



PARENT-STUDENT HANDBOOK 2009 EDITION

Kirby Hall School was established for students of high personal ethics and academic ability, whose responsible freedom should not and need not be stifled by heavy disciplinary codes. Students who prove themselves to need strict structure are not invited back or are asked to leave during the school year. A student's behavior must meet Kirby Hall standards and must harmonize with teaching and learning and the established Christian way of life of our small school family. For Kirby Hall's way of life to remain intact, we must have students who are able to live harmoniously with others, students who have a basic sense of kindness and understanding, who are honest by nature and habit, and who respect not only people but also property and property ownership. It is assumed that a family who chooses Kirby Hall School agrees with the school's policies. The school asks that the parents cooperate in upholding these policies.

It is hoped that the following set of rules will help to guarantee the rights of staff and students and to recognize that the liberties granted incur individual responsibility if liberties are to remain.

KIRBY HALL ACCREDITATION

Texas Education Agency (TEA) standards, attendance regulations, curriculum, and graduation requirements are observed by Kirby Hall and are reflected in the school's handbooks, policies, and decision-making. As of August 2006, Kirby Hall School received accreditation as an outstanding private school from Southern Association of Colleges and Schools, a national accreditation agency.

GENERAL BEHAVIOR

The following standards of behavior apply to the Kirby Hall student at school or away, and are upheld by Kirby Hall School with the help of Kirby Hall parents.

THE TYPICAL KIRBY HALL STUDENT'S BEHAVIOR INCLUDES THE FOLLOWING:

1. Kindness, understanding and respect of other persons
2. Forbearance from interfering with other persons and their property
3. Honesty at all times and in all events
4. Good care of school property

MAJOR OFFENSES WHICH CAN RESULT IN DISMISSAL, PROBATION OR SUSPENSION:

1. Dishonesty in any form (plagiarism, cheating, stealing).
2. Abusive and improper treatment of another student.
3. Willful damage to the school or school property.
4. Possession or use of alcoholic beverages; possession, sale, use or dispensation of narcotic or dangerous drug; possession of any form of dangerous weapon.
5. Smoking
6. Continuous lack of cooperation with faculty members and staff:
 - After 3 behavior reports by the teacher, the student will be sent to the office. Parents will be notified and a conference of parents, teacher and administrator will be scheduled.
 - If the disruptive behavior or lack of cooperation continues, the student's parents will be requested to accompany the student to class.
 - If misbehavior continues, the student will be dismissed from Kirby Hall School by the Director.
7. Repeated unauthorized absence from school or class.
8. Any act or habit that hurts the learning-teaching process at Kirby Hall.
9. Lack of cleanliness, neatness and good taste in appearance.
10. Use of improper language.
11. Inappropriate use of the internet.

HOMEWORK

First through Fourth grade homework is planned for a maximum of one hour per night. Fifth graders have 1 to 1 1/2 hours maximum homework per night. Middle and upper school students have 2 to 2 1/2 hours of homework per night. This will vary with each student's ability and self-discipline. If undue time is being spent on any or all subjects, the student's advisor and teachers should be informed. Major projects or papers are assigned far enough in advance so that the student will have ample time to complete them within the prescribed homework times. The child's efforts to do homework assignments are the responsibility of the parent as well as the child. A weekly lesson plan and homework sheet can be accessed by students and parents through Renweb. Homework is not assigned on weekends for 1st through 5th Grades.

SCHOOL ATTENDANCE

A parent must call the school by 9:15 a.m. each day a student is absent. When the student returns, a written excuse from the office admits him/her to class. A TEA ruling holds that failure to notify the school will result in an unexcused absence, for which a student is barred from making up the work accomplished that day in class (including quizzes and exams). Five (5) unexcused absences per semester will result in loss of credit for that class.

UNEXCUSED ABSENCES

The following are considered unexcused absences:

1. An absence that is not reported by a parent on the missed day or the following day with a written excuse when the student returns.
2. An absence during the day for which no written excuse was submitted to the office or failure to sign out properly.
3. An absence due to an errand, such as a haircut.
4. Tardiness of 10 minutes or more without an excuse.

TARDINESS

Kirby Hall appreciates the cooperation of parents, students and teachers in the attempt to eliminate tardiness which is not due to real emergencies.

SCHOOL KEEPING

All Kirby Hall School students are responsible for the neatness of their personal belongings and for care of the school building. Students should assist in tidying the classrooms at the close of each period.

CUTTING UTILITY COSTS

Kirby Hall is not immune to high utility bills. In order to keep the costs as low as possible, every one is asked to turn off lights and water and to not raise the windows, but to ask that the thermostats be adjusted.

LOCKERS AND LOCKER ROOMS

Lockers and locker rooms are to be kept neat at all times. Students are responsible for their own belongings and must leave them in locked lockers. Students are not to touch the lockers or belongings of another student without that student's permission. The student is not to reveal his/her combination to anyone. Students will be responsible for the locks that are checked out to them at the beginning of the year. Missing locks will cost \$5.00. Personally owned locks are not permitted by Texas Law. Pictures and stickers may be mounted inside lockers, not outside. Students are not to write or draw on lockers. A fine of \$5.00 will be made for each infringement.

Locker rooms may not be used as sick rooms. If a student is feeling ill, that student should report to the office.

LOST AND FOUND

All items brought to the school should have the owner's identification displayed clearly. Should an item be lost, the student should check the lost and found. Small items, such as jewelry, are kept in the office. The lost and found articles will be taken to Goodwill periodically. A notice will be posted before the articles are taken away.

PERSONAL BELONGINGS

Students are expected to take care of personal belongings in such a way that pranks are not possible. Lockers are to be used and locked. Tampering with the belongings of others is punishable by expulsion.

TELEPHONE

The office phones are for faculty and staff only. A phone is available for students in the office for emergency reasons only. Students are not to remain on the student phone longer than three minutes. If a long distance call must be made, the student must ask permission to use the office phone. The call must be recorded in the telephone log and the cost will be billed to the student.

MESSAGES

Students will be taken out of class to receive a phone call only in the case of an emergency. Otherwise, messages will be posted on the stairway memo board. If the student expects an incoming phone call while not in class, it is wise for the student to remain close to the office.

APPOINTMENTS DURING SCHOOL HOURS

When making appointments during school hours for a Kirby Hall student, please check the student's schedule and plan appointments so that they do not interrupt major classes. When a student is to be dismissed from school for a dental appointment or some other necessary occasion, parents should send the school a note that includes the time of departure and the expected time of return. The office will approve the note, and the student will show the note to the teacher whose class she/he is to leave. The teacher will release the student who then will come down to the office and sign out before leaving the building with his/her parent or guardian.

MAKE-UP WORK

A student and his parents are responsible for getting missed information and assignments from faculty members before a planned absence or during or after an illness. The student should return to school with assignments complete, if at all possible. When course work must be turned in late due to excused absences, the student will be given the length of time they were absent to turn in the assignment. The parent should request assignments when calling about the student's absence in the morning. The assignments will be available for the parents at the end of their child's school day.

LUNCH TIME PERMISSIONS

Any student in the ninth grade and above may have an off-campus permission signed by both of his/her parents so that he/she may leave school unchaperoned during the lunch break. All students will be expected to sign out and indicate the destination on the provided list. This permission is granted as long as it is not abused. The lunch time off-campus privilege will be revoked for the following reasons:

1. Excessive tardiness to any class.

2. Use of car during lunch.
3. Failure to sign out or in properly on forms provided.

FOOD IN SCHOOL

Food and beverages are not allowed anywhere except in the school ballroom or on the outside porch. Care to keep the building clean is required. Pieces of chewing gum and soft drink spills have ruined classroom carpeting. No exceptions to this rule are permitted. **Gum chewing is prohibited.**

DRIVING PERMITS

Students who have a Texas Driver's License and proof of insurance may drive to and from school and may use the east parking lot when space is available. Application for a driving permit and parking privileges is made by the parent on a form which is available in the office or on the Kirby Hall website. ANY CAR PARKED IN THE SCHOOL LOTS MUST BEAR AN **UNALTERED** KIRBY HALL SCHOOL BUMPER STICKER and be easily visible. No student may leave campus during the school day without permission. If the privilege is misused, it will be recalled.

LOITERING

Students who are released by parental permission during the day shall not loiter on the school campus. Likewise, students are expected to leave the campus promptly at the end of the day unless they register and pay for the after school program, are to attend tutorial classes, have a meeting with a teacher, or are attending faculty-led extra-curricular meetings. Students at school after classes or after their school activities will report to extended day and families will be charged \$15.00 per afternoon. A few older students may help with the extended day program. Please apply for this volunteer position in the office.

HALLS

Running, shouting, and general roughhousing in the halls or rooms is not permitted.

BAKE SALES

All bake sales must be approved by a teacher sponsor and registered in the office. The sales will be held at the appropriate lunch period, before or after school.

VISITORS TO THE SCHOOL

Unless specifically planned through the admissions committee or office, visitors to the school are to register in the office, providing us with their name and purpose of their visit. If the visitor is here to see a specific student or teacher, the person will be notified or the visitor will be directed to see the person at an appropriate time. Visitors are to wait in the Mitchell Room.

RELEASE OF RECORDS

Report cards and other records will be held until all outstanding financial obligations have been paid.

INVITING FACULTY HOME FOR DINNER

A good way for families and faculty members to get to know one another is for the student's family to invite the faculty member to dinner.

Planning social occasions during lunch or other school hours reduces the number of staff members available to fill student needs. Lunch time is in part free time and needs to be fully staffed.

KIRBY HALL SCHOOL DRUG POLICY

Students of Kirby Hall School may not use or possess any mind-altering chemical.

Students who are suspected of violating the policy will be asked to take a urine test. Refusal to take the test will result in immediate dismissal. A student whose test result is positive will be given one opportunity to stop using drugs and seek counseling, and will be placed on a drug probation and subject to random drug screens for a calendar year. A positive test result during the probation will result in immediate dismissal. Students who successfully complete the counseling and who remain drug-free for the entire probation period will have their records expunged.

The following definitions are provided to insure the clarity of the KHS Drug Policy.

"Use" means ingest, inject, inhale, chew or apply to the skin.

"Possess" means have, hold, carry, or store in any personal belongings, automobile or locker.

"Mind-altering chemical" means nicotine, alcohol, marijuana, cocaine, heroin, hashish, crack, PCP, barbiturates and designer drugs.

"Associated paraphernalia" means pipes, joints, bongs, cigarette rolling papers, water pipes, hypodermic syringes and similar items.

"Prescribed by a physician" means that a licensed medical doctor has authorized the purchase and use of a controlled substance for medical purposes.

Honors System

Two Honor Rolls will be recognized at Kirby Hall School.

1. High Honors

High Honors can be earned if grades in all five major academic subjects (English, History, Language, Science, Mathematics) are A- or above, when grades from all

terms are averaged together. No waivers in Kirby Hall School academic requirements are allowed and a full academic course schedule must be followed. If a student is taking more than five academic courses, the lowest grade is not counted.

2. Honors

Honors can be earned if grades in all major academic subjects are B- or above when grades from all terms are averaged together. One waiver of Kirby Hall regulations is allowed for the Honors student. (No waiver of Texas Education Agency requirement is made at Kirby Hall School for any student.) If a student is taking fewer than five courses, the lowest grade is duplicated in the computation of honors standing. For graduating seniors, honors and high honors are awarded for the entire high school record on the basis of grades earned in the five major academic areas for all four years.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian of the graduating class are to be determined on the basis of the average of grades earned during four years of High School work in the five major academic areas. To be eligible for these honors, a student must have attended Kirby Hall School for at least two years and have a course load of at least five core subjects (English, History, Foreign Language, Math, Science).

Kirby Hall School admits students of any race, color, nationality, and ethnic origin to all rights and privileges, programs, and activities generally accorded or made available to this school. We do not discriminate in the administration of educational policies, admission policies, scholarships, or other programs.

KIRBY HALL SCHOOL UNIFORMS

Kirby Hall students from kindergarten through eighth grade wear Lands' End and Parker School Uniforms. Students in ninth through twelfth grade do not wear uniforms, but dress according to the ninth through twelfth grade dress code. Ninth through twelfth grade clothing must be purchased through Lands' End.

Every Monday of each week is Kirby Hall "Dress Up Day." Every Kindergarten through eighth grade student wears the dress uniform. Ninth through twelfth grades wear their best school clothes. Students are encouraged to dress up every day.

The first Friday of each month will be "Dress Down Day" for 6th through eighth grade students. Students wear their everyday street clothes to school on these Fridays. They will not wear their uniforms to school on these days. However, the Upper School dress code still applies.

If a sweater is worn in school, it must be the uniform sweater for Kindergarten through eighth grade. If a jacket is worn in school, it must be one of the uniform jackets for Kindergarten through eighth grade. Hats and caps may be worn only in cold weather and are to be left in lockers and not worn in school. Jewelry for girls is limited to one wristwatch, one ring per hand, one pair of earrings, only one earring per ear, and one simple chain or necklace. Boys wear no earrings, necklaces, or bracelets; one ring is allowed. It is preferred that no student wears earrings, but if girls feel strongly that they must have them, small studs are allowed. No piercings, other than single ear piercings, or tattoos are allowed.

On "Dress Up" Monday and special occasions, boys (K thru 5th) must wear navy trousers or shorts and boys (4th thru 5th) the Hopsack navy blazer. All Lower School boys must also wear the Oxford Shirt, red tie, and red belt. All Middle School boys must also wear the Oxford Shirt, navy tie with red pin stripes, and a navy braided leather belt. Shirts are to be tucked inside of trousers or shorts. Boys are encouraged to dress up every day. On other days, boys may wear trousers or shorts with the Oxford, the turtleneck, or the mesh shirt. The belts are to be worn with both shorts and trousers. During P.E. and recess, the fleece sweatshirt and sweat pants, may be worn. The red interlochen polo shirt with the KHS emblem is worn on field trip days.

On "Dress Up" Monday and special occasions, girls must wear the jumper (K thru 2nd) with the red trimmed blouse and red ribbon, or the skirt (3rd thru 5th) with the non-trimmed blouse and the red ribbon. Girls (6th thru 8th) must wear the glen plain skirt, white oxford blouse and navy bow tie with red pin stripes. Girls are encouraged to dress up every day. On other days, girls may wear jumpers, skorts, skirts, trousers or shorts with the Peter Pan collar knit shirt, the red trimmed blouse, or the turtleneck. During P.E. and recess, the jumper or skirt should be worn over or exchanged for the navy shorts, and the fleece sweatshirt and sweat pants may be worn. The red interlochen polo shirt with

the KHS emblem is worn on field trip days.

Boys will wear navy lace-up shoes and girls will wear navy classic strap shoes (P thru 3rd), or navy laced shoes (4th thru 8th). On days other than "Dress Up Day," students wear the white low-top sneaker. Girls have the second option of white T-strap canvas shoes.

All uniform items must be purchased from Parker School Uniforms of Austin and Lands' End School Uniforms (except for the shoes and sneakers). Dress uniform items for K thru 8th must be purchased from Parker School Uniforms, 5300 N. Lamar, Suite 103, with the exception of the cardigan sweaters, which should be purchased from Lands' End. The red belt may be purchased from Daisy Hill located in Austin, or from any other source. Every-day uniform items must be purchased from Parker Uniforms and Lands' End. Parker School Uniforms may be reached at 451-1667. Our friend there is Missy Gray. Items may be ordered through her from Parker School Uniforms over the telephone. Lands' End School Uniforms may be reached at 1(800)469-2222, or on the internet at www.landsend.com/uniforms. Everything in the Lands' End catalog may be ordered over the telephone, by fax, through the mail, or on the internet using their Intelligent Order Blank. The Kirby Hall Preferred School Code is #90002811-9.

A student may be asked to remove or replace articles of clothing or accessories that do not comply with the uniform guidelines. The school will endeavor to keep a stock of uniforms so that a student may replace a non-regulation piece of clothing with a regulation piece of clothing. This will be considered a purchase, and the parent will be billed.

All pieces of clothing that could be misplaced must be labeled with the student's name

UNIFORM REQUIREMENTS AND POLICIES FOR STUDENTS IN PRIMER THRU EIGHTH GRADE:
DRESS UNIFORM REQUIREMENTS

ALL BOYS

- Navy trousers
- Navy walking shorts
- White knit shirt - short sleeve or long sleeve
- White Oxford shirt - short sleeve or long sleeve
- No earrings, no bracelets, no necklaces
- Only one ring allowed

BOYS PRIMER THRU 5TH

- Red cardigan sweater
- Red tie
- Red belt

BOYS 4TH THRU 8TH

- Hopsack navy blazer

BOYS 6TH THRU 8TH

- Navy cardigan sweater
- Navy tie with red pin stripes
- Navy, braided leather belt

Note: Blazers only required October thru March 31.

ALL GIRL

- Navy slacks
- Navy walking shorts
- Navy gym shorts (under jumpers and skirts)
- White knit shirt - short sleeve or long sleeve
- Only one necklace, one bracelet, one ring, no earrings preferred, but if girls feel strongly that they must have them, small studs are allowed.

GIRLS PRIMER THRU 5TH

- Red cardigan sweater
- Navy jumper (P - 2nd)
- Red trimmed blouse (P - 2nd)
- Navy skirt (3rd - 5th)
- Non-trimmed blouse (3rd - 5th)
- Red ribbon for bow at collar (P - 5th)

GIRLS 6TH THRU 8TH

- Navy cardigan sweater
- Glen plaid skirt
- White Oxford blouse
- Navy bow tie with red pin stripes

DRESS CODE FOR STUDENTS IN NINTH THRU TWELFTH GRADE
DRESS-UP DAY REQUIREMENTS ARE UNDERLINED

BOYS

- Slacks
- Shorts with at least 8" inseam (no close fitting bicycle shorts)
- Blue jeans if neat, hemmed and not torn may be worn on Fridays *only*.
- Shirts with collars (without printing of any kind, short or long sleeve)
- No T-shirts
- No earrings, no bracelets, no necklaces
- Only one ring allowed
- Hair in traditional boy cut, observing the eyebrow-collar rule: (hair not touching eyebrow in front nor collar in back)

GIRLS

- Skirts and dresses must be both longer than the tips of fingers & no shorter than 6" above the knee.
 - Slacks
 - Blue jeans, if neat, hemmed and not torn may be worn on Fridays only
 - Shorts with at least 6" inseam
 - Blouses with no writing on them
 - No T-shirts
 - Modest traditional feminine clothing, not outgrown or tight
- Only one necklace, one bracelet, one ring, no earrings preferred, but if girls feel strongly that they must have them, small studs are allowed.

THE FOLLOWING MAY BE A HELPFUL GUIDE IN UNIFORM PURCHASING
PRIMER THRU EIGHTH GRADE

KHS APPROVED CLOTHING FROM PARKER UNIFORMS

ALL BOYS

- Navy trousers (may not match Lands' End blazer)
- White Oxford shirt - short or long sleeve
- Red Cardigan Sweater

BOYS PRIMER THRU 5TH

- Red tie
- Red belt
- Red Cardigan Sweater

BOYS 6TH THRU 8TH

- Navy tie with red pin strips
- Navy, braided leather belt
- Navy Blue Cardigan Sweater

GIRLS PRIMER THRU 5TH

- Navy jumper (P - 2nd)
- Red trimmed blouse (P - 2nd)
- Navy skirt (3rd - 5th)
- Non-trimmed blouse (3rd - 5th)
- Red ribbon for bow at collar (P - 5th)
- Red Cardigan Sweater (P-5th)

GIRLS 6TH THRU 8TH

- Glen plaid skirt
- White Oxford blouse
- Navy bow tie with red pin stripes
- Navy Blue Cardigan Sweater

PRIMER THRU EIGHTH GRADE

KHS APPROVED CLOTHING FROM LANDS' END

ALL BOYS

- Hopsack deep navy blazer (4th - 8th)
- Navy trousers
- Navy wool-blend dress pants (matches deep navy blazer)
- Navy walking shorts
- White mesh polo - short or long sleeve
- White Oxford shirt - short or long sleeve
- White turtleneck
- Red drifter cardigan sweater (P-5th)
- Red drifter crew sweater (P-5th)
- Navy Blue fleece sweater (6th-8th)
- Navy Blue fleece sweat pants
- White low-top sneakers
- Navy lace-up shoes
- Navy dress socks
- White crew socks
- Red polartec jacket (P-5th)
- Red hooded navigator jacket (P-5th)

FIELD TRIP SHIRT & SWEATSHIRT

- Red interlochen polo with KHS emblem - or long sleeve
- Red fleece crew with KHS emblem)

ALL GIRLS

- Navy slacks
- Navy walking shorts
- Navy gym shorts (under jumpers and skirts)
- Navy twill skort
- White Peter Pan collar knit shirt - short or long sleeve
- White turtleneck
- White Peter Pan collar blouse
- Red drifter cardigan sweater (P-5th)
- Red drifter crew sweater (P-5th)
- Navy fleece crew (6th-8th)
- Navy fleece sweat pants
- White low-top sneakers or white T-strap canvas shoe
- Navy classic strap shoes
- Navy laced shoes
- White or red solid tights
- White crew socks & knee socks
- Red polartec jacket (P-5th)
- Red hooded navigator jacket (P-5th)

FIELD TRIP SHIRT & SWEATSHIRT

- Red interlochen polo with KHS emblem - short or long sleeve
- Red fleece crew with KHS emblem (P-5th)