



Community Handbook 2022 – 2023

Nicole Williams, Principal

**701 East 33rd
Houston, Texas 77022**

(713) 867-5180 – main

(713) 867-5182 – fax

www.HoustonISD.org/Burrus

Fine Arts

Community

Literacy

Magnet

Equity

Welcome to James D. Burrus Elementary School!

This handbook aims to assist both Burrus Elementary School parents/guardians and surrounding community members, stakeholders, and guest. The contents of this document which includes tools, concepts and procedures can be directly correlated to that of those provided by the Houston Independent School District. It is our hope that this community handbook serves as a valuable resource in continuing to make Burrus Elementary a positive environment for students to learn.

The Burrus staff is committed to working together to provide the best possible education for each scholar. Our staff values working collaboratively with each students' family (YOU!). We believe that the connection between home and school plays a critical role in the success of each scholar. Thank you for sharing your child(ren) with us!

Burrus Elementary School Community Handbook 2022-2023

The policies and procedures in this handbook will be reviewed regularly by the Burrus staff and will be revised and amended as necessary.

It is our intent that the information contained in this document is useful, clear, and easy to understand. Please discuss the material in this handbook with your child, prior to school starting. Thank you!

TABLE OF CONTENTS

TOPIC	PAGE
A Greeting from Our Principal	4
Vision Statement, Goals, Website	5
Learner's Creed	6
Administration Statement	6
Magnet School Overview	7
HISD/School 2022-2023 Academic Calendar	8
Burrus Elementary 2022-2023 Faculty and Staff Directory	9
Daily Schedule	10
HISD @ HOME TV Information and Parent Tips	10
Overview of Responsibilities	11
Parent-Teacher Communication	11
Building Safety and Security	12
<u>ATTENDANCE, TRANSPORTATION, AND CLOSURES</u>	
Absences, Late Arrival, Early Dismissal	13-16
Transportation, Drop-off, Drop-off, And Pick-up with diagram	16-18
Transportation School Arrival/Departure Procedures	19
School Home Plans	19
Day Care Services / Parking	20
Bicycle Safety & Security	20
Weather, Emergencies, and School Closures or Late Starts	21
<u>GRADING POLICY AND PROMOTION STANDARDS</u>	
Reports to Parents	21
Report Card Dates, Grading, Homework	22-23
Promotion Standards	23-24
<u>TESTING PROCESSES AND REQUIREMENTS</u>	
Gifted and Talented	24-25
Credit by Examination	25
Overview of Assessments and Assessment Windows	25-26
<u>DISCIPLINE PROTOCOLS AND BEHAVIOR EXPECTATIONS</u>	
Overview of Expectations	27-28
Conduct	29
Rules: Lunch, Bus, and Playground	29-30
PROJECT CLASS	31
Behavior Support and Interventions	32-33
Burrus 4 Agreements Behavior Matrix	34-35

BURRUS HEALTH AND MEDICAL SERVICES

Policies/Health Information	35
Administering Medication at School	36
Immunizations	36
Bacterial Meningitis	36
Covid-19 Safety Tips	36
Other Clinic Updates	37

GENERAL INFORMATION

Cell Phone, Electronics, Toys	37
Classroom and School Parties	37
Deliveries	37
Dress Code	38-39
Enrollment Cards	39
Emergency Plan and Information	39-40
Items from Home	41
Library	41
Lost and Found	41
Meal Program	41-42
Snacks	42
Memos and Newsletters	42
Moment of Silence	43
Pets on Campus	43
Telephone Numbers	43
VIPS (Volunteers in Public Schools)	43
Visitation Procedures	43
Photography and Videography	43-44
School	44
Student Placement	44
Supplies	45
Technology	45
Textbooks	45
Vandalism	45

POLICIES AND OFFICIAL NOTICES

Houston ISD Policies and Procedures	46
Parental Involvement	46
Parent Online Training for Virtual Learning (HISD)	46
Parent's Rights to Notification	46
School Supply List	47
(HISD) PPRA Model Notice	48
Title I Information	48-49
Signature/Confirmation of Receipt of Community Handbook	50

Greetings from our Principal

Dear Parents/Guardians,

Welcome to the 2022-2023 school year. Thank you for selecting Burrus Elementary as your school of choice! Our theme this year is Game On: Building a Sense of Urgency. This year we will focus on SEL (Social and Emotional Learning), Literacy and Data Driven Instructional practices to ensure every scholar is on track for success. It is our mission to maintain a thriving, positive, and safe environment for all scholars, parents, and community members. We believe that with your continued support and partnership, we can help each child perform at their highest potential.

As we partner together this school year, our goal is to support scholars and their families with achieving optimal growth socially, emotionally, academically, and physically. To achieve this goal, I encourage you to seek out opportunities to partner with the campus and your child's teacher. We solicit your support with attendance and getting your child to school on time every day, as every minute of your child's education is important to us. Take advantage of attending our academic parent nights as well as our magnet showcases. Being an active participant in the school community shows our scholars that we are ALL invested in their growth and development.

The information provided within this handbook will help you interact positively with our school community. Please review the contents in its entirety with your children as it contains the expectations for students and parents for the 2022-2023 school year. Again, thank you for selecting Burrus Elementary as your school of choice and for your continued support and cooperation! We look forward to partnering with you this school year to ensure that every student at Burrus receives equitable opportunities and high-quality teaching and learning. Upon reviewing this document, please sign and return the signature page.

Best Regards,

Nicole Williams, Principal
Burrus Fine Arts Magnet Elementary School

Our Vision for Burrus Elementary...

Student learning is our main objective. We have our sights set on regaining the Blue-Ribbon Award for exemplary achievement for students. These and other goals are the foundation of our ever-increasing expectations to build character in all children and to encourage them to become critical thinkers and problem solvers, which is vital for today's working global community.

Our entire school family will be treated with respect in a warm, safe, friendly, and healthy learning environment. Learning will be fun, investigative and exciting for our children's individuality which will be celebrated daily. Burrus Elementary's aspirations are limitless.

Goal

Our primary goal is to ensure that each scholar is met with purposeful and targeted instruction to which they can be challenged daily on how to comprehend, think critically, and solve problems rigorously. These skills are necessary for our scholars to function successfully in today's contemporary, technological society. We are committed to exceedingly high standards of excellence for our scholars academically, socially, and emotionally. We work together to form a partnership between scholars, parents, the community, and our business partners.

Each scholar will be challenged daily and met with rigorous instruction to best prepare them for any assessment or goal driven assignment. It remains the expectation that all scholars must be committed to their work and parents must be committed to working with the school for all of us to be successful!

**Responsibility ~ Excellence ~ Self-Esteem
~ Passion ~ Equity ~ Cooperation ~
Trustworthiness ~Virtual Learning**



SCHOOL WEBSITE

Our school, as well as each school across the district, has a school website where you will find information related specifically to Burrus as well as information related to the Houston Independent School District's services provided at the school and at the district level. Here you will find our bell schedule, principal newsletters, important community events, updates, and other resources provided to assist you in remaining connected to your child's daily life.

Houston ISD Website: www.HoustonISD.org

Burrus Website: www.HoustonISD.org/Burrus

THE LEARNER'S CREED

I believe in myself and my ability, to do my best, at all times.

Just for today:

I will LISTEN.

I will SEE.

I will SPEAK.

I will FEEL.

I will THINK.

I will REASON.

I will READ.

and I will WRITE!!

I will do all these things with one purpose in mind;

to do my best and not to waste this day,

for this day will come no more.

- Ernestine Mitchell, Retired Principal, HISD

ADMINISTRATION

The principal and designee(s) will be involved in all facets of the operation, maintenance of our excellent school facility and instructional program. This includes working closely with teachers, administrators, students, parents, and community patrons. There may be an occasion for parent-principal or parent-teacher-principal conferences. The principal takes all concerns and inquiries seriously and is always willing to participate in conferences that will benefit a child and his/her school environment.

Parents should always discuss classroom academics and/or behavioral concerns with the teacher, first, before contacting the principal. A parent should schedule a time to speak with the teacher of record or set up a comparable time for a conference. This can alleviate confusion or misunderstandings. It is difficult for a principal to discuss a situation with a parent before the teacher has been contacted. If a concern has not been addressed to your satisfaction, you can request to speak with an administrator or designee. As a courtesy, please adhere to the 24-hour notice for parent conferences with your child's teacher during their appointed conference/planning time.

**Principal
Teacher Specialist
Magnet Coordinator
Reading Interventionist**

**Nicole Williams
Kyle Mackey
Erin Green
Tashia Willis**

Magnet School Overview

ART

The Art Program strives to provide students with an opportunity to explore traditional and contemporary art with an emphasis on minimalism as it relates to the environment. Our students enjoy painting, sculpting, figure studies and photography in the art studio and on our field adventures.

BAND

The Band Program fosters and maintains unique and credible musical experience. Our band is composed of brass, woodwinds, strings, and percussion instruments. The students in the program experience individual, section, ensemble, and conventional full band rehearsals and performance.

CHEERLEADING

The cheerleading program establishes a sense of leadership and school pride. Our cheerleaders act as leaders of our school by setting a positive example for all other students on our campus at all times. All cheerleaders are encouraged to maintain a high-grade point average, as well, as excellent class behavior. Through hard work and dedication cheerleading focuses on the key techniques required to make a high-energy, well-versed squad. "I trade sweat for strength. I trade doubt for belief. I trade cheerleading for nothing!" Go Burrus!!!! For Kinder through Second grade only.

DANCE

Our philosophy is to build confidence, self-esteem, and self-discipline in our dance students. Students are instructed in classical ballet, jazz, musical theater, tap dance, and many more different genres. Our Dance discipline is designed to give each student the tools necessary to become successful performing artist.




PHYSICAL EDUCATION

The Gymnastics Program is channeled toward developing physical fitness as well as Style and grace. Flexibility, strength, balance, coordination, body control and self-confidence are stressed as important areas in tumbling, floor, exercises, balance beam, even and uneven parallel bars, vaulting, and mini trampoline.

HOUSTON INDEPENDENT SCHOOL DISTRICT

2022-2023 ACADEMIC CALENDAR

JULY 2022 S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER 2022 S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCTOBER 2022 S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER 2022 S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER 2022 S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JANUARY 2023 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2023 S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MARCH 2023 S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APRIL 2023 S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	MAY 2023 S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 2023 S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Key  Holidays  Teacher Preparation Days (no students)  Teacher Service Days (no students)	Holidays September 5, 2022 October 5, 2022 November 21-25, 2022 December 22-January 4, 2023 December 22-January 6, 2023 January 16, 2023 March 13-17, 2023 March 31, 2023 April 7, 2023 April 21, 2023 May 29, 2023 Labor Day Fall Holiday Thanksgiving Break Winter Break for Teachers Winter Break for Students MLK Day Spring Break Chavez-Huerta Day Spring Holiday Spring Holiday Memorial Day		
School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School			
Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers <i>Last Updated 02/15/22</i>	Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31	Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)	

Burrus Elementary Faculty and Staff Directory

2022 – 2023

Administrators

Nicole Williams, Principal
Kyle Mackey, Teacher Specialist
Erin Green, Magnet Coordinator
Tashia Willis, Reading Interventionist

Diverse Populations

Alexandria Ellis, (SpEd Coordinator)
Diminique Lezama, Wraparound
Services

Teachers

Pre-K	Angela Otumfor TBA
Kinder	Deborah Madison
First Grade	Flojean Williams
Second Grade	Martha Starghill Sandra Johnson
Third Grade	JaVaughn Carter Claudia McCoy
Fourth Grade	Chelisa Lacy Jaida Howell
Fifth Grade	Ciara Lasley Essence Brown
ECSC	Michelle Monge

Instructional Assistants

Howard Morgan

Magnet School

Band	Jonathan Jackson
PE/Dance	Tanika Nash
Gymnastics	Krystal Thomas

Office Staff

Irene Garcia, Administrative Asst.
Opal Campbell, Clerk III
TBA, Student Info Rep.
Monica Aleman, Clerk I

Clinic

Irma George, RN, School Nurse

Support Staff

Catherine Lacy, Evaluation Specialist
Lessie James
Lieutenant Paul Smithers
Tanya Debose, Community Liaison

Cafeteria Staff

Phyllis Ashton, Cafeteria Manager
Wai Lau
Mirtala Cabrera
Martha Navarro

Custodial Staff

Catherine Brown, Plant Operator
Joseph Auguillard
Elisa Gonzales
Martha Ramon



Daily Schedule

2022 – 2023

7:15 a.m.- Students Enter Building

7:30 a.m. – Instruction Begins

7:45 a.m. – Late (Tardy) Bell

10:00 – 12:00 – PK-5 Lunch

2:57 p.m. – Bus Dismissal

3:00 – Scholars are dismissed

OVERVIEW OF RESPONSIBILITIES

The effective implementation of the *Code of Student Conduct* and the School-Based Discipline Management System is essential in keeping a school and/or school-related activities free of disruption and is dependent on the active utilization of the responsibilities as follows:

STUDENTS

- Adhere to school, district, classroom and school-related activity rules and regulations for behavior and good conduct as detailed by the Code of Student Conduct.
- Maintain good conduct in virtual mediums (digital learning) and be positive, cooperative and present daily.
- Know that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited and that students may be subject to random searches in accordance with Board Policy and State and Federal Law to assure a safe school environment.
- Refrain from engaging in any online misbehavior, including but not limited to: profanity, horseplay, defiance, disrespect to others and self. Failure to comply with established virtual learning rules, misuse of materials, and tampering with virtual tools is strictly prohibited.
- Participate in all HISD AT HOME Learning opportunities provided by the district.

PARENTS

- Support school, district, classroom and school-related activity rules for student behavior and ensure that their children conduct themselves according to district standards.
- Provide the school with their contact information (address, phone numbers and email addresses. Do not use a relative or friend's address as Burrus is a school of choice and transfers are acceptable.
- Ensure student attendance to school. By state law, student attendance is the responsibility of parents and guardians. Ensure fluid and open communication with teachers and staff.
- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and the student's behavior.
- Read, acknowledge, and understand these rules and the rules applicable to their children's conduct while they are at school. Acknowledge and accept feedback/communication from all platforms.
- Attend all parent meetings (virtual) regarding their children academic performance as well as behaviors.
- Provide a learning space at home for your child to safely participate in online learning.

TEACHERS

- Create engaging lessons to ensure students are highly motivated and actively participating in daily lessons (virtual/face to face).
- Establish effective classroom-management procedures that concentrate on appropriate student behavior and support school and district policies and procedures.

ADMINISTRATORS

- Provide instructional coaching, facilitate training and collaborative opportunities to ensure campus needs and goals are being met.
- Lead and develop all members of the school community with an effective school-based discipline management system that promotes and maintains the support of good student behavior.



If you as the parent or guardian of a Burrus Elementary student, have concerns about your child's education, we want to talk with you. Sitting down and talking with the people who interact most often with your child daily - his/her teacher, can remedy most concerns.

Things to keep in mind...

1. Honest communication and mutual respect can help make the school experience a pleasant one for everyone involved.
2. Since parents and teachers share the responsibility for the education and socialization of children, it is important that they share their perspectives on any issue.
3. It is important to address an issue or concern quickly. You should contact the person who is most directly involved with your child on the matter of concern. For example, contact the PE teacher if the concern is related to physical education, the reading teacher if the concern is related to reading, and so on.
4. Calling the school and leaving a message for the person to return your call is one way to make contact.
5. You can also send a note or email to the school requesting a conference with the teacher.
6. Be sure to state whether you are requesting a personal conference, a phone conference, or perhaps simply a written reply from the person regarding your concern.
7. Just a reminder that all of the Burrus Faculty and Staff are here to help your child or children we ask that due respect is shown to our school community and in turn it is expected that our

community respect you as our parent and customer .

And Remember...

Most concerns can be and are resolved at the classroom level. However, if after visiting with the teacher, your concerns have not been addressed, you may choose to visit with an Administrator. ***All conference requests should be submitted 24 hours prior.***



BUILDING SAFETY AND SECURITY

The safety and security of all scholars and employees are of the utmost importance. We take responsibility for maintaining a safe and secure environment at Burrus Elementary.

Noteworthy procedures are provided below:

- Due to the recent breach in school safety nation-wide, access to the building will be limited and based on appointment only.
- All visitors **MUST** sign in/out at the Front/Main Office. *HISD Policy*
- Name tags are to be worn by **ALL** visitors at **ALL** times. *HISD Policy*
- Registered volunteers are to wear **VIPS** name badges at all times. *HISD Policy*
- ANY visitor **WITHOUT** a name tag will be directed to the Front Office. *Campus and HISD Policy*
- Visitors / Volunteers are to refrain from wandering around the building without permission from the main office. *(SDMC Approved)*
- Visitors are to enter through the front doors **ONLY**. *HISD Policy*
- Scholars and staff are **NOT** to open **ANY** exterior doors for visitors. *Campus Policy*
- **ALL** exterior doors are locked during regular school hours.
- All late arrivals (after 7:45 a.m.) should enter through the front doors. Students will no longer need to be escorted in the building by an adult. The late arrival will be recorded for record keeping. Remember, when a child is repeatedly late, they are missing key instructional time.
- Classrooms are to be locked throughout the day as well as when the teachers leave.
- All gates that are not driving lanes will be locked by the custodial staff at 7:45 a.m. each day.
- The building is officially closed at 6:00 p.m. daily

ATTENDANCE, TRANSPORTATION, & CLOSURES

Attendance is one of HISD's Promotional Standards.

Per state law, it is the parent's duty and responsibility to:

- Require their scholar to attend school
- Monitor the student's attendance and progress
- Request a conference with campus administration to discuss any concerns about attendance.
- Scholars must submit a written signed excuse or emailed description upon return from an absence. Any scholar with 10 or more unexcused absences, will be retained and recommended for summer school.

If a scholar fails to present an excuse after 3 absences, the district shall file a complaint with the Harris County Justice of the Peace Courts against the student's parent or legal guardian, the student or both.

Prompt and regular school attendance by students is important to support their growth, development, and daily learning. At Burrus, student supervision begins at designated areas 7:15 a.m. **There is no supervision before 7:15 am.** Thank you in advance for your support in ensuring your child(ren) is/are on time and ready to learn each day.

Absences, Late Arrival, Early Dismissal

If your child will be absent or late, please call Burrus Elementary at 713-867-5180, as soon as you are aware an absence will occur. We value your child's safety and need to know where they are if not in school. The school requires a written note or phone message from the child's legal guardian explaining the absence or late arrival. **If a student is not present by 9:30 a.m. it is considered an absence.**

It is the responsibility of the parent/legal guardian to monitor student attendance and request a conference with a school official to discuss absences. Parent/Legal Guardian are subject to prosecution under **TEC 25.093 (b)** for failure to require their child to attend school. Once enrolled in a Texas public school, all students beginning at age 4 (PreK) are subject to the compulsory school attendance laws.

Students who are absent will be required to make up any work they have missed. An additional day for each day missed will be allowed so the student may complete make up work. For example, a student who is absent for three days will be given three extra days on return to complete missed assignments. Students will have time equal to the number of days missed to satisfactorily make up the missed work for the absence. **(Exception: If a student has been assigned a multi-week project, and the project is due, no extra days will be permitted for completion. The project should be turned in on the predetermined date or when the student returns to school.)** Classwork not made up on time, will counted as a grade equivalent of "F" in the grade book.

Excused Absences

Excused absences or late arrivals considered appropriate by the school district include the following:

- Student illness
- Family emergencies
- Special religious observances
- Pre-arranged medical/dental appointments,
- Absences which, according to the school administration, after consulting with the parent/guardian may be deemed appropriate but not covered in the above stated instances.

Absences for reasons other than stated above need to be pre-arranged. Please notify the front office by calling 713-867-5180. The principal may excuse absences for personal illness, death in the family, or other legitimate reasons. Teachers will give students an opportunity to make up work for all absences, and students/parents must use the established district process for appealing credit lost because of excessive absences.

We strongly discourage families from taking vacations during school days. Every absence has an impact on your child and their classroom, and extended absences have been shown to have a negative impact on a scholar's academic achievement and success.

There is no expectation that teachers provide homework during a planned absence.

Unexcused Absences (Examples)

The following are considered unexcused absences:

- no call or written response from the parent within 3 days of absence
- vacation (unless approved)
- missed bus, late ride, and/or traffic
- unauthorized competitions, recitals, sporting events

Tardies

In order for scholars to have every opportunity to excel in school, it is crucial that he/she comes to school regularly and arrives on time every day. Scholars that arrive late lose valuable instruction time, usually reading instruction. When tardies become habitual, these children fall behind in reading, which may result in grade retention at the end of the school year.

1. Scholars **MUST** report to the office for a late slip after 7:45am.
2. The teacher will record the scholar's tardies and notify parents after a scholar's third tardy to any class.
3. Scholars with excessive tardies will not be allowed to participate in any perfect attendance activities.
4. After five (5) tardies, the parent must meet with an administrator in conference to discuss preventative measures in order not to reach the 10th tardy.
5. Parents we ask that you work with us with your child's absences and tardies.
6. Repeated tardies can result in your child being referred to the counselor.

NOTE: Regular school attendance is essential for a student to make the most of his/her educational experience. Attendance to extracurricular activities including field trips, are contingent upon attendance, tardies, and behavior. Students with more than 5 tardies may be prohibited from participating and attending extracurricular events and will be required to make up missed work during this time.

EVERY DAY COUNTS.....

A day here or there doesn't seem like much but....

When your child misses just....	That equals...	Which is...	And therefore, from Kinder to Year 12, that is...	This means that the best your child can achieve is...
1 day every other week	20 days per year	4 weeks per year	Nearly 1 ½ a year of school	Equal to only finishing 11 th grade
1 day a week	40 days per year	8 weeks per year	Over 2 ½ year of school	Equal to only finishing 10 th grade
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to only finishing 7 th grade
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to only finishing 4 th grade

Give your child every chance to succeed...

Every day counts!



EVERY MINUTE COUNTS.....

When your child misses just....	That equals...	Which is...	And therefore, from Kinder to Year 12, that is...
10 minutes a day	50 minutes of learning each week	Nearly 1 ½ weeks per year	Nearly ½ a year of school
20 minutes a day	1 hours and 40 minutes of learning each week	Nearly 2 ½ weeks per year	Nearly a year of school
½ hour a day	½ a day of learning a week	4 weeks a year	Nearly 1 ½ years of school
1 hour each day	1 whole day of learning each week	8 weeks per year or nearly a semester	Over 2 ½ years of learning

Early Pick Up

Parents will not be allowed to check out students from school between **2:30 – 3:00 p.m.** Early checkouts during this time impose risks to campus safety, causes students to lose valuable instructional time, and will prevent us from adequately supervising **ALL** scholars. Please be prepared to send a **valid photo identification** whenever checking your child(ren) out at any time. **We will not release any child to any person not on the enrollment card.** A student with 10 or more early checkouts and/or tardies **will not** be eligible to receive an attendance award or participate in extracurricular events unless there is documentation.

Early pickup procedures include the following:

- Parents should ring the doorbell at the front of the building to communicate with the front office the need to pick up their child early
- Parents will be asked to return to their vehicle and submit a picture of there photo ID to our campus Google Voice Number at (832)409-2942



- Once photo identification has been verified as authorized to pick up child, parent will receive a link to checkout student
- Upon completion of checkout link, student will be escorted to the parent.
- Students will be required to make up any work they missed.

Withdrawal from School

Parents should notify the Registrar **24 hours in advance when a child is withdrawing.** Teachers will receive a withdrawal form from the office to complete. The completed form is returned to the ADA clerk. The parent must come to the office for final withdrawal.

Records will be sent to the new school upon the receiving school request. Records may not be released if a child has an outstanding fine (i.e. lost library books, lost textbooks, etc.).

TRANSPORTATION: DROP-OFF AND PICK UP (SAFETY PROTOCOLS)

All students must be dropped off on the school side of the street. Students will not have access to the building before 7:15 a.m. We are asking parents/guardians not to drop off scholars before 7:15 a.m. Early drop off can put your child in danger due to lack of supervision. Doors will be unlocked at 7:15 a.m. Scholars must be dropped off at their assigned entrance between 7:00 and 7:45 a.m. **All entrances will be locked at 7:45 a.m. except for the front entrance.** If your child enters after the **7:45 a.m. tardy bell**, he/she must report to the front office before proceeding to class. Children are expected to arrive at school on time. Tardies are recorded at 7:45 a.m. per HISD time as recorded on the campus clock/bell schedule. Burrus is operating with automatic clocks, so please check with your teacher to get your watches synchronized!

Parents and Guardians must accompany their child into the building after the 7:45 a.m. bell. It is important that you come sign your child in when arriving tardy for school. For the record, students who have more than 3 consecutive tardies may be prohibited from participating in extracurricular events without prior notification. Again, it is vitally important that students come to school daily and on time in order to receive instruction. If a child is not present when attendance is taken at 9:30 a.m., he/she is counted **ABSENT FOR THE ENTIRE DAY**.

NOTE: Families with multiple children will drop off scholars at the assigned entrance for the youngest child.

- **ARRIVAL**

Pre-K – 2nd Grade scholars must be dropped off at the back of the campus, E 35th Street at the sidewalk entrance gate. Parents will be able to escort their child to the door where a staff member will be present. **No parents will be allowed to enter the building from this access point.**

3rd, 4th, and 5th grade scholars are to enter through the front of the building on E 33rd Street and report directly to class.

We are asking that all parents comply with getting to school on time for the students to be involved in their opening exercises. Students must follow establish guidelines for online attendance. It is the responsibility of the student to be present for all lessons and to actively participate to receive credit. Failure to comply will result in disciplinary action.

PICK UP/DROP OFF MAP



School line for Pick up/Drop off (single line)

Pick up starts at 3:00pm

ROUTINE DISMISSAL FROM SCHOOL

PLEASE DO NOT PARK IN THE BUS ZONE AND CAR RIDER ZONES DURING THESE TIMES!

Monday-Friday 2:00 p.m. – 3:30 p.m.

We would like to remind parents that the new bus zones will be located on Bacchus Street and students will load by the Cafeteria located by the Campus S.T.E.M. Garden Area.

Parents/guardians should plan to provide the school/homeroom teacher with your children's primary mode of transportation home, **IN WRITING or VIA EMAIL** at the beginning of the school year. Please inform the teacher whether your child will be:

- Bus rider (Magnet)
- Parent pick-up
- Day care bus rider
- Walker or Bike rider
- Other Means of Pick-up

****Any change in the normal transportation of your child must be submitted in writing and/or via phone to your child's homeroom teacher before 1:00 pm. It will also benefit to submit additional notification to the main office. Change of transportation cannot be guaranteed after 1:00 pm.***

- **DISMISSAL**

Pre-K- 2nd Grade scholars must be picked up at the back of the campus, E 35th Street at the sidewalk exit gate. Parents will be able to escort their child from the door where a staff member will be present. No parents will be allowed to enter the building from this access point.

3rd, 4th, and 5th grade scholars are to be picked up at the front of the school. They will be dismissed from their classrooms. No parents will be allowed to enter the building through the entrance gate during dismissal.

- **REMINDER: Families with multiple children will be dismissed from the exit of the oldest sibling.**

Scholars must vacate the building by 3:15 p.m. unless the student participates in an approved after school function such as the tutorial and afterschool program. This is non-negotiable. It is imperative that all scholars be picked up at the appropriate time as we do not have supervision after 3:15 p.m.

Teachers will not permit their students to change their mode of transportation without written notification or phone from parents/guardians! Parents are not permitted to pull students off the bus. This is for the safety of all students on campus. Please coordinate all transportation for your child.

If you are unable to drop off or pick up your child and you chose an alternate form of transportation, we encourage you to have your child walk to school with a group of other children, people you trust, and you can also carpool. Traffic around Burrus is very congested during pick-up and drop-off times. F

School to Home Plans

For your child's safety, plans need to be made at home—not during the school day. If your child is going home with a friend or anywhere else other than the normal after school destination, plans should be made in advance. **Students are not allowed to make phone calls from school to make after school plans.**

Students will NOT be dismissed early or released to anyone other than their parent or guardian without prior arrangement with school office personnel. These measures are taken in a partnership between home and school to ensure safety.

Please avoid calls or emails to school regarding changes in after school plans. Each time you do so, valuable teaching time is interrupted to get the message to your child. Please make sure all after school plans are set before your child comes to school in the morning. In the event of a last-minute change of plans, you need to contact the front office.

Please do not email the classroom teacher as they have designated times to check daily and may not receive your email until after the students have left for the day.

Please know that we are not able to interrupt classes to send reminders to students about after school activities.

Day Care Services

Some children ride a daycare bus to and from school. Please inform the day care to bring your children between 7:15 a.m. - 7:45 a.m. and to pick up your children promptly at dismissal time. Daycare buses/vans should drop off students at the cafeteria entrance and pick up students at the back of the school on E 35th Street.

Be sure your child's teacher has written instructions regarding the plan of how your child goes home each day. This instruction should include the name of the daycare/person responsible for picking your child up on time.

If your child rides a bus that is privately owned and not associated with Burrus/HISD, please make sure to work with them to have children picked up in a timely manner so they will arrive home promptly. Encourage children to think carefully and be responsible before they leave school for the day. **The school doors will be locked at 6:00 p.m.**

If your child is absent or goes home ill from school during the day, please notify the day care center that your child will not be riding the day care bus in the afternoon, etc. Feel free to contact the Burrus Elementary Fine Arts Main Office at (713) 867-5180 in order to be more informed about private buses for your children.

***** Any change in these instructions must be submitted in writing! *****

Day Care/Private Bus Transportation

Ms. Netta's Bus Service (713)835-5006	Immaculate Kids II (281)847-1229
Jackson's Bus Service (281)216-9063	Dominion Preparatory (713)688-5112
God's Grace Daycare (713)688-1883	
Ages & Stages (832)516-7211	

These are the private companies who service our school currently.

There may be other bus services that come to our school and will be added as they report to school. Be reminded that the school is not responsible for arrival and departure times. These times must be worked out by you the consumer. All students are responsible for arriving and departing, in a timely manner.

Parking

Please respect all **No Parking** signs and do not double park. Violators may be subject to tickets or towed. Crossing guards will be on duty at North Main and 33rd Street, and both sides of the feeder at North Main and 610. **PLEASE DO NOT BLOCK BUS ZONES!**

Bicycle Safety and Security



Students are encouraged to ride bicycles to school when families determine they are ready! We have bicycle racks located at the front of the school. Please make sure your child has a helmet. Students need to walk their bicycle on and off campus to ensure safety for pedestrians. Helmets are highly recommended whenever your child is riding a bike or scooter to and from school. Bikes and scooters must be walked on school property during school hours and may not be ridden on the sidewalks. No mini-bikes, go-carts, skateboards, roller blades, motorized scooters, or roller shoes are permitted on school property.

Weather, Emergencies, and School Closures or Late Starts

Inclement weather, power failure or other conditions beyond the control of the Houston Independent School District may make it necessary to alter the school day. The district's established procedure is as follows:

The Superintendent of Schools may close schools because of inclement weather or emergencies (flooding, icy roads, power failures, etc.)

Houston ISD will announce such closings over the radio, television news, and/or Connect ED, as soon as a decision is made.

Emergency Plan A: Students AND employees are also excused. Essential personnel such as Plant Operators, Principal Designees and Law enforcement are to be available as directed.

Emergency Plan B: Schools are closed, but administrative offices remain open. (No students/teachers)



Individuals who miss the announcements can contact HISD's Weather Hotline (713-267-1704) for details. Parents, we ask that you keep your television and radios on during stormy weather so that you can be advised as to what decision the HISD Superintendent will make concerning school closures.

In the event of an emergency, please do not call the Burrus school office as the school lines must be kept open for emergency communications. Information concerning delay or cancellation of school will be posted on the HISD website: www.HoustonISD.org.

GRADING POLICIES AND PROMOTION STANDARDS

REPORTS TO PARENTS

Scholars and parents must be made aware of academic progress and/or failures. It is policy in Houston ISD and Burrus Elementary that parents receive timely and immediate feedback concerning your child's success and failures. Whenever concerns arise about student learning, teachers should discuss them with the student and contact his/her parents for assistance. Parents it is important for you to use the HISD Report Card System listed in this handbook for you to know the correct procedures to check on your child's grades. Our teachers are required to put all student's data into the **HISD PowerConnect system**.

To view student academic performance, Parents will register at www.HoustonISD.org under the parent.

Progress reports are issued between the third/ fourth week of the six-week grading period. Every teacher is required to prepare a progress report for each student. The progress report will include the student's numerical grade, conduct, absences, tardies, and request for conference, as needed.

Parents will be kept informed about the growth and progress of their children in all aspects of school curriculum, including observed student behaviors in the intellectual, emotional, physical and social development areas

Parent Conferences are encouraged as a supplement to the information given on the Report Card or Progress Report. The purpose of a parent-teacher conference is to develop a mutual understanding of various aspects of the student's progress and to encourage cooperative planning toward effective solutions of problems that exist. We ask that you visit the *PowerConnect* website for your child's update for grades and we ask that you take advantage of the parent conferences for student performance. It is important that you do not let your child's academic performance get out of control. If, you need further help, you can schedule an appointment with the Principal or any administrators for all questions and concerns to be resolved.

The **report card dates** are as follows:

October 7, 2022
November 11, 2022
January 13, 2023
March 3, 2023
April 20, 2023
May 31, 2023

Grading Policy

The student course grades overall grade-point average must be 70 or above maintained in reading, language arts, mathematics, science and social studies. HISD Policy requires a minimum of 2 grades per subject per week. Considering the rigorous instruction and high expectation for academic excellence, at Burrus, your child may have more graded assignments to produce a fair and accurate picture of their progress.

Academic Subjects

90 – 100 Excellent (A)
80 – 89 Good (B)
75 – 79 Satisfactory (C)
70 – 74 Passing (D)
Below 70 – Unsatisfactory (F)

Homework

Homework is an essential part of the academic program at Burrus Elementary. Teachers are asked to maintain the following: (guidelines for the assignment of homework)

READING DAILY FOR 30 MINUTES – ALL GRADE LEVELS

PreK - 1st Grade	20 - 30 minutes max. per day
2 nd & 3 rd Grade	30 - 45 minutes max. per day
4 th & 5 th Grade	45 - 60 minutes max. per day

As such, homework will be assigned on a regular basis. Homework can be administered via virtual platform. **Here is a list of our basic homework guidelines:**

- Homework does not have to be extremely long and difficult. It can involve a task such as taking papers home to be signed. Correcting papers with your child may also be considered homework;
- Work that has been introduced and studied in class will be assigned for homework;
- Oral and written practice with math facts or spelling words and reading at home are all important activities to do with your child. No child learns to read or to compute exclusively at school, so please help by assisting and monitoring your child.
- Each grade level will have a homework policy; parents will be made aware of this policy so you will know what to expect.
- Homework is generally given over holidays.
- Completed homework will be graded and given a minimum of a check mark;
- Parents be sure to check your child's classroom journal which the school provides in order to see their homework assignment for due dates.

Encourage your child to try!

Promotion Standards

In order for HISD students to move to the next grade level, they must show that they have reached HISD's promotion standards. These standards generally include classroom grades and a local or state test. The Texas Education Agency (TEA) has made substantial revisions to the state mathematics curriculum- the TEKS (Texas Essential Knowledge and Skills) for Kindergarten through grade 8.

In addition to local and state promotion requirements, the Texas Legislature created The Student Success Initiative (SSI) to ensure that students receive the instruction and support they need to be academically successful in reading and mathematics. Under SSI, students in 5th and 8th grade must pass the STAAR test.

The Houston Independent School District (HISD) standards for promotion:

Grade Level	Promotion Standards
1 st and 2 nd	<ul style="list-style-type: none">• Students must pass the High Frequency Word Evaluation• State requirement of an overall yearly average of 70 or above in Reading, Language Arts, Mathematics, and Science or Social Studies• Students must have sufficient attendance (please refer to Attendance Policy)

3rd, 4th, 5th

- State requirement of an overall yearly average of 70 or above in Reading, Language Arts, Mathematics, and Science or Social Studies
- Students must have sufficient attendance (please refer to Attendance Policy)

TESTING PROCESSES AND REQUIREMENTS

Gifted and Talented

What is Gifted and Talented? (TEC §29.121)

A gifted/talented student is a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience or environment and who

- Exhibits high performance capability in an intellectual, creative, or artistic area;
- Possess an unusual capacity for leadership; or
- Excels in a specific academic field.

How do I know a student is Gifted/Talented? (TEC §29.121)

All gifted children are not the same. It is important to note that there are not one or two characteristics that an educator can point to in order to say that a student is gifted. It is a combination of characteristics. Some signs that a student might be gifted include, but are not limited to:

- Extraordinary memory compared to peers
- Highly curious
- Highly creative
- Exhibits abstract reasoning and problem-solving skills
- Draws inferences, grasps underlying principles
- Initiates projects
- Discusses things in detail, elaborates

Students shall be assessed for identification as gifted and talented according to [TEC §29.122; TAC §89.1; HISD Board Policy](#) and the [Student Assessment](#) section of the [Texas State Plan for the Education of Gifted/Talented Students](#).

The G/T identification of a student is automatically tested in Kinder and 5th grade, but can be initiated in four ways:

- Parent nomination
- Teacher nomination
- Student self-nomination

- District-generated rosters of G/T eligible students to be reviewed by the campus Gifted and Talented Neighborhood Admissions Committee

Determination of eligibility is based on the child's performance on an Achievement Test, Abilities Test and other District Criteria.

Final determination of a student's need for G/T services is made by a committee of at least three local district or campus educators who have received training in the nature and needs of G/T students and who have met and reviewed the individual student data (TAC §89.1(4); State Plan 1.7C).

Upon completion of the Gifted and Talented Admissions Committee meeting, families and staff are informed of student assessment results and HISD G/T qualification by the processing campus.

For more information please visit www.HoustonISD.org/Page/135100

Credit by Examination

Credit by Examination is available to students who are currently in HISD or who were HISD students. CBE is administered to students in grades K-12 who are attempting to acquire grade placement or course credit by passing a sectioned test without having prior instruction. The district uses TEK-based criterion-reference examinations to meet district and state testing mandates. CBE may also be used for students who are enrolling from home schools, unaccredited private schools, foreign schools, and for students for whom no records are available. Elementary testing is provided by HISD in the summer of each year. The testing coordinator has the paperwork and testing schedules.

High Frequency Word Evaluation

Grades K through 2 are expected to be developed on High Frequency Words, but only grades 1st and 2nd are tested. This assessment evaluates the phonics, vocabulary, sight word recognition, and Fluency of our early learners.

Renaissance 360

Grades K through 5 utilize this platform to build fluency and increase readiness in Reading/Literacy and Math.

TELPAS

Our EL scholars are given this assessment in 1st through 5th grades to determine their language acquisition and comprehension as they progress through elementary school.

Snapshots and DLA

Snapshots are formative assessments administered as cumulative checkpoints to monitor scholars' academic progress and content mastery.

The DLAs are designed to provide teachers and administrators with specific and timely information on each student's progress toward mastery of key STAAR-assessed standards from the start of school until the opening of the assessment window.

Due to the scope and intent of the DLAs, they count as one of the two benchmarks permitted by HB5.

STAAR Expectations

In light of past and anticipated impacts of the COVID-19 pandemic, the commissioner of education is exercising his authority under Texas Education Code (TEC), Section 7.056, to waive the requirements of TEC, Section 28.0211 regarding grade promotion requirements for students in fifth and eighth grade for the 2020–2021 school year.

Students enrolled in grades 5 and 8 are still required to take the appropriate State of Texas Assessments of Academic Readiness (STAAR®) tests once. Regardless of their score, retest opportunities will not be provided. Districts will have local discretion on whether these students should advance to the next grade, just like students in grades 3, 4, 6, and 7. These decisions should be based on local criteria that reflect a student's academic achievement and mastery of subject matter, and should include STAAR assessment results, along with other relevant information. Districts are still responsible for providing accelerated instruction and supports for students that fail to perform satisfactorily on STAAR. Furthermore, although students in grades 5 and 8 will not be retained solely, on the basis of, STAAR results, school districts and open-enrollment charter schools will remain accountable for student performance.

As a part of this waiver, there will only be one administration of the STAAR grades 5 and 8 mathematics and reading assessments for the 2020–2021 school year. This administration will be in May to coincide with the administration of other STAAR grades 3–8 assessments.

Test Date/Assessment Window	Grade Level(s)	Name of the Assessment
November	1 st and 2 nd	High Frequency Word Evaluation
Sept – Dec, Jan - May	PK-5 th	District Assessments
Nov – Dec	K – 5 th	GT Testing
February – April	K – 5 th	TELPAS (Listening, Speaking, Reading and Writing)
May	3 rd – 5 th	STAAR Math
May	3 rd – 5 th	STAAR Reading
May	5 th	Science

There may be other testing opportunities for your child; Burrus Elementary gives formal/informal assessments throughout the year, to check for comprehension and to ensure our scholars are being successful and meeting academic goals.

DISCIPLINE PROTOCOLS and BEHAVIOR EXPECTATIONS

Burrus Elementary and the Houston Independent School District utilize Positive Behavioral Interventions and Supports to help students understand, develop, and strengthen skills to be positive and productive members of our school community. Throughout the year, we work together to teach, model, and



reinforce our Four Agreements which include: **Be Safe, Be Responsible, Be Respectful, Be Your Best Self**, in conjunction with district Social Emotional Learning Initiatives.

Scholars are expected to observe school and classroom rules. Communication between home and school result in the best and most desirable outcomes. Goals are not achieved by allowing disruption in the classroom. Time and resources are utilized for maintaining order and facilitating instruction.

Students exhibiting unacceptable behavior will receive appropriate consequences according to HISD Board Policy, as outlined in the annual HISD Student Code of Conduct Handbook, sent home for parent review and signature.

Children are not usually sent to a Principal or Assistant Principal for a first-time disciplinary offense unless the infraction is severe in nature. Our discipline policy includes:

1. A Student-Teacher conference must take place to re-establish expectations, address problems or challenges and identify next steps.
2. A Parent-Teacher conference to follow-up with the Student-Teacher conference, address concerns and determine next steps.
3. Principal-Student-Parent conference to determine best possible solution/outcome.

NOTE: If your child is sent to the principal or assistant principal, you will receive a telephone call to report the incident. Please read carefully the *HISD Student Code of Conduct Handbook* and the classroom discipline plan sent home by your child's teacher. This year the Burrus SDMC and Campus Administration will address Level III and Level IV infractions. This includes repeated and continuous misbehaviors impacting academic performance. *You must acknowledge receipt of these documents by returning a signature page which is included with each item.*

Parents, please know that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and/or weapons are unlawful and prohibited. Scholars may be subject to random searches in accordance with Board Policy and State and Federal Law to ensure a safe school environment.

Severe Clause: *Should a child harm him/herself and/or others or damages school property, he/she will receive an automatic referral to the office at a Level III or IV infraction. This may require alternative placement.*

If, any student is referred more than six (6) times, the administration will not allow the student to return to Burrus Elementary. The next option will be to send the student to an alternative school, as no scholar will be allowed to disrupt the educational environment.

Burrus Bees Expectations:

- Arrive/Connect to school on time
- Be prepared for class
- Complete classwork quietly
- Follow directions
- Be courteous
- Follow dress code guidelines
- Use time/materials effectively
- Cooperate with staff during investigation of disciplinary matters.
- Listen when others are speaking
- Complete Homework
- Show respect for others
- Horse playing is not allowed
- Keep hands, feet and objects to yourself
- Be successful on all assignments/assessments

Reward Examples: (this list is changed according to need for positive reinforcement)

- Notes Home
- Certificates
- Tokens, Tickets, Stickers, etc.
- Extra privileges granted by teachers and administrators
- Verbal Praise
- Good Behavior Awards
- Positive Calls Home

Infractions/Unacceptable Behaviors - Including but not limited to:

- Class/After School disruptions
- Virtual disruptions and misbehavior
- Harm to self and/or others
- Cursing
- Name calling
- Stealing
- Destruction of school property
- Alcohol abuse/drug use
- Cyberbullying
- Fighting/Bullying
- Unauthorized use of chatroom/instant message
- Disrespecting teachers and/or fellow students
- Lap Dancing
- Smoking
- Playing with food in the cafeteria/food fight
- Defiance to school personnel and authority

Typical Consequences:

- Warning
- Parent Call
- Referral to Office /
- Disciplinary Committee
- Cyber Bulling is automatic Level IV
- Think Time
- After/Before School Detention
- Teacher/Student Conference

Conduct

A student's conduct grade is based on the teacher's evaluation of the student's overall behavior during each of the six (6) grading cycles.

E – Excellent

S – Satisfactory

P – Poor

U – Unsatisfactory

A grade of Unsatisfactory in conduct on the report card requires an administrator's approval.

During our Awards Day Ceremonies, students are eligible to receive an Excellent Conduct award. Students who have received a “P” or “U” on their report card are not eligible to receive this award. In addition, any discipline referral to the office makes a student ineligible for an Excellent Conduct award.

LUNCH MANNERS

Students are expected to display restaurant-type manners in the cafeteria daily at lunchtime.

Expectations include:

- Always maintain 6ft distance in the line and wear mask(optinal). DO NOT allow others to pass in front.
- Pass through the line once, obtaining all necessities at that time.
- Use inside voices
- Keep a neat and clean eating area and floor space.
- Do Not take trays, dishes, or food out of the cafeteria.
- Respect personal space
- Walk, at all times. No horseplay.
- Use respectful table manners.
- Stay seated unless dismissed by an adult.
- Respect and listen to the authority of ALL adult monitors

Students may go through the serving line once. Students are asked to raise their hands if they need utensils, napkins, assistance with opening products, or forgotten line items. They should also raise hands to seek permission to use the restroom.

BUS RULES

1. Obey the bus operator’s directions.
2. Go to the closest available seat or to your assigned seat and stay seated until you arrive at your destination. The bus operator may assign you a seat, if in his or her judgement it is in the best interest of student safety.
3. Speak in a six-inch voice. Loud speech or laughter causes distractions for the driver. Rough-housing or horseplay on the bus will not be allowed and may result in a loss of transportation privileges.
4. Keep the bus litter free. No food or drinks may be consumed on the bus.
5. Buses are property of HISD. If you cause any damage to or vandalize an HISD bus, you and your parent or guardian will be financially responsible, and you may permanently lose your transportation privileges.
6. Never throw an object inside or out of the bus. Keep all parts of your body (head, hands, and arms) inside the bus at all times.
7. Observe the rules of good conduct and show courtesy to everyone. The use of profane language, rude gestures, or malicious behavior toward the bus operator, a fellow passenger or another

motorist will not be tolerated.

8. For the safety of all passengers, aisles must be kept clear of all objects such as books, backpacks, musical instruments, packages, and coats.
9. Items which are prohibited on school may not be taken on an HISD school bus, such as alcohol, tobacco, drugs, or weapons.

Should there be changes to your child's usual transportation for the day, please notify the school office no later than 1:00 p.m.

Burrus has currently no HISD transportation for students who are not in the magnet program. However, we do have private bus services that come to our school.

Bus rules do apply!

PLAYGROUND

The Burrus playgrounds are not to be used by students without adult supervision. Playground safety rules are reviewed with the children in Physical Education classes and in homerooms. Each child has access to the playground during supervised recess for 20 minutes. Safety on the playground is vital. Please remind your child to play safely when at recess.

PLAYGROUND SAFETY RULES

General Rules

Equipment should be used only as intended by their design

No hanging upside down

No one on top of anything

No throwing of any objects

Monkey Bars:

No chicken fights

No bar jumping

Large Playground - Grades 1, 2, 3, 4, 5

Slides:

One person at a time

Feet first / on bottom

Down only!

Small Playground - Grades PreK, K & 1 (only)

These rules are presented to students continuously. **Please note that these rules are subject to change as the students use the equipment and become creative. **Remember, if it looks dangerous, it probably is!**

Social Skills for School and Life Success

Follow Instructions (Seguir Instrucciones)



Look

(Mirar)



Nod your head or say "OK"
(Decir que sí entiende)



Do it right away
(Hacer inmediatamente)

Get the Teacher's Attention (Obtener la Atención del Maestro(a))



Look

(Mirar)



Raise your hand
(Levantar la mano)



Wait quietly
(Esperar en silencio)

Pay Attention (Poner Atención)



Stop what you are doing
(Parar lo que está haciendo)



Look

(Mirar)



Listen

(Escuchar)

Accept No (Aceptar No)



Look

(Mirar)



Listen

(Escuchar)



Move on

(Seguir)

Ask Permission (Pedir Permiso)



Raise your hand or go to the teacher
(Levantar la mano)



Ask the question nicely
(Preguntar amablemente)



Wait for the answer
(Esperar la respuesta)

Accept Feedback (Aceptar Sugerencias)



Look

(Mirar)



Listen

(Escuchar)



Use to improve

(Usar para mejorar)

©2007Houston Achievement Place Project CLASS®

STUDENT BEHAVIOR & DISCIPLINE SUPPORT

School discipline has several key goals:

1. Ensure the *safety* of students and staff.
2. To create a *positive and productive* learning environment.
To *teach* and *strengthen* positive behavior skills.
3. *Repair* harm when necessary.

* Restorative practice is a strategy that seeks to repair relationships that have been damaged. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim.

Restorative Practices provide our community opportunities for individuals to share their feelings, build relationships, and solve problems; and when there is wrongdoing, to play an active role in addressing the harm and making things right.

Proactive practices also include the use of informal and formal processes that precede wrongdoing, those that proactively build relationships and a sense of community to prevent conflict and wrongdoing (e.g., proactive and responsive classroom circles).

4- Part Apology

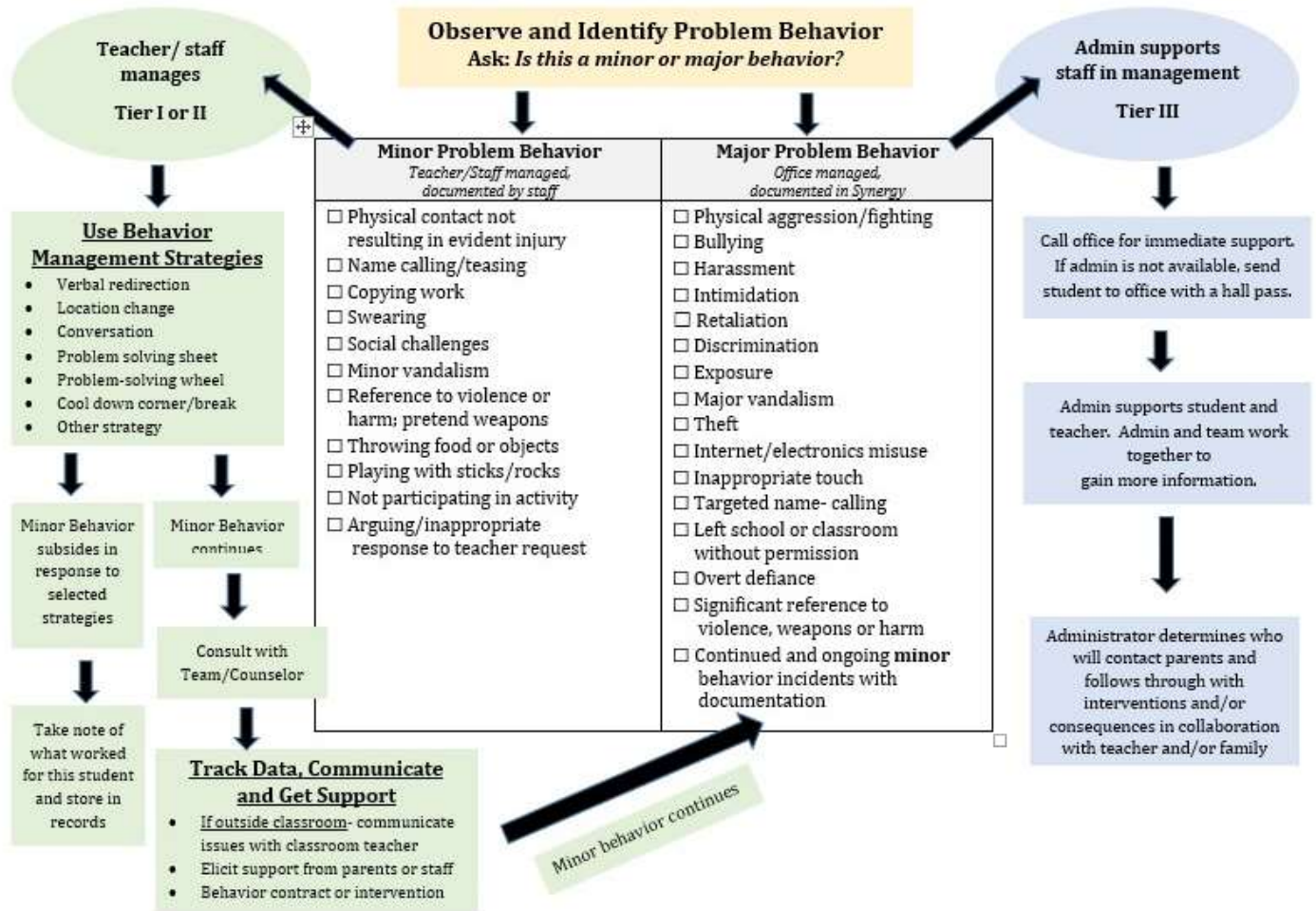
To promote self-awareness and positive, lasting solutions to conflict resolution, scholars may be asked to complete a *Think Paper* or write a *4-Part Apology*. As part of the review and problem solving for behavior concerns that occur during the school day, your child may be asked to write an apology that includes the following information:

- I'm sorry for...
- This was wrong because...
- In the future, I will...
- Will you forgive me?

Teachers teach, model, establish and discuss classroom expectations and review school expectations. These expectations are posted in classrooms. School-wide, we have behavior expectations. All staff will work collaboratively with families to problem-solve and discuss student discipline.

When classroom or common area expectations are not followed, the supervising adult determines how to support the student best. If a student is not responsive to the support, the student is referred to Project Class, prior to seeking the principal or assistant principal for support.

Behavior Flow Chart Example





Burrus 4 Agreements

POSITIVE BEHAVIOR MATRIX



	Cafeteria	Hallways	Recess	Bus	Bathroom
Be Safe	<ul style="list-style-type: none"> Keep hands and feet to self Stay in orderly line Stay seated on bottom Place lunch bag in a safe spot Eat your own lunch – no sharing (food allergies!) Ask permission to get out of seat Walk Listen to adults 	<ul style="list-style-type: none"> Walk to the right Face forward and hands at side Have a safe body Go directly to and from your destination Listen to adults Follow Safety Rules 	<ul style="list-style-type: none"> Keep hands and feet to self Use equipment the correct way Stay outside Line up when you hear the bell Listen to adults Stay in your recess area Stop playing when bell rings or teacher signal is given. 	<ul style="list-style-type: none"> Keep hands and feet to self and inside the bus Walk to and from the bus Stay seated and facing front Follow directions of bus driver Cell phones in backpacks Enter the bus in a line Stay behind the yellow line Food and drink in backpacks 	<ul style="list-style-type: none"> Ask permission to use the bathroom and/or sign out Go, flush and wash hands Clean up after yourself Exit in a timely manner. Follow Safety Rules
Be Responsible	<ul style="list-style-type: none"> Try 2 problem-solving strategies if you have a problem Sort food and waste into the correct bins 	<ul style="list-style-type: none"> Try 2 problem-solving strategies if you have a problem 	<ul style="list-style-type: none"> Try 2 problem-solving strategies if you have a small problem 	<ul style="list-style-type: none"> Try 2 problem-solving strategies if you have a small problem 	<ul style="list-style-type: none"> Try 2 problem-solving strategies if you have a problem
Be Respectful	<ul style="list-style-type: none"> Enter at the end of the lunch line Use kind and respectful words Say “please” and “thank you” Include others Follow Safety Rules 	<ul style="list-style-type: none"> Use kind and respectful words Be mindful of other learners when passing by their classroom Keep hands to self Follow Safety Rules 	<ul style="list-style-type: none"> Play fairly Take turns Follow Safety Rules Include others Use kind and respectful words 	<ul style="list-style-type: none"> Use kind and respectful words Be patient and quiet. Follow Safety Rules 	<ul style="list-style-type: none"> Use kind, respectful and positive words. Give others privacy Follow Safety Rules
Be Your Best Self	<ul style="list-style-type: none"> Be a leader Clean up after yourself Put for your best efforts. Report big problems to the nearest adult 	<ul style="list-style-type: none"> Be a leader Go slow around corners and at intersections. Take turns. Report big problems to the nearest adult 	<ul style="list-style-type: none"> Be a leader Put away your equipment when finished Invite and include others Report big problems to the nearest adult 	<ul style="list-style-type: none"> Be a leader Clean up after yourself Report big problems to the nearest adult 	<ul style="list-style-type: none"> Be a leader Report big problems to the nearest adult

<i>Voice Levels</i>	Level 2 Voice: Normal Voice/Table Talk (unless adult is talking = Level 0)	Level 0 or 1 Voice: Silent or Whisper (unless adult is talking = Level 0)	Level 4 Voice: Outside Voice (unless adult is talking = Level 0)	Level 2 Voice: Normal Voice/Table Talk (unless adult is talking = Level 0)	Level 0 or 1 Voice: Silent or Whisper (unless adult is talking = Level 0)
----------------------------	---	--	---	--	--

HEALTH AND MEDICAL SERVICES

Irma George, RN 713-867-5180

Clinic Policies and Procedures

The nurse is here to provide immediate first aid, health screening, and health counseling. Before the students leave the classroom, the teacher must complete and sign the "**Recommendation to Nurse**" form.

- Thermometers, gloves, face masks, hand sanitizer at check-in stations.
- Responsible for monitoring health checks and screenings for all stakeholders.
- **Emergencies are seen immediately and take priority.**
- Confidential records are kept on all students that are known to have serious medical problems (i.e. diabetes, cancer, high blood pressure, etc.)

Health Information

Students who become ill at school are sent to the nurse's office for observation. Your child will need to be picked up immediately if your child has a fever, or if your child vomits at school. If the school is unable to contact parents, the person designated by parents as an emergency contact will be called. Injuries are handled in a similar manner. The school will administer basic first aid, but if there is any question as to the seriousness of the injury, parents will be notified immediately.



Stay Home!

If your child has any of the following symptoms, please keep them at home or make appropriate child care arrangements:

- **Fever** – 100 degrees Fahrenheit or higher. Remember that a child must be fever free for 24 hours WITHOUT the use of fever-reducing medication before returning to school.
- **Eyes** – thick with mucus, pus draining, pink eye. With pink eye you may see white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.
- **Chronic Cough and/or green nasal discharge** – These conditions may be contagious and require treatment.
- **Sore throat** – especially with fever or swollen glands in the neck. With Strep throat, the child may return to school after 24 hours on antibiotics.
- **Diarrhea** – three or more watery stools in a 24 hour period
- **Vomiting** – two or more times in a 24 hour period

Administering Medication at School

HISD Policy affirms that school personnel are not allowed to administer medication without written authorization from a physician. If medications are to be given at school, the school nurse must be notified and an Authorization to Administer Medication form must be filled out and on file in the school's clinic. ***The form must be renewed at the beginning of each school year. Any changes to medication type and dosage must be updated by a physician, as well.***

All medications must come to the school office in the original container, labeled by the pharmacy or physician with the medication name, amount to be taken, frequency of administration and name of physician. The nurse will administer the medication in the clinic, provided the proper form is completed by the parent. The medication must be labeled with the student's name. **All medications including over the counter medications (ex: Tylenol, Zyrtec, Allegra, Motrin, etc.) need a signed Medication Authorization from a physician.**

NOTE: STUDENTS ARE PROHIBITED FROM CARRYING ANY TYPE OF MEDICATION ON THEM. PLEASE DO NOT ADVISE THEM TO HIDE IT OR TAKE IT WHEN THEY ARE ALONE. THIS PUTS OTHER STUDENTS AT RISK AND PUTS YOUR CHILD AT RISK OF ASPIRATION AND OTHER ADVERSE SITUATIONS, SHOULD THEY SELF-ADMINISTER THE MEDICATION INCORRECTLY.

Immunization

During the school year, a student's immunization records must remain current. Parents are asked to submit a copy of new immunization records. Students whose immunization records are delinquent are required to bring their immunization records up to date.

The State of Texas requires that schools maintain up-to-date immunization records for measles, mumps, rubella (MMR), diphtheria, and polio for all students unless there are medical or religious objections.

Should the school be missing any of these immunization records, your child may be asked to stay home until the information has been received in the office.

attention.

SARS COVID 19/CORONA VIRUS

Due to the effects of the COVID-19 pandemic, certain precautions must be taken to ensure the safety of students, parents, faculty/staff, and all other stakeholders to the building. Temperature checks must occur for all patrons entering the building and subject to denial of entry should there be any symptoms. All stakeholders, which includes students and teachers, must following all PPE guidelines and wear a mask at all times in the building.

Head Lice

When a student is identified with an active case of head lice, one (1) day (per incident) is allowed as an "excused" absence for the student to be treated. Any additional absences incurred for treatment purposes during the 7-10-day treatment period, or because of not being "nit free" following the treatment period will be considered "unexcused"

Child Abuse Reporting

Every adult is responsible for reporting any suspected abuse or neglect. Call the Statewide Intake number if you suspect child abuse or neglect. The number is **1-800-252-5400**.

GENERAL INFORMATION

Cell Phones, Electronics/Toys

Scholars are not allowed to bring portable electronic games/toys, digital cameras, mp3 players, iPads, iPods, Android Tablets, or Smart Watches. We discourage students from bringing cell phones to school. However, we understand that many families rely on them for communicating with each other after school. **If your child brings a cell phone to school, they will need to drop it off in the main office for storage/safe keeping and pick it up after school. If your child's cell phone is picked up by a staff member, the fee is \$15.** Please remember that cell phones brought to school are brought at the owner's own risk and families need to understand that the phones are easily lost. If a loss occurs at school, it is not the responsibility of the school.

If a child needs to call a parent during the school day, they can use a school phone in the office or classroom.

Classroom/Birthday Treats

Private birthday parties will not be held at school during school hours. Parents may purchase and drop off store-bought treats on the day of their child's birthday to the front office by 1:00pm. If you plan to drop off treats, please call to notify the front office in advance so that we can arrange for someone to meet you at the front of the school.

School Parties

The number of class parties are limited per school year. The only parties approved by the principal are the Winter Holiday and the End of Year parties. Parents may be asked to send a nominal donation to defray the cost of the party. Foods at a class party must meet the FMNV guidelines.

Deliveries

To maintain uninterrupted class periods throughout the day, it is our school policy to deliver lunches, money, etc. to the classroom **by 10:00 a.m.** Items received after 10:00 a.m. will be placed in the teacher's mailbox for pickup at their convenience. Lunches are given to the cafeteria monitor for student pick up in the cafeteria at lunch time. All items brought to school for delivery must be labeled with the student's name and teacher's name. **Parents are not allowed to make deliveries to the classrooms.**

Dress Code & Shoes per SDMC guidelines (School Decision-Making Committee)

- Hats
 - No hats or caps of any type may be worn on campus.
 - Hair nets, scarves, bandanas and/or sweatbands are not to be worn on campus.
- Hair
 - Must be clean and neat
 - **No rakes, picks, designs or sharp objects.**
- Jewelry/Accessories/Make-up
 - No body decorations of any kind are permitted.
 - Males are prohibited from wearing earrings
 - Girls are not allowed to wear large hoops or dangling earrings
- The students are required to wear a solid navy, yellow or white polo shirt or a school approved t-shirt with the school logo imprinted. **Shirts must be tucked in at all times.**
- Boys are required to wear either khaki or navy pants or shorts with a **BELT**. (If the pants have belt loops.) *May be no shorter than 3 inches above the knees.*
- Girls are required to wear either khaki or navy pants, shorts, or a skirt with a **BELT** or a jumper. *May be no shorter than 3 inches above the knees.*
- The students are to wear tennis shoes only; they will need to have shoelaces or Velcro. No hats, bandanas or sweatbands are to be worn in school. **NO OPEN TOE SHOES.**
- **On special dress days, notices will be sent home prior to the event. The administration reserves the right to make the final decision regarding the appropriateness of clothing, hair styles and/or accessories.**
- **Dress** for school should allow for students to move around comfortably and safely as classes often include movement within instruction. Additionally, please be sure to consider the weather. Footwear should be chosen with safety in mind.

The uniform policy WILL be enforced for the 22/23 school year. Your child must adhere to the school uniform policy.

Allowed:



NOT ALLOWED: *****



Enrollment Cards

It is very important for your child's teacher, the nurse, and the office to be able to locate parents. Please notify the office in writing when any information on your child's enrollment card has changed.

Remember - your child will only be released to adults listed on his/her enrollment card. Please keep all information and phone numbers on your child's enrollment card current.

Emergency Information

Your emergency information will be used when your child is sick or if there is an emergency at school. In either of these cases, we will first call the parents/guardians listed at their home/work numbers. If we are unable to reach them directly, we will leave a message whenever possible and proceed down the emergency contact list in the order given.

Fire Drills

Burrus participates in regularly scheduled safety drills with students and staff. This includes fire, evacuation, storm (duck and cover), and shelter in place (lock down) procedures. We have implemented the “RED BURRUS SAFETY BAG” Protocol, in which all necessary items for any drill or emergency are located inside the bag to help evacuations run smoothly.

We are required by law to submit annual fire drill reports to the state fire marshal. Fire drills are required by state and local laws and will be conducted monthly. When on campus, please note the nearest exit and exit route. All occupants of the building MUST exit during a fire drill. Teachers are reminded to bring their grade books or class roster to the fire drill to account for all scholars on their roster.

The fire drill bell is an intermittent, high-pitched bell. Each teacher has a system in place for fire drill procedures that is reviewed and rehearsed with their classes regularly. Teachers leave the room last to ensure everyone has safely evacuated and that lights are turned off and the door and windows are closed. During an obstructed fire drill, some of the normal exits will be sealed off or blocked, in this case, individuals are expected to utilize their alternate evacuation route and report to their alternate evacuation destination.

Crisis Plans

The district and campus in collaboration with local law enforcement, fire and emergency response agencies have plans to handle various crisis. Each classroom at Burrus has an *Emergency Preparedness Plan* to cover various situations. Students and staff are trained in evacuation, storm (duck and cover) and shelter in place (lock down) procedures. We have plans in place if we need to evacuate the building and/or the location. We also have plans for lock-down situations that include plans for restrooms, water and food. Procedures are in place for communication and parent pick up of students in various situations. The campus has an identified *Emergency Committee* with assignments given to key staff members. The use of two-way radios on campus as a district-wide emergency radio assists communication tool.

Parents or other visitors on campus during any safety drill or crisis are required to follow campus directives for their own safety.

Emergency Plan

In the event of an emergency, we have an emergency/disaster plan. Students and staff are instructed on emergency procedures. We practice monthly safety drills such as fire, and lockdown drills. We have an emergency supply storage room on campus that contains supplies to provide food, water, and shelter for the students and staff. We also have a number of staff trained in First Aid and CPR. In the event of an emergency, our power may be lost, and we may not be able to contact you. For that reason, it is even more essential for you to complete the “Student Profile/Emergency Release” form.

During an emergency, your child will only be released to their parent/guardian or those you have designated on their emergency contact sheet. Also, during an emergency, if you come to the school site, look for signs or school personnel at the student check out station. The most secure and safe way to get your student is to check them out at the sign-out station – this is where you will find the quickest information and action to get to your child. Please be sure to fill out the “Student Profile/Emergency Release” form, to help expedite the process for everyone’s benefit.

Items from Home/Class Sharing

Toys, trading cards, electronic games, stuffed animals, money, and other personal items of value should remain at home, so they are not misplaced, lost, or broken. If a child wishes to bring a special item to share with the class, they must first get permission from the teacher. If a student wants to bring the special item or game to lunch or recess, they must first pass it by teacher and Medina administration.

Library

The library is a valuable resource to the campus. As Literacy is a primary focus, in addition to the main library, each classroom has class literacy library, compiled of leveled readers, student choice selections, a variety of genres and authors to promote enjoyment, fluency and rigor during the instructional block.

All Houston ISD scholars have access to the Houston Public Library online through the HUB by accessing digital resources. For the past 5 years, Burrus has made a commitment to help parent build “at-home” libraries, in which scholars have books of their choosing at their fingertips. Burrus scholars also have access to MyOn and Imagine Learning as reading resources.



Lost and Found

As a friendly reminder, please label student items with first and last name, which helps us reunite the item and owner. If your child misplaces an article of clothing, water bottle, or lunchbox, please visit our Lost and Found located inside the cafeteria near the exit door. Jewelry, glasses, money and any small items will be placed in the front office to be identified, verbally, before they are turned over. Each year, numerous jackets, sweatshirts, lunch boxes, and other items are never claimed. Three times a year (winter break, spring break, and again in June), items from the Lost and Found will be donated to charity, so please claim missing items promptly.

Meal Program

Breakfast is served on campus every morning, and children have a **30-minute lunch period** each day. Burrus Elementary is a closed campus therefore, a child may not be taken off the premises for lunch.



We use a computerized meal accounting system. Each scholar is issued a seven-digit Student ID Number which is used to purchase breakfast or lunch. **NOTE: This is one of the many reasons scholars are encouraged to remember their Student ID number.** The Student ID number is used for accountability purposes. There are often food program incentives provided through the cafeteria, and other times snack purchases are available.

Free breakfast and lunch are available to all children; however, **you must reapply each year.** This information is kept confidential.

The form is included in the enrollment packet at the beginning of the school year, but families may apply for school meal benefits at any time during the school year.

IMPORTANT LUNCH APPLICATION DATES

September 2022	Socioeconomic information forms go home with students. <u>Please note that applications must be accurate and complete in order to process for approval.</u>
October 2022	Students must have a current 2022-2023 socioeconomic information form on file.
October 2022	The Verification Program begins. (Some students will receive a letter in which verification of salary is required).
October 2022	PEIMS Snapshot Date
November 2022	Verification Program Ends. (Any student selected in Oct. to verify and the parents did not respond will lose their free/reduced status and will have to pay full price).

Socioeconomic information forms are available in the main office.

\

Snacks

Foods of Minimal Nutritional Value - Schools are in a powerful position to influence children's lifelong eating habits. To support this role and help combat childhood obesity, the Texas Department of Agriculture created new nutrition guidelines for public schools participating in the federally funded Child Nutrition Program. This includes the Houston Independent School District.

Parents are no longer allowed to bring food or drinks to school for anyone other than their own child. We enjoy birthdays and understand they are a time for celebration; However, you may not bring birthday treats for the entire class. You may bring a birthday treat for your child to eat at lunch only.

The FMNV policy is set by the Texas Department of Agriculture and it is expected for all Texas schools to follow the policies. Failure to follow the policies stated will result in a loss of funding for schools.

A list of acceptable Nutritious Snacks can be found at:

<https://squaremeals.org/Portals/8/files/publications/Nutritious%20Snack%20Broch2.pdf>

Public Policy and other valuable nutrition information may be found at www.squaremeals.org

Memos and Newsletters

Memos and newsletters will be sent home to notify parents of upcoming school events and other Burrus or HISD news. This is done, for the most part, through the COMMUNICATION FOLDER that comes home with your child **DAILY**.

Moment of Silence

Per state mandate, each HISD school begins each day with a moment of silence for the students to reflect on their day's activities. Students are asked to remain silent during this time.

Pets on Campus

All dogs, small and large, are to remain in cars or waiting at the edge of campus along the sidewalk, during drop off and pick up. We love seeing your beloved family pets but want to ensure that all students and staff feel comfortable while on campus.

Scholars may not bring pets for show and tell purposes. Scholars must have pre-approval from their teacher as is aligned with the curriculum. Teachers must clear all plans for animals to be brought to school with the principal prior to the day of the lesson. We appreciate your adherence to this school expectation.

Telephone Numbers

Burrus Elementary	713-867-5180	HISD Administration	713-556-6000
Burrus Elementary – FAX	713-867-5182	Parent Liaison	713-556-7100
Title I Office	713-867-5180	HISD Police	713-892-7777
Magnet Office	713-867-5180		

(VIPS) Parent Volunteers

The Houston ISD Community Relations Department coordinates more than 39,000 parent, business, and community volunteers, who perform tasks that support and enrich education in HISD schools. Members of the acclaimed Volunteers in Public Schools (VIPS) and Community Relations programs serve as tutors, mentors, teacher partners, speakers, attendance callers, security patrols, chaperones, interpreters, cafeteria monitors, and helpers in libraries, media centers, clinics, and offices. HISD values its parents and volunteers. Every contribution, big or small, makes a difference in our children's education and is vital to the success of our school. We encourage every Houstonian to become involved in making our schools the best in the nation.

- All volunteers must complete a VIPS Registration Form and the Background Check form.
- These forms are to be completed at the beginning of the school year.
- Processing of these forms may take approximately 3 to 4 weeks.
- You must have clearance from HISD to go on field trips.
- Volunteers should check in with the VIPS Coordinator for an assignment upon arrival.

Visitation Procedures

We are fortunate at Burrus to have the strong commitment by families and other volunteers to assist in the school when needed. In keeping with state laws, Houston Independent School District policy, and as a safety measure, we require that all visitors and volunteers sign in at the office when arriving at the school.

- Visits should not disrupt classes/school activities.
- Any items that may have been forgotten at home must be dropped off at the main office and will be delivered to the student at an appropriate time.
- Every visitor must wear a visitor's pass for the duration of their stay.
- **Parents, this year, we are asking for your help in promoting a friendly and professional learning environment. This includes dressing appropriately, as revealing clothing presents a distraction to the scholars in this environment. As a parent, you help us reaffirm examples**

of professional dress and school appropriate attire when on campus. It is important to keep this in mind when entering the building as we strive to maintain our high expectations of self-respect and teamwork.

- Upon leaving, all visitors must sign out.

We truly appreciate your support of Burrus and want you to feel welcome here. Thank you for realizing that the safety of all students is a high priority.

Photography, Videography, and Recordings

FERPA (Family Education Records Privacy Act) must be considered when photos and videos are obtained and used in public schools. Photographing and recordings of students at school are not allowed without permission from the parent/guardian. Occasionally, your student might be included in recordings and/or photographs used for appropriate district-authorized purposes possibly outside the district. Permission forms are sent home and are available in the office for you to sign to indicate whether or not you want your child included in these recordings or photographs.

Examples of uses are:

- *show the Burrus community what we do in our school*
- *use for broadcast media and newspaper articles*
- *include in the Annual School Performance Report*
- *Burrus and Houston ISD social media platforms to promote student activities/ programs*
- *make presentations to other audiences at workshops*
- *other appropriate district-authorized purposes*

Please remember that when attending a school performance, videos and pictures taken on personal devices that include other students should not be posted on social media without consent from all guardians of these students.

School Pictures/Class Pictures

School pictures (individual and group) will be taken during the year. Specific procedures for ordering, payment and distribution will be provided as it is received. Our school photographer is Lifetouch.

Student Placement

The goal of student placement is that each student be placed in a positive learning environment. Staff members work collaboratively to build balanced classes that best meet the needs of each learner. Many factors are considered when placing students. It is district policy to give class placement at least 3 weeks prior to sitting down to discuss a students' placement and progress at that point. Should a parent feel that a child's placement is inappropriate, a request in writing can be made to the Principal using the "Request for Change of Placement" form found in the main office. However, before any request is processed, the child must be in the classroom for a minimum of 6 weeks. Any possible changes made after the 6 weeks are ONLY considered in high-needs situations, in collaboration with district personnel, families and school administration. Relatives are not automatically placed in the same class to promote the development of social skills and classroom diversity.

Supplies

Supply lists for each grade level are available in the main office and on our campus website. All supplies should be marked with your child's first and last name. **It will be necessary to replace some supplies throughout the year as they are used.**

Technology

We have a computer lab available to all students through their Computer Ancillary class. This provides your child the opportunity to remember their Student ID number which is necessary for accessing district resources both at school and at home. Classes visit the computer lab weekly and as needed to work on reading fluency, math fluency, research, coding and incentive use time as permitted by their classroom teacher.

Students must have signed Technology Use permission slips on file to participate in Computer Ancillary activities.

For updates and school information, visit the school's website: www.HoustonISD.org/Burrus.

Textbooks

Report cards and/or transcripts may not be released until the due balances are paid. The state of Texas has provided textbooks to children in public schools. Scholars are responsible for each textbook assigned to them. Damaged or lost books are the responsibility of the parent/guardian. Scholars who have lost or not returned textbooks are not entitled to receive new textbooks. If a textbook has been lost the student must notify their teacher and report the loss to the textbook clerk, Mr. La'Noris Casey, 713-867-5180. **Be aware that most textbooks start at an approximated cost of \$30 each or higher.**

Vandalism

There is a great deal of pride by the students, faculty, and community for our beautiful facility. Vandalism creates a decline in morale as well as an added expense to the taxpayer. We recommend that the seriousness of vandalism be discussed at home.

If parents or students observe acts of vandalism, please report such acts immediately to the *HISD Police Department* (713-892-7777), local law enforcement agency or to the principal.

All acts of vandalism will be reported by the school to the HISD Police Department and the Houston Police Department. Persons involved will make restitution and/or be prosecuted.

APPENDIX: INFORMATION, POLICIES AND OFFICIAL NOTICES

HOUSTON INDEPENDENT SCHOOL DISTRICT POLICIES AND PROCEDURES

What follows are excerpts and/or a summary from the policies and procedures of critical Houston ISD policies where publication/notification is either required or encouraged. Complete policies and procedures can be found in the digital policy and procedure manual found on the District website:

HISD Parental Involvement Information

<https://www.houstonisd.org/face>

Burrus Elementary Parental Involvement Information

<https://www.houstonisd.org/face>

PARENT NOTIFICATION: COMPLIANCE WITH NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110, SECTION 1111 (6)(A)

To: All Parents

From: H.I.S.D. and James D. Burrus Elementary

Date: 2022-2023 School Year

Subject: **NOTIFICATION TO PARENTS OF TEACHER QUALIFICATIONS**

As a parent of a student at James D. Burrus Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:




- The teacher is certified in Texas for the grades and subjects he or she teaches.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to review any of this information, please contact Sandra Brewer, Title I Coordinator at 713-867-5180.

Approved:
Nicole Williams, Principal

James D. Burrus Elementary Fine Arts Magnet School

SCHOOL SUPPLY LIST

<p style="text-align: center;"><u>Pre-Kindergarten</u></p> <ul style="list-style-type: none"> 1 - Backpack 2 - bottles of hand soap 2 - bottles of hand sanitizer 1 - packs of Multi-color Construction Paper 1 - packs of Manila Paper 2 - packs of Storybook Kindergarten paper (this is lined paper with blank space at the top) 2 - boxes of crayon 2 -reams of white copy paper 2 - packs of Glue Sticks (small) No liquid glue. 😊 2 - Folders (pocket w/brads) 1 - box of (sandwich) Ziplock bags 1 - box of (gallon) Ziplock bags 2 - boxes of Kleenex ***No Mats required*** 	<p style="text-align: center;"><u>Kindergarten</u></p> <ul style="list-style-type: none"> 3 - Primary Composition Early Learning Notebooks 4 - "My First" Large Pencils 1 - box of Color Pencils 1 - Fabric pencil bag 2 - Big White Erasers 2 - packs of Glue Sticks (small) No liquid glue. 😊 2 - Heavy duty 3-prong pockets plastic folders 1 - box of Crayons 24 (no markers please) 1 - Package of multi-color card stock Paper 2 - Reams of white Copy Paper 3 - boxes of Kleenex 1 - large Clorox wipes 1 - can of Lysol Disinfectant Spray 1 - Large Sanitizer 1 - Hand Soap 1 - box of Gallon Ziploc bags 1 - box of Quart Ziploc bag 	
<p style="text-align: center;"><u>1st Grade</u></p> <ul style="list-style-type: none"> 5 - PRIMARY compositions notebooks 24 - Plain #2 pencils 3 - boxes of 16 count crayons 1 - box of 8 count markers 2 - boxes of facial tissue 2 - bottles of hand sanitizer 1 - school box (<i>will be kept at school for students' personal supplies</i>) 3 - packs of glue sticks No liquid glue. 😊 2 - packs of white copy paper 1 - pack of index cards 2 - packs of pink erasers 1 - kid's safety scissor 1 - pack of manila paper 2 - containers of Clorox wipes 2 - bottles of hand soap 	<p style="text-align: center;"><u>2nd Grade</u></p> <ul style="list-style-type: none"> 5 - PRIMARY composition notebooks 3 - packs of #2 pencils (no decorated pencils please) 1 - boxes of 16 count crayons 1 - box of 8 count markers 2 - boxes of facial tissue 2 - bottles of hand sanitizer 1 - school box (<i>will be kept at school for students' personal supplies</i>) 2 - packs of glue sticks No liquid glue. 😊 2 - pack of white copy paper 1 - pack of index cards 2 - packs of pink erasers 1 - <u>kid's safety</u> scissor 1 - pack of 12x14 construction paper 2 - containers of Clorox or wipes 2 - bottles of hand soap 	<p style="text-align: center;"><u>3rd Grade</u></p> <ul style="list-style-type: none"> 6 -Wide-ruled Composition notebooks (100-sheets and NO spirals) 3 - packs of plain #2 pencils 1 - pack of Red Ballpoint pens 1 - pack of Blue Ballpoint pens 4 - pink pearl erasers 1 - box of Ziploc bags (quart size) 1 - box of Ziploc bags (gallon size) 1 - pair of Scissors (rounded-tip) 2 - packs Glue sticks (4-count) 2 - packs of Markers (skinny) 1 - pack of Boxed Kleenex (3-count) 2 - bottles of Hand Sanitizer 2 - packs of Index Cards (100-count) 2 - packs pf Wide-ruled notebook paper 1 - (2-inch) 3-ring binder 1 - pack of Manila construction paper 2 - pack of Color printer paper 2 - packs of white copy paper 2 - containers of Disinfecting wipes 2 - bottles of Antibacterial Hand soap
<p style="text-align: center;"><u>4th Grade</u></p> <ul style="list-style-type: none"> 6 - wide ruled composition notebooks 2 - packs of wide rule paper 1 - pack of dividers 2 - packs of white copy paper 2 - packs of manila construction paper (8x11 and 12x18) 1 - pack of colors (24 count) 1 - pack of map pencils (12 count) 1 - pair of scissors 1 - 12-inch ruler 1 - pack of yellow highlighters 1 - pack of 2 pink bevel erasers 2 - packs of #2 pencils 1 - fabric supply pouch (NO boxes) 2 - boxes of tissue 2 - bottles of hand soap 	<p style="text-align: center;"><u>Fifth Grade</u></p> <ul style="list-style-type: none"> 1 - (2inch) Binder 6 - Composition Notebooks 3 - Packs of #2 Pencils 2 - Packs of Notebook Paper 2 - packs of Glue Sticks 2 - bottles of hand soap 2 - Box of Kleenex 2 - Bottle of Hand sanitizer 1 - ruler, 12 in., English and metric 1 - pair scissors, pointed 1 - pack of yellow highlighters 10 - ballpoint pens, blue or black 2 - packs of white copy paper 2 - containers of disinfecting wipes 	

HOUSTON INDEPENDENT SCHOOL DISTRICT 2020-2021 SCHOOL YEAR

PPRA MODEL NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires James D. Burrus Elementary to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas "protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings

TITLE I INFORMATION

2022 - 2023 School Year

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate School official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Federal Report Card Notification

<https://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/8026/Federal%20Report%20Card%20Notification.pdf>

If you have further questions, please contact Sandra Brewer, Title I Coordinator, at 713-867-5180

Houston Independent School District
James D. Burrus Elementary
Fine Arts Magnet School
701 East. 33rd
Houston, TX 77022
Phone: (713) 867-5180 FAX: (713) 867-5182

Nicole Williams
Principal

Kyle C. Mackey
Teacher Specialist

Erin Green
Magnet Coordinator

Tashia Willis
Reading Interventionist

I have read and understand the Community Handbook which includes the policies, procedures, Title I parent notifications, and other materials that pertain to Burrus Elementary which will be in effect for the 2020 – 2021 school year. I have explained and reviewed this handbook with my child.

Grade Level

Teacher's Name

Student's Name (Please Print)

Student's Signature

Parent's Name (Please Print)

Parent's Signature

Date: _____

© Burrus Elementary 2020
2022-2023 School Year
"Leveling Up With Urgency"