan Elementary School.

Sincerely yours,

Adrienne Williams
Principal

The items in this handbook are organized alphabetically by topic. The items discussed in the handbook are in the order as follows:

Absences	Parent Conferences
After School Care	Parent Involvement Policy
Arrival	Parental Responsibilities
Attendance	Parking
Birthday Parties	Progress Report/Report Cards
Breakfast	Security
Calendar	Sexual Harassment
Campus Advisory Council	Student Discipline Plan
Dismissal	Student Dress
Emergency Care Information	Student Records
Guidelines for Common Areas	Student Search and Seizures
Homework Policy	Study Trips
Illness	Teacher Communication
Illness or Injury at School	Textbooks and Library Books
Immunizations	Technology- Austin Independent School District Acceptable Use Guidelines
Leaving School During the Day	Withdrawal
Lice	Student and Parent Acknowledgement Form
Lunches	
Money at School	
PTA	

Absences

Our school goal is to have every student in class every day, and attendance will be a primary focus in the upcoming school year. Instruction begins promptly at 7:40 a.m. After 7:40 a.m., students are considered tardy. Please call the front office at 414-2578 before 9:15 a.m. to report your child's absence. Any student not present in the classroom by 9:30 am will be considered absent per district policy.

After School Care

Extend-A-Care offers after school care on the school campus. Arrangements are made directly by calling Extend-A-Care at 472-9402. Boys and Girls Club after school care is available at their Home Club at 6648 Ed Bluestein Dr. Arrangements are made directly by calling Boys and Girls Club at 512-640-6998.

Arrival

The front doors will be opened at 7:20 a.m. and are locked at 7:40 AM. All students arriving between 7:20-7:30 a.m. will go to their grade level hallway and wait outside of their teacher's door. Staff will monitor the hallways. As teachers arrive, students will be admitted to the classrooms.

Attendance -

See Frances Acosta with questions/concerns regarding attendance, 414-2578

Learning best takes place when students are present during the instructional day and receiving quality first instruction. While content can be taught, the experience of being an active participant in class can be hard to duplicate. Therefore, after each absence a phone call will be made home by the child's teacher to check on the wellness of the student. If a student does happen to miss 3 consecutive school days without any parent contact, our parent support specialist, as well as administration, will make a home visit to check on the student/family. If your child is not in school, you are responsible for notifying the school before 10:00 a.m. to explain the reason for the absence.

Unexplained and unexcused absences will be reported electronically by the **CLASSROOM TEACHER** and the school district will send you a warning letter. Please call 414-2578 when your child is absent. Office hours are from 7:00 a.m.- 3:30 p.m. You may leave a voice message anytime before, during or after hours. You must send a written note explaining the reason for the absence within 48 hours after the absence.

PreK– 5th grade students are considered tardy if not present by 7:40 a.m.

Tardy students disrupt the classroom and miss important instruction. Should a child be late, he/she is to report directly to the front office. The front office staff will make note of the absence via computer. The parent must send a note to the school explaining the reason for the tardiness.

PreK-5th grade students are considered absent if they are not present in the building by 9:30 a.m.

Please remember that students who are late to school ten or more times may be in violation of the Compulsory Attendance Law just as though they were absent for the entire day and the parent/guardian may be taken to court.

To ensure a smooth dismissal and to make sure each child is accounted for prior to being released to the parent, getting on the bus or walking home we do not allow anyone to come into the building after 2:40.

To ensure that we have time to get the message to your child's teacher, if your child's end of day transportation has changed, please notify the front office and teacher before 2:00 p.m. We will not make changes to students' transportation plans after 2:00 p.m. each day.

Birthday Parties

We cannot have birthday parties in the classroom. Invitations to parties are not to be distributed at school unless every child in the classroom receives an invitation. **Flowers and balloons for birthday celebrations will not be delivered to the child during the school day.** Families are able to drop off birthday treats for an end of day celebration. The classroom teacher will lead a birthday celebration in the classroom at the last 30 minutes of the school day.

Breakfast/Free and Reduced Meals

Breakfast is in the classroom. (BIC) Students will have the opportunity to eat breakfast first thing when they are admitted to their classrooms in the morning. Breakfasts are free.

Lunch can be provided at school or brought from home. Barbara Jordan provides FREE Breakfast and Lunch for ALL SCHOLARS.

***** Although lunches and breakfasts are free for students, all parents must fill out an "Income Verification Form" for each student. These are available at the time of registration or in the main office.**

Student Breakfast	FREE
Reduced Student Breakfast	FREE
Student Lunch	FREE
Reduced Student Lunch	FREE
Milk	FREE
Adult Breakfast	\$2.75
Adult Lunch	\$4.50

No drinks in glass containers and sodas are not allowed in the schools. The health of your child is our main concern, we ask that parents send healthy snacks with their child to school. Snacks such as chips, candy, cookies, and cake are not recommended for consumption during the school day.

Calendar

You can view our school calendar for 2022-2023 school year at this link:

[School Calendar AISD 2022-2023](#)

You can also request a paper copy of the calendar, which is available in our front office.

Campus Advisory Council

The purpose of the Campus Advisory Council (CAC) is to involve the professional staff, parents, and community members in establishing and reviewing the campus' educational plans, goals, and performance objectives and major classroom instructional programs. It also assists the principal in developing, reviewing and revising the Campus Improvement Plan. The CAC is made up of parents, community, and professional staff representatives who serve staggered two-year terms. All parents are invited to the meetings. Parents wishing to place an item on the CAC agenda must inform one of the co-chairs at least two weeks prior to a meeting. Meeting dates are posted on the CAC bulletin board and communicated through the school newsletters. The CAC is an advisory group, and the principal makes the final decision for any CAC recommendation. Families are an important part of a well-run CAC. We welcome your participation. If you would like to join our CAC, please contact your child's teacher, or email Ms. Williams at adrienne.williams@austinisd.org.

Dismissal

To ensure a smooth dismissal and to make sure each child is accounted for prior to being released to parents, getting on the bus or walking home we do not allow anyone to come into the building after 2:40.

The school day ends at 3:10 for all scholars. All students need to be picked up by 3:10 p.m. unless they are riding the bus or enrolled in an after-school program. For the safety of your child, all students will be escorted by their teacher to the front entrance of the school where they will wait in designated areas by grade levels. Once classes arrive at their designated areas, teachers will dismiss all walkers and remind them to walk home immediately after dismissing. Bus riders will be taken to the South Entrance to be dismissed. Children being picked up late will remain with their teacher.

***** Please note: Teachers are not paid to monitor students after 3:10 pm.**

To ensure your child's safety, it's important that he/she be picked up at 3:10 p.m. and no later. School personnel are unavailable and can't be responsible to supervise your child after 3:10 p.m.

Emergency Care Information

All telephone numbers and addresses where parents, relatives, or friends may be reached should be recorded and kept up to date so that a contact can be made as soon as possible in the event of an emergency. The school office will not release students to persons not listed on the emergency card or without proper picture identification (driver's license). Special permission for someone else to pick up your child during school hours must be sent in advance and must be in writing.

Guidelines for Common Areas

Hallway

- Walk quietly/silently
- Walk on the right side of hallway (green and white tiles)
- Use the right door when exiting and entering the building and commons area
- Keep your hands to yourself

Cafeteria

- Sit in your seat appropriately
- Talk quietly (level 2 voice)
- Raise your hand for help or permission to leave your seat
- Be courteous to all
- Clean up after yourself
- Follow the instructions of the cafeteria staff, lunch monitors, teachers, staff

Playground

- Play safely and away from the building in a place where you can be seen by an adult
- No tackling or physically aggressive games
- Rocks and sand are for exploring and building. They stay on the ground.

General Guidelines

Please remember that students are not allowed to:

- chew gum or eat candy on campus;
- bring large amounts of money to school
- bring toys, weapons or items that resemble weapons to school
- have cell-phones on during the school day. **(\$15.00 will be charged for returning a cell phone to a parent according to district policy.) If a student is using these items during the school day, they will be held by the teacher or in the front office until the end of the day.**
- **bring personal items that distract from the learning environment (The school is not responsible for personal items that are lost or stolen.)**

Items to Leave at Home

Students may not bring objects to school that are dangerous, of value, or distracting to other students. Please leave at home:

- Toys/electronic games/stuffed toys
- Any item that could be used and/or perceived as a weapon
- CDs and/or DVDs
- Radios, Gameboys, IPODs, X Box, Nintendo, etc.
- Gum and candy

The teacher or administrator may collect any item a student brings to school that disrupts the learning process or is dangerous. These items will be returned to the student at the discretion of the principal or teacher but no later than the last day of school. If there is a collected item, the parent/guardian will be notified of the incident and when the item can be returned. Unclaimed items after the last day will be discarded.

Homework Policy

Homework guidelines will be reviewed at Back-to-School Night. All students at Barbara Jordan Early College Prep School are expected to read or be read to for at least 20 minutes each evening. It is suggested that a daily home routine be established to review assignments and completed work. Your active involvement with your child's schoolwork is essential for maximum learning. If you need additional support of helping your child with their homework, please contact your child's teacher.

Illness

Children are to be kept home from school if they do not feel well, have a temperature of 100°F or are experiencing vomiting or diarrhea, irritating or frequent cough, chicken pox, conjunctivitis (pink eye), or any other communicable illness. Students should be free of fever (without medication to reduce it) for 24 hours before returning to school. A child taking antibiotics should be on medication for 24 hours before returning to school. Parents must send a note to your child's teacher following a child's absence. For any questions regarding illness, please call our school nurse at 414-2594 or our front office staff at 414-2578.

Illness or Injury at School

If, during the school day, a child has a higher than normal temperature, injury that requires additional medical attention, or has other medical needs, parents are notified immediately by the teacher, school nurse or office staff.

Immunizations

All students must be current on their immunizations. The school enforces state laws requiring records of mandated immunizations or proper exemptions. Students who are not immunized may not be allowed to attend school until all immunizations are current. For any questions regarding immunization records, please call our school nurse at 414-2594.

Health Services & Medication

AISD, in collaboration with the Children's Hospital of Austin, provides our campus a School Health Team with a School Health Assistant (SHA) and traveling nurse. Their assigned time at our campus varies based on the needs of our 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.

PLEASE DO NOT SEND MEDICATION OF ANY KIND TO THE SCHOOL FOR YOUR CHILD TO "TAKE ON THEIR OWN." We must keep all medication in the nurse's office. A special form completed by the parent authorizing school personnel to administer medication is required. Only prescriptive medication will be given at school. Medication needed three times a day should be given at home and not sent to school. When medicine must be administered at school, Texas law requires that it be furnished in its original labeled container and with the parent's signed permission form on file in the office. The container and a note from you must include: student's name, name of medicine, purpose of medicine, dose, time of day or when it is needed, and how the

medicine is taken. For any questions regarding medication and health services, please call our school nurse at 414-2594.

Leaving School During the Day

Any student leaving the school during school hours must be signed out in the school office. No student is to leave the grounds anytime without getting permission from the school office. Students will be released only to parents and guardians who are on the official emergency card. Persons who are picking up a student must provide proper picture identification. Leaving early can result in an unexcused tardy that is recorded.

Lice

Lice are common among school-aged children and do not reflect on the hygiene standards of the students or their families. To contain the spread of lice, parents who suspect their child has lice or has been exposed to a case of lice should contact the child's teacher or the school nurse at 414-2594.

Lunches (See **Breakfast/Free and Reduced Meals)**

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, teacher's name, amount of money, and purpose. This will help the teacher know what the money is intended for, as well as help us know who to return the money to if it is lost.

PTA

The PTA is an advocacy group for parents, teachers, and children. The PTA is committed to fostering a community atmosphere where all parents feel comfortable being at Barbara Jordan Early College Prep School. All parents are invited to join us for a productive year. For more information about the Barbara Jordan PTA, please contact our parent support specialist, Alicia Sanchez at 841-3161

Parent Conferences

District-wide parent conference days are scheduled for September 28 / 29 and February 15 / 16. All of the conference times will be scheduled in the evenings on those dates. Parents are required to attend the conference. Your child's teacher will contact you to schedule your conference. If you ever have a concern and would like to meet with the teacher or an administrator, parents are always welcome to request a conference with the teacher or administrators. Please contact your child's teacher if needed, or the front office at 414-2578 if you need to reach an administrator.

Parent Involvement Policy

The faculty, parents, staff and community members of Barbara Jordan Early College Prep School recognize that parent involvement plays a big part in the success of students. In order to support parental involvement at Jordan:

1. The Parent Involvement Policy will be distributed through the Parent-Student handbook during the first 6 weeks of each school year.

2. Faculty will send home weekly communicators to establish a two way communication process with parents regarding their child's academic and behavioral progress. This includes and is not limited to progress reports, report cards, telephone calls, notes and conferences.
3. Every attempt will be made to communicate with parents in a language that is understandable and is their home language.
4. Barbara Jordan Early College Prep School will communicate with parents regarding the Title I school-wide programs.
5. Parents are given the opportunity to provide input and make recommendations regarding the Campus Improvement Plan, the Title I program, and Parent Involvement Policy through the CAC representative or PTA executive board meetings.
6. A Back- to- School Night will be held to provide parents with information regarding the school curriculum, performance data, discipline management guidelines, district and school initiatives and district and school policies.
7. The CAC will review the Parent Involvement Policy and update it during the CIP revision process.

Parental Responsibilities

Good discipline begins at home. Parents are the child's first teachers. Through example and modeling, parents instill in children habits of acceptable behavior and positive attitudes. As a child's first teacher, parents should attempt to utilize the following guidelines:

1. Provide your child with guidance and support; model good habits and socially acceptable behavior.
2. Have your child read every evening for 20 minutes or have someone read to your child.
3. Know the homework requirements for your child and support them in completing their homework.
4. Provide updated phone numbers where a parent can be reached.
5. Read all information sent home.
6. Attend all parent-teacher conferences.
7. Attend scheduled PTA meetings.
8. Volunteer for school committees.
9. Stay in frequent communication with your child's teacher.

Parking

There are many visitor parking spaces available in the parking lot on Loyola. There are a few spaces for visitors on the Johnny Morris parking lot. There are many reserved spots on the Johnny Morris parking lot for our staff. It is important to adhere to these parking guidelines. Parking in handicapped designated spaces without the appropriate tag may warrant a monetary parking citation from the Austin Police Department. Vehicles parked illegally will be towed by the City of Austin. You are not permitted to park along the curbside fire lane during arrival or dismissal in this parking lot. Bus drop off and pick up will occur in this parking lot and it must be clear in case of emergency. Student drop off and pick up will be in front of the school. Parking is minimal and solely for dropping off and picking up students.

Progress Reports/Report Cards

Report cards will be sent home every nine (9) weeks. The parent signs and returns the Report Card Envelope to the school the following school day.

Any student failing or at risk of failing a subject will receive a progress report midway through the nine weeks. This is intended to alert the family of any academic concerns and allow for the student, family and teacher to collaborate to help the student make sufficient academic growth to avoid the failing grade. Progress reports are to be signed by the parent and returned to the teacher the next school day. Teachers provide required tutorials and intervention in areas of need during instructional day or after school for a student receiving a progress report or in need of additional academic support.

Security

Anyone who is not a student or AISD staff member must sign-in at the office and wear an identification badge. A legal form of photo ID is required to sign in. If a family has divorced or has special custody or security concerns, it is their responsibility to inform the school in writing and provide copies of court orders that give or deny permission to specific parties. Furthermore, anyone signing in must have a current form of identification that is valid and not expired.

Sexual Harassment

Barbara Jordan Early College Prep School believes all students should receive an education in an environment free from sexual harassment or any other inappropriate behavior of a sexual nature. We are committed to creating a safe, healthy learning environment for all students that encourages respect, dignity, and equality among students. Thus, sexual harassment of students, teachers, and staff will not be tolerated at school or school-sponsored or school-related activities such as field trips or special events where the student is under the control of the school.

Student Discipline Plan

We strongly believe every student has the right to learn. Students are expected to display behavior that shows respect towards their classmates, all school personnel, and school property. No child will be permitted to disrupt the learning process of others.

The faculty/staff has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district and school policies and procedures. In the event that your child chooses not to behave in an appropriate manner, you will be contacted by a teacher's note, telephone and/or Blue Note.

Once a student receives a disciplinary referral, the administrative staff may issue the consequences listed below:

- Conference with the student and appropriate parties i.e. administrator, counselor, teacher, parent
- Behavioral contracts
- Lunch or after school detention
- Loss of privileges

- Community service
- In-school suspension
- Suspension from school
- Removal to an alternative school
- Expulsion
- Other consequences deemed necessary

Bullying is aggressive behavior or intentional harm-doing which can be physical, verbal, or emotional, and occurs among students in which the student who bullies has more power than the target. (The power advantage may be due to age, size, ability, popularity, or other factors that create a power imbalance between the bully and the target.) If you have concerns of bullying related to your child, please contact your students' teacher immediately. The teacher and admin will work with the families to determine appropriate next steps to ensure everyone's safety. If needed, a bullying investigation will be conducted and the school staff will follow all campus and district guidelines to ensure that all students are afforded a safe environment to learn.

Student Dress

Jordan dress code is as follows:

Monday-Thursday blue jeans, khaki pants/shorts/skirts/dresses, white, blue or red collar shirts.

Clothing should be appropriate to weather conditions and daily school activities. Shoes should be comfortable with consideration being given to safety and gym activities. We request that "flip-flop" sandals, shoes with wheels, and cleats not be worn; tennis shoes are recommended. Students should wear clothing that will not disturb the learning atmosphere.

Students will NOT be allowed/permitted to wear the following:

- Clothing or items that advertise drugs, alcohol, tobacco products;
- Clothing that contains references to sex or profanity; or show suggestive, vulgar, obscene writing, pictures or symbols;
- Clothing that exposes the abdomen, and private parts of the students' body.
- Pants worn below the waist (that sag, and expose undergarments)
- Clothing or items that have images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Clothing that reveals visible undergarments
- Swimsuits (unless needed to a school trip)
- Clothing or items that obscure the face or ears (except as a religious observance)

The above code/expectations will be applied fairly and equally regardless of gender; the decision of the administrator will be final in all disputes concerning student dress. Parents and visitors are expected to dress appropriately when visiting the school.

Student Records

It is important that the school has accurate records for all students at all times. Please notify the school office and the teacher of any of the following situations:

- change in phone numbers;

- change in address;
- change in guardianship;
- other important information you want the school to have.

When requesting student records, please note that the office staff has up to 10 days to fill the request. When withdrawing a student, the office staff needs at least 24 hours notice to prepare paperwork and obtain required signatures. Please contact your child's teacher or our front office staff at 414-2578 with any changes and updates to student records or withdrawal requests.

Student Search and Seizures

Student purses and backpacks brought to school are subject to reasonable search by a school official (principal, teacher or counselor) when he or she has established reasonable cause to believe the student is violating or has violated a student code of conduct rule or law.

School cubbies, bins and desks are school property and may be searched by a school official (principal, teacher or counselor) for contraband (i.e. illegal items), overdue or missing books, or stolen items. The student and parent are on notice that there is a diminished exception of privacy in the use of cubbies, bins and desks. Highly valuable items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items. Any contraband found in plain sight will be confiscated and the student may be subject to a disciplinary action.

Study Trips

Students take study trips throughout the year. These trips are an important part of the school curriculum and student attendance is strongly suggested. At times, students may be asked to make a donation for the expense of the field trips. No child will be excluded from participating in a study trip due to inability to make a donation. If a student exhibits behavior that puts themselves, other students or staff at risk of danger, special arrangements will be made for them to stay on campus in lieu of attending the field trip. Students are not permitted to go on a trip without written parent permission.

Parents and or other parent designated family members may be asked to chaperone field trips. If a parent is interested in chaperoning a field trip, they first must receive the appropriate volunteer training with our Parent Support Specialist to ensure the safety of all involved. If you do assist as a chaperone, children not associated with the grade level taking the trip are also not permitted to attend the trip. Please see your child's teacher with any questions regarding study trips and the training required to assist as a chaperone.

Teacher Communication

Each teacher has a telephone number with voicemail as well as an email address. The contact information will be provided at the beginning of school. Parents should call or email that information in order to contact the teacher. Teachers will not be answering the phone or email during instructional time, but will check messages periodically. Your call or email will be returned, if need be, at the earliest possible time.

Arrangements regarding changes to the end of day dismissal should be made in writing and given to the teacher at the beginning of the day.

Emergency changes should be made by noon. We cannot guarantee departure changes (such as "Don't walk home today!") which are called in after 2PM and are left on voicemail or email.

Students may use teacher phones in emergencies only and with teacher supervision. Voice mail and email is available 24 hours a day.

Textbooks and Library Books

The parent must pay for textbooks and library books that are lost, damaged or destroyed by a student at the state established price. The price is available from our assistant principal. End-of-year report cards will not be issued to any student owing money for lost or damaged textbooks and/or library books. Please contact April Tabor regarding questions about textbook replacement at 414-6148 or our librarian Ms. Serna at 841-3131 with questions about library book replacement.

Technology- Austin Independent School District Acceptable Use Guidelines

Availability of Access: Access to the District's technology resources, meaning electronic communications and computer systems and equipment, is a privilege, not a right. Access shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations, district policy and law.

RULES FOR APPROPRIATE USE

- If you are assigned an individual account for hardware and Internet access, you are responsible for not sharing the password for that account with others.
- You will be held responsible at all times for the proper use of District technology resources, and the District may suspend or revoke your access if you violate the rules.
- The account is to be used primarily for educational purposes, but some limited personal use is permitted.
- As applicable, you must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and district records, and campaign laws.
- As applicable, you must maintain the confidentiality of health or personnel information concerning District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive email from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using technology resources for any illegal purpose or in violation of district policy.
- Damaging electronic communication systems or electronic equipment including:
 - a) 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 vulnerable;

b) disfiguring or altering equipment, or displaying lack of reasonable care in its use.

- Disabling or attempting to disable any Internet filtering device. Requests to disable a filtering device should be made to the District's technology coordinator.
- Accessing sites not authorized under the District's filtering policies. Encrypting communications to avoid security review.
- Using any account or login credentials other than your own.
- Sharing your account or login credentials with anyone else.
- 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.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Use of unlicensed software, or altering district installed software.
- Wasting school resources through improper use of the District's technology resources, including creating and distributing chain letters, sending spam, or setting up equipment so that it can act as an "open relay" for third-party spammers, or providing products or services for pay, i.e., outside employment.
- Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.
- Gaining unauthorized access to restricted information or resources.
- If you are a student:
 - Posting or transmitting personal information about yourself or others, such as addresses and phone numbers.
 - Responding to requests for personally identifying information or contact from unknown individuals.
 - Making appointments to meet in person people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.
 -

CONSEQUENCES FOR INAPPROPRIATE USE:

Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations, and may result in

- a) suspension of access to District technology resources;
- b) revocation of account. (See AISD Student Code of Conduct, Policy BBI, CQ and DH, Employee Standards of Conduct Code of Ethics and Standard Practice for Texas Educators).

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Withdrawal

When it is necessary to withdraw a child from school, please contact the school **AT LEAST 1 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.

STUDENT AND PARENT ACKNOWLEDGEMENT

The signature below acknowledges receipt of the Barbara Jordan Elementary Student-Parent Handbook. I have reviewed the contents of this handbook with my child, in a manner appropriate for my child's age and developmental level, and agree to help my child understand and abide by it.

Failure to sign and return this receipt does not take away the responsibility to abide by the contents of the Barbara Jordan Elementary Parent-Student Handbook.

- Teacher's Name: _____
- Student's Signature: _____
- Parent's Signature: _____
- Date: _____

PLEASE RETURN THIS SIGNATURE FORM TO YOUR CHILD'S TEACHER.