



## Parent-Student Handbook

### 2017 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 ethical 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 AdvancedEd, 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 behavior includes the following:**

1. Kindness, understanding, and respect of other persons
2. Forbearance from interfering with other persons and their property
3. Honest 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 or faculty member
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 drugs; possession of any form of dangerous weapon
5. Smoking
6. Continuous lack of cooperation with faculty members and staff:
  - a. 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
  - b. If the disruptive behavior or lack of cooperation continues, the student's parents will be requested to accompany the student to class
  - c. 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

## **RenWeb Parent Portal**

Parents must check Renweb routinely in order to stay apprised of their child's academic progress, keep abreast of lesson plans, homework assignments and their financial account balances.

## **Homework**

First through Fourth grade homework is planned for typically an hour per night. Fifth graders typically have 1 to 1.5 hours homework per night. Middle and upper school students typically have 2 to 2.5 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 1<sup>st</sup> through 5<sup>th</sup> Grades.

## **Textbooks**

Textbooks for 2<sup>nd</sup> through 12<sup>th</sup> grades are available for purchase on <http://www.smileamazon.com>

## **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/Tardies**

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, everyone 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 \$15.00. 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 \$15.00 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 emailed before the articles are taken away.

## **Telephone and Cell Phones**

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.

Student cell phones are not to be turned on during regular school hours.

## **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, front porch or playscape. 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, are attending faculty-led extra-curricular meetings, or attending an after-school club or event. 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 and Food Sales**

All bake and food 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 Kirby Hall School 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, bong, 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

## **Annual Volunteer Application and Criminal Background Check**

All volunteers who participate in any volunteer capacity, must have a Volunteer Application and Criminal Background Check Form completed and returned to the office before any volunteer events occur.

## **Honors System**

Two honor rolls will be recognized by Kirby Hall.

### **1. High Honors**

High Honors can be earned if grades in all five major academic subjects (English, history, foreign language, science, mathematics) are an A- or above, when grades from all terms are averaged together. No waivers in Kirby Hall’s 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 a 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 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 Uniforms**

Kirby Hall students from Primer 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.

Every Monday of each week is Kirby Hall "Dress Up Day." Every Primer 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 appropriate clothing (no athletic clothing; girls will not wear tights in lieu of pants, etc.) and 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 Primer through eighth grade. If a jacket is worn in school, it must be one of the uniform jackets for Primer 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. If earrings are worn, only one pair of traditional earrings for girls, and boys wear no earrings. No piercings, other than single ear piercings for girls, or tattoos are allowed.

On "Dress Up" Monday and special occasions, boys (P thru 5th) must wear navy trousers or shorts and boys (4th thru 5th) the Hopsack navy blazer for special occasions and on dress-up Mondays (only from October to March 31). All Lower School boys must also wear the Oxford Shirt, red plaid tie, and red belt. All Middle School boys must also wear the Oxford Shirt, navy plaid tie and a navy 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 red knit shirt with the Kirby Hall logo. The belts are to be worn with both shorts and trousers. During P. E., the grey t-shirt and red athletic shorts, are required (5<sup>th</sup> through 12<sup>th</sup>).

On "Dress Up" Monday and special occasions, girls must wear the jumper (P thru 2nd) with the white collared blouse and red cross tie, or the skirt (3rd thru 5th) with the white collared blouse and the red cross tie. Girls (6th thru 8th) must wear the blue plaid skirt, white oxford blouse and navy cross tie. Girls are encouraged to dress up every day. On other days, girls may wear jumpers, skorts, skirts, trousers or shorts with the red knit shirt with the Kirby Hall logo. During P.E. and recess, the jumper or skirt should be worn over or exchanged for the navy shorts (P thru 2<sup>nd</sup>). During P. E., the grey t-shirt and red short or long pants, are required (5<sup>th</sup> through 12<sup>th</sup>).

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 low-top sneaker.

Hair color must be of a natural color. No blue, pink, green, etc. hair dyes will be permitted.

All uniform items to be purchased from Parker School Uniforms of Austin and Lands' End School Uniforms (except for the shoes, sneakers and red belt). The red belt may be purchased 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. Items may be ordered from Parker School Uniforms over the telephone. Lands' End School Uniforms may be reached at 1(800)963-4816, or on the internet at [www.landsend.com/uniforms](http://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. 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 with an item from our re-sale stock. 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***

***Kirby Hall School admits students of any race, color, creed, 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.***

## **Uniform Requirements and Policies for Students Primer – 5<sup>th</sup>**

### **Boys Primer – 5<sup>th</sup>**

- Navy Slacks
  - Mon
- White Oxford Shirt
  - Mon
- Red Plaid Tie
  - Mon
- Hopsack Navy Blazer
  - 4<sup>th</sup> & 5<sup>th</sup> grades only
  - Mon & special occasions
  - Oct. – March 31
- Navy or Black Dress Shoes
  - Mon
- Navy Shorts or Slacks
  - Tues-Fri
- Red Knit Shirt
  - with Kirby Hall logo
  - Tues-Fri
- Red cardigan sweater
  - Mon-Fri
- Red belt
  - Mon-Fri
- Predominately White Tennis

### **Girls Primer – 5<sup>th</sup>**

- Red Plaid Jumper
  - Primer – 2<sup>nd</sup> only
  - Navy gym shorts under
  - Mon
- Red Plaid Skirt
  - 3<sup>rd</sup> – 5<sup>th</sup> only
  - Mon
- White Oxford Blouse
  - Mon
- Red Cross Tie
  - Mon
- Navy or Black Flat Dress Shoes
  - Mon
- Options Tues - Fri
  - Navy skort
  - Navy skirt
  - Navy slacks
  - Navy shorts
- Red Knit Shirt
  - with Kirby Hall logo
  - Tue-Fri
- Red Cardigan Sweater

## Uniform Requirements and Policies for Students 6<sup>th</sup> – 8<sup>th</sup>

- 6<sup>th</sup> – 8<sup>th</sup> grade students may dress down on the first Friday of each month wearing appropriate clothing

### Boys 6<sup>th</sup> – 8<sup>th</sup>

- Navy Slacks
  - Mon
- White Oxford Shirt
  - Mon
- Navy Plaid Tie
  - Mon
- Hopsack Navy Blazer
  - Mon & special Occasions
  - Oct – March 31
- Navy or Black Dress Shoes
  - Mon
- Navy Leather Belt
  - Mon-Fri
- Navy Shorts or Slacks
  - Tues-Fri
- Red Knit Shirt with Kirby Hall Logo
  - Tues-Fri
- Navy Cardigan Sweater
  - Mon-Fri
- Predominately White Tennis

### Girls 6<sup>th</sup> – 8<sup>th</sup>

- Navy Plaid Skirt
  - Mon
- White Oxford Blouse
  - Mon
- Navy Cross Tie
  - Mon
- Navy or Black Flat Dress Shoes
  - Mon
- Options Tues - Fri
  - Navy skort
  - Navy skirt
  - Navy slacks
  - Navy shorts
- Red Knit Shirt
  - with Kirby Hall logo
  - Tue-Fri
- Navy Cardigan Sweater
  - Mon-Fri
- Predominately White Tennis Shoes
  - Tues-Fri

**Please Continue for Upper School Dress Requirements**



## Dress Requirements and Policies for Students 9<sup>th</sup> – 12<sup>th</sup>

### Boys 9<sup>th</sup> – 12<sup>th</sup>

- Slacks
- Shorts
  - At least 8" inseam
  - No close-fitting bicycle shorts
- Blue Jeans
  - If neat, hemmed, and not torn
  - Fri only
- Shirts with Collars
  - Short or Long Sleeve
  - Without inappropriate printing of any kind
- No T-Shirts
- Navy Shorts or Slacks
  - Tues-Fri
- Hair in Traditional Boy Cut

### Girls 9<sup>th</sup> – 12<sup>th</sup>

- Skirts & Dresses
  - Must be longer than the tips of fingers & no shorter than 6" above the knee
- Shorts
  - At least 6" inseam
- Blue Jeans
  - If neat, hemmed, and not torn
  - Fri only
- Blouses
  - Without inappropriate printing of any kind
- No T-Shirts
- Modest Traditional Feminine Clothing, Not Outgrown or Tight
- No Flip-Flop Shoes
- Only One Pair of Traditional



# Kirby Hall

## Student-Parent Handbook Acknowledgement

Please make your child aware of the rules and regulations laid out in the Student-Parent Handbook and then have them sign this paper, returning it with all other enrollment papers.

I, \_\_\_\_\_ (Grade \_\_\_\_\_)

have read or have been read to by my parents the Kirby Hall Student-Parent Handbook. I understand it and agree to comply with the rules and regulations set forth in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date