



BURRUS ELEMENTARY SCHOOL



COMMUNITY HANDBOOK

2015 – 2016

Jessie Woods
Principal

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Please take time to read and review the Community Handbook with your child(ren). Thank you for your continued support and cooperation!

After reviewing the Community Handbook with your child(ren), please sign and return the signature page that follows.

August 2015

Dear Burrus Families,

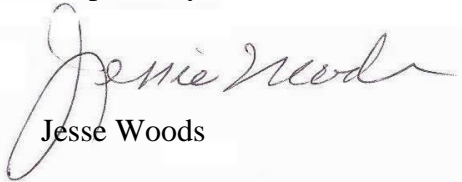
Welcome, Welcome to the 2015-2016 James D. Burrus Elementary school year a Global Community School! This will be another wonderful year for meeting new friends and neighbors as our community of learners continues to change. We are projected to reach an enrollment of 500 students. This year we will be faced with new challenges as we welcome innovative students from surrounding schools.

This handbook is a supplement to the materials written in the Student Code of Conduct Handbook provided by the Houston Independent School District. It provides you with information concerning basic HISD policies, procedures, as well as specific information related to Burrus Elementary. Please read the enclosed handbook carefully, as it provides specific information to assist us with a safe and orderly school environment.

Community members should be familiar with the policies and procedures of the school. The open house date will be September 9, 2015 and more specific grade level information will be provided at that time. Please feel free to contact the school with any questions or concerns not addressed in this handbook or at the open house event. Open communication is vital to the success of our learning community.

Our school is now classified as an IR School (Improvement Required). We would like to inform you that changes may come at any time from TEA (Texas Education Agency). We are committed to working hard to once again be a successful school all around. Our school theme this year is A New Beginning for a Global Community as “We Reach for the Stars as Burrus is Becoming Great All Over Again!” The teachers and staff of Burrus Elementary and I invite you to support our efforts as we begin another academic year of excellence.

Respectfully,



Jesse Woods

PRINCIPAL'S MESSAGE

At James D. Burrus Elementary, we focus on the needs of all children for their academic success. We recognize the diversity of our children and strive to integrate learning through our environment and resources.

Our staff participates and believes in the Texas and Houston Independent School District curriculum standards while organizing the grade level expectations for our children. We want to provide and instill in them the best work ethics and provide opportunities for them to give something back to their communities.

James D. Burrus is an extraordinary place where we are family, we encourage, support, problem solve, forgive and grow. We want all students to remember school as a natural, peaceful, and secure place for learning "a celebration of life". Our parents are a pillar of strength, and when merged with the community and school, the momentum in helping our children become a distinguishable force of caring individuals who support our school.



Jesse Woods
Principal

We are appreciative of all of our current and former educators in HISD. At Burrus Elementary, we employ and adhere to the following learning creed written by a former HISD principal. We have modified it to fit our beliefs, and the modifications are in bold. We recite this as a school family every morning.

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 of these things with one purpose in mind: To do my best, and to not waste this day, for this day will come no more."

Ernestine Mitchell
Retired Principal, HISD
Pages 1 through

GOALS

Our primary goal is to teach all children to “Read” by the third grade while still challenging our students how to comprehension, thinking critically, and solving problems rigorously . These skills are necessary for our students to function successfully in today's and tomorrow's technological society and especially since the “New STAAR Assessment” which is mandated by the Texas Education Agency in Austin, Texas. STAAR tends to be a very rigorous test . We are committed to high standards of excellence for our students and ourselves, both academically and behaviorally. We work together to form a partnership between students, parents, community, community leaders and our business partners .

VISION STATEMENT

Our goal is to achieve exemplary status where high expectations are the standards to build character in all children and to teach our students to become critical thinkers and problem solvers which will be needed for such a demanding technological world. Our entire school family will be treated with respect in a warm, safe, friendly, and healthy environment. Learning will be fun , investigative and exciting for our children's individuality which will be celebrated daily. Burrus aspirations are limitless. We will plant our feet on solid ground while reaching for the stars.

OUR GUIDING PRINCIPLES

Responsibility

Excellence

Self-Esteem

Passion

Equality

Cooperation

Trustworthiness

Rigor

Relevance

Authentic Student Work

Challenges will not be an option when it comes to Assessments

All students must be committed to their work and parents must be

committed in working with the school in order for all of us to be successful !

BELL SCHEDULE

7:45 a.m. - Breakfast in the classroom

8:00 a.m. - Late bell

2:50 p.m. - Bus student dismissal

3:00 p.m. - Dismissal bell

****Students will not be allowed to re-enter the building once they have exited for the day, unless they attend an after-school program.***

PRINCIPAL / ASST. PRINCIPAL

The principal and asst. principal 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 is always anxious to participate in conferences that will benefit a child and his/her school environment.

Not An Option (Parents must Help with the Following in the Paragraph listed below)

Parents should always discuss classroom academics or behavioral problems with the teacher before contacting the principal. 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. I would like to re-iterate to all parents and guardians that if a concern has not been addressed to your satisfaction you can come to the next level which will be the asst. principal or principal . Parents as you read into this document please take advantage of the 24 hour notice for Parent Conferences with your child's teacher during their Planning time.

Principal
Asst. Principal
Instructional Coordinator
Magnet Coordinator
Reading Interventionist
Nurse
Special Ed. Chair
PTO President
HISD Police Officer
School Secretary
Registra
Office Clerk III

Jesse Woods
TBA
Sandra Brewer
Gudalupe Padilla
Tashia Willis
Nurse Debra Spiller
Anthony Pollard
TBA
Anthony Sophus
Irene Garcia
Opal Campbell
David Zuniga

BUILDING SECURITY

Safety and security of children and employees are of the utmost importance. We need to take the responsibility for maintaining a safe and secure environment at Burrus. Key procedures are listed below:

- 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 Campus Policy (SDMC Approved)
- Visitors are to enter through the front doors ONLY. HISD Policy
- Students and staff are **NOT** to open the Cafeteria/Gym Exterior doors for visitors. Campus Policy
- **ALL** Exterior doors are locked during regular school hours.
- All late arrivals (after 8:00 a.m.) should enter through the front doors accompanied by adult . Parents must park and bring your child(ren) into the building to sign them in. The student late arrival will be recorded and placed in chancery for record keeping . Remember when a child is repeatedly late they are missing the most important class of their lives and that is Reading
- Classrooms are to be locked through-out the day as well as when the teachers leave.
- All gates that are not driving lanes will be locked by the custodial staff at 8:00 a.m. each day; especially the side door to the cafeteria and other doors as well .
- The building is officially closed at 6:00 p.m. daily (times will change with afterschool program). Parents please pick your children up in a timely manner as we have no one to supervise them after the faculty and staff have gone home at 3:35 PM
- The front exterior doors and gates are to be locked at 6:00 p.m.
- After hours visitors are to call the school and make arrangements with the school employee prior to visit. They will only be let in by the employee they are here to see.
- Students will not be allowed to enter class after the tardy bell. Students must have a tardy pass to enter class.
- Students must not be dropped off in front of the main building after late arrival which is 8am and sent to a classroom by parents without reporting to the main office first .

Overview of Responsibilities

The effective enforcement 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 exercise of the responsibilities by the following:

STUDENTS

- Adhere to school, district, classroom and school-related activity rules and regulations for behavior and good conduct.

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 current address and, when available, current telephone numbers. Please do not use your relatives or friends 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.
- 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.

TEACHERS

- Establish classroom-management procedures that concentrate on good student conduct and support school and district policies and procedures.

ADMINISTRATORS

- Develop with all members of the school community an effective School-Based Discipline Management System that promotes and maintains the support of good student behavior.

BOARD OF EDUCATION

- Approve a behavior code that identifies standards of conduct for students and enact policies and procedures necessary for implementing and enforcing a structured and disciplined learning Environment.

INSTRUCTIONAL DAY

Grades Pre-K – 5

7:45 a.m. to 3:00 p.m.

Students will not have access to the building before 7:00 a.m. We are asking parents and guardians not to drop off students before 7:00 a.m. Early drop off can put your child in danger due to lack of supervision. Doors will be unlocked at 7:00 a.m., students must be dropped off at the cafeteria entrance when arriving to school during the hour of 7:00-7:45 a.m. Students are to enter the building and go directly to the cafeteria if they are having breakfast. If students are not eating breakfast, they must enter the cafeteria and sit at their designated tables. We are asking that all parents comply with getting to school on time in order for the students to be involved in their opening exercises. However, breakfast is served in the classroom to all of our students.

All entrances will be locked at 8:00 a.m. except for the front entrance. At 3:00 p.m. students are dismissed as follows: Pre-K – 2 grade will be signed out in their classrooms 3rd - 5th grades will be released from their classrooms once parents arrive.

All students 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. Parents it is important for you to know that we do not have supervision after 3:15 p.m. and students must be picked up on time.

ARRIVAL & DISMISSAL

If your child enters after the **8:00 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 8:00 a.m., HISD time as recorded on the campus clock/bell schedule. Burrus is operating with Atomic Clocks, so please check with your teacher to get your watches synchronized!

Parents and Guardians must accompany your child or children into the building after the 8:00 a.m. bell. It is important that you come and sign your child or children in when arriving tardy for school. Again, 2014-2015 was a record year for tardies and we must get all students to school on time for breakfast and instruction. For the record students who have more than 3 consecutive tardies will be sent to detention or ISS without official notification. We will contact parents the next business day. Again, it is vitally important that students come to school daily and on time in order to be taught.

If a child is not present when attendance is taken at 9:30 a.m., he/she is counted **ABSENT FOR THE ENTIRE DAY**. Children will be permitted to arrive on campus at 7:00 am. This means that working parents will need to make arrangements for their children to be supervised at home before 7:00 a.m. The school day is long; therefore, children should **NOT ARRIVE ON CAMPUS** before this time. Dropping students off in front of the school place the student in danger since there is no coverage until 7:00 a.m. Your cooperation with this matter is greatly appreciated.

All children must leave campus at their class dismissal time in the afternoon. If your child rides a bus that is privately owned and not associated with Burrus or 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, so that they will have everything needed for homework and projects. **The school doors will be locked at 6:00 p.m. Parents will be asked to pay a child care fee if students are not picked up in a timely manner.**

Special Note : We will not release any student before the 3:00pm dismissal bell . Every minute of insturction is important and when students are picked up before 3:00 pm. They are losing valuable insturction time. However, we will honor a doctor's permit for early excuse from the classroom you will need to submit the permit to the registrar 24 ours in advance . Please see the signs that will be posted at the front entrance door for the 2015-2106 school year concerning eary dismissal from classes.

Student Responsibilities

The student's responsibilities for achieving a positive learning environment at school and/or school related activities include the following:

- Attending all classes each day and being on time in conformity with the compulsory Attendance laws of the State of Texas.
- Preparing for each class with appropriate materials and completed assignments.
- Dressing according to the dress code adopted by each individual school.
- Showing respect toward others.
- Conducting oneself in a responsible manner.
- Paying required fees and fines is the parents responsibility.
- Knowing and obeying all school rules in the *Code of Student Conduct* and the School-Based Discipline Management System.
- Cooperating with staff members in the investigation of disciplinary matters.
- Seeking changes in school policies and regulations in an orderly and responsible Manner, through appropriate channels.
- Reporting threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the building principal, a teacher, or another adult.
- Using HISD technology systems for school business purposes only and using school computers and related equipment appropriately.
- Abiding by the technology security procedures and Board Policies related to computers and network security, such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network. This also includes a prohibition on altering the imaging or software configuration on any district-provided computing device.
- Reporting all observed or suspected technology security problems immediately to a teacher.

- Knowing 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 in order to assure a safe school environment.

In general, all students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Houston Independent School District shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, district personnel, and parents while at school or while attending school activities.

Students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline and the School-Based Discipline Management System are established to achieve and maintain order in the school. Students who violate the rights of others or district or school rules shall be subject to disciplinary action in accordance with established district policies and procedures. All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect will result in the student's being removed from participation in school activities, including commencement exercises.

I would like to reiterate that personal technology is not allowed and so it will be the parent's responsibility to check your child's personal belongings in order for them not to bring any technology on campus as it will not be return until the end of the school year for a fee of \$15.

ROUTINE DISMISSAL FROM SCHOOL

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

- 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(REN) MUST BE SUBMITTED IN WRITING TO YOUR CHILD'S HOMEROOM TEACHER BEFORE 1:00 PM. It will also be helpful to give an extra notification memo to the main office Mr. David Zuniga or Ms. Opal Campbell in the main office .**

***PHONE CALLS ARE NOT AN ACCEPTABLE WAY TO NOTIFY THE SCHOOL OF A CHANGE IN TRANSPORTATION! THIS IS FOR THE PROTECTION OF YOUR CHILD.**

Change of transportation cannot be guaranteed after 1:00 pm.

TEACHERS WILL NOT PERMIT THEIR STUDENTS TO CHANGE THEIR MODE OF TRANSPORTATION WITHOUT WRITTEN NOTIFICATION 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(ren).

DAY CARE

Some children ride a daycare bus to and from school. Please inform the day care to bring your children between 7:00 a.m. - 7:35 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 their dismissal sites.

Please be sure your child's teacher knows what daycare bus your child will be riding. Be sure your child's teacher HAS WRITTEN INSTRUCTIONS REGARDING THE PLAN OF HOW YOUR CHILD GOES HOME EACH DAY.

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

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.

Parents you can call the Burrus Elementary Fine Arts Main Office at 713-867-5180 in order to be more informed about private buses for your children.

EARLY ARRIVALS AT SCHOOL

The 7:45 a.m. bell allows students to enter the classroom. Prior to this time, all students are to wait in the cafeteria to be picked up by their teacher. It is requested that students arrive at school after 7:00 a.m.

Children must not arrive prior to 7:00 a.m. There is a problem of **NO** student supervision when children arrive at school too early. Our staff members are not on duty until 7:00 a.m. and again this places your child in danger due to no supervision !

Again, parents we do not have anyone on duty between 7:00 am and 7:30 am. Please work with us for the safety of your child or children. Thanks !

EARLY CHECKOUTS

Parents should avoid checking out students from school between 2:30 – 3:00 p.m. This is a safety concern and will enable us to adequately supervise ALL students. Be prepared to show photo identification whenever checking your student(s) out at any time. “ This year we will not allow early checkout unless we have a valid Doctor’s permit or an extreme family emergency !

A student with 10 or more early checkouts and/or tardies **will not** be eligible to receive an attendance award unless there is substantiate evidence as to why .

PLEASE DO NOT PARK IN THE BUS 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 Baccus Street and students will load by the Multi-Purpose Room area located by the Campus S.T.E.M. Garden Area.

WALKING OR BIKING TO AND FROM SCHOOL

Review safety procedures with your child, if you plan to let him/her walk or bike to school. PLEASE WALK OR RIDE THE ROUTE WITH YOUR CHILD SEVERAL TIMES BEFORE YOU PERMIT HIM/HER TO WALK OR BIKE ALONE! This needs to be done for the safety of your child or children once they are out of the eyes of the school parameter.

We encourage all parents to make sure that your children have bike helmets for their head protection .

PARKING

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

DELIVERIES

In order 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. You can also contact Ms. Opal Campbell our Lunch Coordinator on how to pay your children's lunch money a ghaed of time on-line . **PARENTS ARE NOT ALLOWED TO MAKE DELIVERIES TO THE CLASSROOMS.** We value instructional time; and therefore, respectfully request that parents/volunteers do not interrupt instructional classroom time.

ATTENDANCE REQUIREMENTS

Attendance is one of HISD's Promotional Standards.

It is the parent's duty of responsibilities to **require** the student to attend school, monitor the student's attendance, and request a conference with school officials to discuss any concerns about attendance. Students must bring a written signed excuse upon return from an absence. In HISD elementary schools, a student may have no more than **ten (10)** unexcused absences during the school year. Any student with 10 or more unexcused absences will be in danger of retention .

If a student 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, student or both.

Parents

- Parents are **required** to wait in the front office area when picking up students before school dismissal; not roaming the halls or teachers classrooms.
- If you are going to pick up your child early, you must sign him/her out in the main office and show a valid Photo ID before we can release your child. The students will be released from the classroom once the office staff informs the teacher that the student is leaving. **No child can be requested to wait in the main office prior to the parent arrival.**
- Provide the school with your current address, telephone/cell numbers. Please provide the school with any changes to phone numbers or addresses immediately. **We will not release any child to any person not on the enrollment card.**
- Ensure that student(s) attend school daily. By state law, student attendance is the responsibility of parents and/or guardians.
- Provide the appropriate school personnel with any student information that will affect the student's behavior or ability to learn.
- We do not have weekly "Show and Tell" days. Please do not permit your child to bring games, electronic devices, toys or play jewelry from home. Teachers will notify parents if and when students are permitted to bring items from home.
- Parents we asked that you do not check your children out on a regular basis (early) unless it is an extreme emergency pertaining to health , family emergency or death .
- Patience we ask that all parents be patient as we are checking your child or children out of school for the day for the following reasons health, doctors's appointment or family emergency .

ABSENCES

Burrus Attendance Notification

Attendance is critical to a student's success we appreciate your full support in assisting and reinforcing good attendance for your child. In an effort to communicate the district and state expectations, we are including some important attendance requirements. As always, if you have any questions, please feel free to call the campus. Our attendance is recorded by TEA (Texas Educational Agency) annually.

1. HISD's Attendance Requirements at Burrus Elementary will be closely monitored for attendance patterns.
2. We believe sound attendance habits contribute to our students' success.
3. We ask that you review the following carefully.

It is the parent's duty to require the student to attend school, monitor the student's attendance, and request a conference with school officials to discuss any concerns about attendance. In HISD elementary schools, a student may have ***no more than thirteen unexcused absences*** during the school year.

State law provides that if a student is absent from school without parental consent for any portion of the school day for three days in a four-week period or for 10 or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to a juvenile court.

Principals 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. Be sure to contact Mr. David Zuniga, Clerk III located in the main fiice, if there is an extreme emergency within your family and he in turn will contact the principal .

Absences - Leaving during the day

If a student must leave school during the day, ***a note*** must be presented to the teacher in the morning, stating the reason and the time the student will be picked up. It must be signed and dated by the parent/legal guardian. All students must be signed out through the office. **The parent/legal guardian may not go to the classroom to get the child.** The child will be called to the front office when the parent/legal guardian arrive to the office and signs the child out. ***Students will not be called out of the classroom ahead of time.*** If a parent/legal guardian is contacted by the nurse to come get a child because of illness, please sign the child out through the front office. It is important when students are checked out early that homework assignment are picked up by the parents for assurances for grades.

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 will be counted as a grade of "F" in the grade book.

Parents it is most important that you be sure that your children have made up their homework when they are absent.

Tardy Policy

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

1. Students **must report** to the office for a **"late slip"** after 8am.
2. The teacher will record the student's tardies and notify parents after a student's third tardy to any class.
3. Students with too many tardies **will not** be allowed to participate in Perfect Attendance activities.
4. After 8 tardies, the parent must meet with an administrator in order not to reach the 10 tardy .
5. A student will be assigned detention for tardies that occur after the parent conference with an administrator.
6. Parents we ask that you work with us with your children absences and tardies .For the record we have recorded over 50 tardies for some of students in the past .

MAKE-UP WORK FOR STUDENTS

Students who present acceptable excuses for absences will be given the opportunity to make up student work. For every day missed, the student has 1 school day to make up work. (i.e. Student misses 3 days, then student has 3 school days upon return to make up work.) ***Students whose absences are excused and fail to make up work within a designated period of time will not receive credit for missed work. It is important for our parents to know that absences can affect your children "STAAR Performance" due to this being such a rigorous assesement*** . Parents please be sure that your child or children complete their make –up work in order to have a good grade .

PROCEDURE FOR DELAY / CANCELLATION OF SCHOOL

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.).

HISD announces such closings over radio, television news and Connect ED as soon as a decision is made. Under both emergency closing plans, **A** and **B**, students are excused from class for the day. Under plan A, all employees are also excused. **Excluding essential personnel such as Plant Operators, Principal Designees and Law Enforcement.** Under plan B, schools are closed, but administrative offices remain open.

Individuals who miss the announcements can phone HISD's Weather Hotline (713-267-1704) for details.

Parents we asked that you keep your television and radios on during stormy weather all night if necessary so that you can be advised as to what decision the HISD Superintendent will make concerning school closures .

Information concerning delay or cancellation of school will also be posted on the HISD website: www.houstonisd.org

REPORT TO PARENTS

Students and parents must be made aware of possible failures. It is HISD and Burrus Elementary Policy that parents get immediate feedback concerning your child's failure and success .

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 in order for you to know the correct procedures to check on your child's grades. Our teachers are required to put all students data into the Chancery system .

Progress reports are issued between the fourth or fifth week of the nine week grading period. Every teacher will fill out a progress report form for each student. The progress report will include the student's numerical grade, conduct, absences, tardies, and request for conference, as needed.

Teachers must send a **NOTICE OF UNSATISFACTORY PROGRESS** to the parent or legal guardian anytime when a student is not passing in any grading cycle.

Parent Conferences are encouraged as a supplement to the information given on the Report to Parents form. 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. Parents you are guardians of your children's future. We asked that you visit with Chancery 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(ren)

academic performance get out of control. Conference with your child's or children's regular and magnet teachers. If, you need further help, you can schedule an appointment with the Asst. Principal or Principal for all questions to be resolved.

REPORT CARDS "PARENTAL INVOLVEMENT DAY"

Report Cards are issued at the close of each 9-week grading period. Errors may occur from time to time. When they occur, it is possible to correct the error by simply requesting a parent/teacher conference. The conference may be requested at any time during the year. However, a 24 hour notice must be given.

Report cards are given a total of four (4) times a year. It is expected that parents visit the teacher on each report card date to sign and receive their child's report card. The report card dates are as follows:

Parent it is important that you monitor your child's academic progress at home daily by asking what homework was given by the teacher and reviewing your child's backpack and journal for assignments.

Report Card Datee

October 30, 2015

January 8, 2016

March 24, 2016

May 25, 2016

Pre-K Report Card Dates

November 13, 2015

February 19, 2016

May 25, 2016

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" - The State of Texas requires of all public school children. These standards generally include classroom grades and a local or state test.

The Texas Education Agency has made substantial revisions to the state mathematics curriculum- the TEKS (Texas Essential Knowledge and Skills) for Kindergarten through grade 8. In response to these revisions the HISD Board of Education has suspended relevant portions of local policy such that the STAAR Math assessment will still be administered; however the STAAR Math assessment results will **not** be a condition for promotion for the 2014–15 school year.

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 reading test. However, the 5th and 8th grade STAAR Math assessment results will **not** be a condition under SSI promotion for the 2014–15 school year.

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

Grade Level	Promotion Standards
1 and 2	<ul style="list-style-type: none">Students must pass High Frequency Word Test – Recognizing and reading words that appear very often in written and spoken language.State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies.Students must have sufficient attendance*
3, 4 and 5	<ul style="list-style-type: none">Students must pass STAAR (State of Texas Assessment of Academic Readiness) in reading. The STAAR Math assessment will still be administrated; however STAAR Math results are NOT a promotion standard this year.State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies.Students must have sufficient attendance*5th grade students must meet the requirements of the Student Success Initiative

On the writing assessment, students will be asked to do more revisions and editing. Revisions are considered more rigorous because there is a greater depth of knowledge that is required when you are revising a document.” Students will need to know more mechanics.

The STAAR will serve as the foundation of the state’s new accountability system for Public Education. The Texas Education Agency says, “STAAR will better measure the academic performance of students as they progress from elementary to middle to high school.”

The biggest change in the new assessment design is that the state will be establishing readiness standards to determine whether students are on a path to college and meaningful careers. As a partnership with HISD Partnership for College Bound students, we have added a college day program for the entire school in order to keep the students interest level high for higher education and thinking about college now.

“We will have specific standards for a particular course and grade level,” Dr. Grier stated has stated so many times that we must prepare our students for test taking skills .” Dr. Grier explained that the process is expected to help school districts determine whether students have the foundation needed to help them be successful as they advance to the next grade.

STAAR will assess the same subjects and grades that currently covered by the TAKS in grades 3 through 8. At the high school level, grade-specific assessments will be replaced with the end-of-course assessments: Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, English I, English II, English III, World Geography, World History, and U.S. history.

We were held accountable during this years’ STAAR Administration in Reading, Writing and Science . It is important to inform you that the students will need to perform at 80 % passing rate when they take the new “STARR” assesement in 2015 . It is our goal for all of our third through fifth grade students to continue to be successful with this new testing instrument as we have been successful with the TAKS instruments. Our Superintendent has set a goal for more “ Rigor” and this is what we will continue to strive for as we race to the top in the field of education and a college bound culture. Our Superintendent, Dr. Grier, also expects that all of students are reading by the time they reach 3rd grade and so we will need all lower grade parents to assist with this mandate by the HISD Board and Adminsitration.

The student “Course Grades” overall yearly grade-point average of 75 or above and a grade-point average of 75 or above in reading, language arts, mathematics, science or social studies still remain in effect .

If, you see a 70 on your childs’ report card I would contact the teacher immediately because a 70 is not the true performance of the child.

I would like to bring it to our parents attention that this was a busy year due to new recruitment, discipline, and so many other distractions that caused our school to drop on our STAAR . This was our second drop in the last two years . As a result the SDMC and Admininsitration will now have to look at tranfers from within and around the HISD . Starting effective June through August 2015 the admininsitration will be looking at the following for your child or children to attaend Burrus Elementary Fine Arts Magnet School; grades, STAAR results, attendance, and most of all discipline in order for tranfers to be renewed to Burrus . We will be asking for parent volunteers to serve on our fact finding team

here on campus in order to help solve the root of the causes of the 2015-2016 STAAR Results.

Other General Information: All children at Burrus should be able to read by the third grade.

Kindergarten (Frog Street) and first through second grades are expected to be developed on the I-STATION and HFW (High Frequency Word) . These assesment evaluates the phonics, vocabulary and fluency area for our early learners. However, it is Burrus' belief that our third , fourth and fifth grade students will continue the I-STATION for all grade levels in order to increase students readiness for reading .

TELPAS- Our ESL students will be given this assesment in grades first through fifth . They must score Advance to Advance High in order to meet the “ NCLB” No Child Left Behind” Mandate date as well as the requirments for TEA and HISD.

All tests given by teachers will be graded and returned within 5 school days . If a student fails they will be given an oppotrinunity to take the exam again at least a few times.

Homework must be done by students and teachers will grade within a timely manner for parent notification of performance .

TESTING PROGRAM UPDATE

There is no more / STAAR MODIFIED ASSESSMENTS

I would like to remind all parents that TEA (Texas Educational Agency) has elinated the STAAR Modifed Assesments which use to admininistered to our Special Ed students . TEA has now moved to the STAAR Alternative Assesment ;these assessemnt can adminisntered two ways on-line (computer) or paper form . These are rigouerous and place our special population students in the competitive area assesments ,

This is because our teaching faculty must be able to close the educational gap with our special need students .

I-STATION -K ,1st ,2nd ,3rd,4th and 5th grade students to document reading skill progress. This assessment is given at the start , middle and end of the school year for progress in Reading. Our 1st and 2nd grade students are also given the High Frequency Word Evaluation (HFWE) to assess reading skills. Students must pass the HFWE in order to be promoted. Our LEP students take the Texas English Language Proficiency Exam (TELPAS) to assess their learning of the English language. K - 3rd grade students are individually given the Kathy Richardson Math Assessment to assess students math skills.

GIFTED AND TALENTED TESTING PROCESS

A student who comes to our district as a G/T transfer (identified G/T in another district), must provide documentation. The parent must obtain a parent checklist from the school. When the school receives the signed parent checklist and documentation, the screening process will begin. A G/T transfer student may be screened anytime throughout the year.

Transfer Students - A parent of a student who transfers to HISD before December 1st may initiate the referral and authorize the district to do screening and testing for his/her child by completing

the Parent Checklist available from the school if the student did not have the opportunity to be tested in their previous school district. (This includes students from out of state and private/charter schools.) A 6-week observation period must occur before entry into the G/T program.

In both cases, parents should request G/T screening and return the Parent Checklist within six weeks of enrollment. The last day of the 1st 6 weeks is the deadline for students who enroll at the beginning of school.

G/T transfer students will have an opportunity for testing in August or early September if they are registered by the 1st day of school. Parents should complete a testing registration form.

Spring Screening - (January - May) applies to G/T transfers, HISD students, and new students who arrive in the district after December 1 who are not G/T transfers.

Grade 5 Screening - Students in 5th grade will have an opportunity to take the NNAT. This is a criteria for being G/T identified.

Kindergarten Screening - A parent may initiate the referral and authorize the district to do screening by completing the Parent Checklist that is sent home to every Kindergarten parent in November.

New changes to IOWA/Logramos Assessment. IOWA/Logramos is administered to students only in grades Kinder & 5th to identify Gifted and Talented purposes only.

CREDIT BY EXAMINATION

Credit By Examination is available to students who are currently enrolled 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. 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 required paperwork and testing schedules. **Registration deadlines are firm. Costs of tests are the responsibility of parents when the request to test is made after the deadline.**

Sept. 1-11, 2015	Students new to the district with signed applications and LEP students new to the district without abilities and /or achievement test scores.	Gifted and Talented #1
Sept. 1-18 , 2015	Kindergarten - Fifth Grades	(BOY) Istation
Sept. 28-Oct. 16, 2015	PreKindergarten	(BOY) CIRCLE PK Assessment
Nov. 2-13, 2015	First and Second Grades	High Frequency Word Exam (HFWE) #1
Nov. 16-19, 2015	Kindergarten and 5 th Grades	G/T Universal CogAT
Dec. 3-11, 2015	Kindergarten and 5 th Grades	IOWA / Logramos

Dec. 12-Jan 16, 2015	Students new to the district with signed applications, Magnet applications, Private school students zoned to the district and LEP students new to the district without abilities and /or achievement test scores.	Gifted and Talented #2
Jan. 5-15, 2016	Kindergarten - Fifth Grades	(MOY) Istation
Jan. 11-29, 2016	Fourth Grade	National Assessment of Educational Progress (NAEP)
Jan 25-Mar. 4, 2016	First and Second Grades	High Frequency Word Exam (HFWE) #2
Feb 8-12, 2016	First and Second Grade	High Frequency Word Evaluation
Mar. 7- April 1, 2016	Second – Fifth Grades	Texas English Language Proficiency Assessment System (TELPAS)
Apr. 4-20, 2016	Kindergarten - Fifth Grades	(EOY) Istation
Apr. 18-22, 2016	First and Second Grades	High Frequency Word Exam (HFWE) #3
Apr. 18-May 6, 2016	PreKindergarten	(EOY) CIRCLE PK Assessment

There may be other testing opportunities for your child such as the National Assessment of Educational Progress (NAEP). Burrus Elementary gives this test randomly every other year. Believe it or not our 4th graders will have to take the NAEP Assessement again for the 2015-2016 year as a part of the TEA (Texas Educational Agency) requirments. Those testing opportunities will be noted on the school calendar in the monthly newsletter. It is imperative that your child attends school every day so that he/she receives the instruction that will ensure his/her success on all state and district mandated testing. Make sure that your child has ample rest the night before testing, has a good breakfast everyday, and arrives to school early

Dates	Grade	Test
Nov. 16-19, 2015	Kindergarten /5 th Grade	G/T Universal CogAT
Dec. 3-11, 2015	Kindergarten / 5 th Grade	IOWA / Logramos
March 29, 2016	4 th grade Writing Day 1 / 5 th grade Math	STAAR
March 30, 2016	4 th grade Writing Day 2 / 5 th grade Reading	STAAR
May 09, 2016	3 rd and 4 th grade Math	STAAR
May 09, 2016	5 th grade Math Retest	STAAR
May 10, 2016	3 rd and 4 th grade Reading	STAAR
May 10, 2016	5 th Grade – Reading Retest	STAAR
May11, 2016	5 th Grade Science	STAAR
June 21, 2016	5 th Grade – Math Retest	STAAR
June 22, 2016	5 th Grade – Reading Retest	STAAR

DISCIPLINE

Acceptable behavior is important and required at Burrus Elementary. Students are expected to observe school and classroom rules. Proper discipline will be discussed with students and expectations will be defined. Communication and cooperation between home and school result in the best and the most desirable outcomes.

Students will not be allowed to disrupt the learning process. The goals of this school cannot be achieved if a disproportionate amount of time and resources must be utilized for maintaining order. Students exhibiting unacceptable behavior will be disciplined 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 teacher-student conference; (2) A teacher-parent conference; and (3) Principal-student discipline. 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 SDMC and Administration here at Burrus Elementary Fine Arts Magnet will address discipline at the Level III and at the Level IV at this level transfers will not be renewed and the students will be automatically sent back to their home schools due to repeated and continuous misbehaviors including academic performance. **You must acknowledge receipt of these documents by returning a signature page which is included with each item.**

Burrus Bees Expectations:

- Listen when others are speaking
- Complete Class Work quietly
- Follow directions
- Self Discipline
- Complete Homework
- Show respect for others
- Horse playing is not allowed
- Keep hands, feet and objects to yourself

Reward Examples:

- Notes Home
- Certificates
- Tokens, Tickets, Stickers, etc.
- Extra privileges Granted by Teachers and Administrators
- Verbal Praise
- Good Behavior Awards
- Positive Calls

Typical Consequences:

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

Level IV Removal to Alternative Placement

Parent/Teacher or Parent/Administrator Conference

Severe Clause:

If a child harms himself and /or others, or damages school property, he/she will receive an automatic referral to the office and at a Level III or IV this may require for an Alternative Placement .

STUDENT RESPONSIBILITIES

Student responsibilities for achieving a positive learning environment at school and/or school related activities include the following:

Arrive to school on time and attend all classes each day.

- Prepare for each class with appropriate materials and completed assignments.
- Dress according to the dress code adopted by our school.
- Know that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and/or weapons are unlawful and prohibited. Students may be subject to random searches in accordance with Board Policy and State and Federal Law in order to assure a safe school environment.
- Show respect toward others.
- Conduct yourself in a responsible manner.
- Pay required fines and fees when due.
- Know and obey all school rules in the Code of Student Conduct and the School-Based Discipline Management System.
- Cooperate with staff members in the investigation of disciplinary matters.

Work Habits

Each student's work habits are evaluated in the following areas at the end of each grading cycle:

- Effective use of Time/Materials
- Follows classroom directions
- Class participation
- Completes homework
- Completes class work
- Is courteous
- Works and plays well with others
- Follows classroom rules

Failure to establish good work habits may seriously affect student progress.

Manners

Burrus students are expected to be courteous and to use good manners at all times. This is a standard expectation in the classroom, cafeteria, and in all other areas of the school. Recognition programs will be in place to compliment appropriate manners and remind students who are not using good manners of the school expectations.

GENERAL RULES ON STUDENT BEHAVIOR

Burrus Elementary will be following the "Student Code of Conduct" Handbook generated by the Houston Independent School District.

The following acts **will not** be tolerated:

- Class/After School disruptions
- Fighting/bullying
- Cursing
- Name calling
- Stealing
- Disrespecting teachers and/or fellow students
- Destruction of school property
- Alcohol abuse
- Smoking
- Drug use
- Playing with food in the cafeteria
- Defiance to school personnel and authority

Conduct

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

Conduct

"E" - Excellent
"S" - Satisfactory
"P" - Poor
"U" - Unsatisfactory

Academic Subjects

90-100 Excellent
80-89 Good
75-79 Satisfactory
70-74 Passing
Below 70 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.

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:)

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. 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(ren). No child learns to read or to compute exclusively at school, so please help by helping and monitoring your child(ren);
- 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 the weekend, or 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(ren) to remember his/her papers, books, etc., at the end of the day.

ADMINISTRATION CONFERENCES

Main School Number **(713) 867-5180**

Any parent needing to meet with a member of the administrative team will require a 24 hr notice unless it is an emergency. Meetings with the Principal may require additional time due to meeting schedule.

TEACHER CONFERENCES

Main School Number **(713) 867-5180**

Parents are encouraged to contact teachers to discuss any questions or concerns. We prefer that you schedule conferences during the teacher's conference period. However, other times may be available depending upon the teacher's availability. We do ask for a 24 hour notice.

To request a teacher conference, parents should call the main office and ask for the teacher's conference times. Once they assist you with the times please leave your name, your child's name, a daytime phone number and a brief message including the reason for your call and the time you are requesting a conference. If possible, give the teacher two (2) available dates.

WITHDRAWAL FROM SCHOOL

Parents should notify the registrar, Mrs. Campbell several days 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, lunch charges, etc.).

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.

If you will be out of town during a school day or are not available, please notify the school in writing. Be sure to include the dates you will be gone, and the name of the person responsible for your child in your absence. This enables the nurse or teacher to notify the proper person in the event of an illness or injury.

CLINIC

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

Teachers are not to give any medication to students. Students needing to take medication during the school day are to leave the medication with the nurse. Parents must provide the nurse with a statement from the doctor listing the medication he/she is taking, and when it is to be administered. 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.

Clinic Rules and Regulations

- Every student must have a "Recommendation to Nurse" form to enter the clinic. It must be dated and signed by the teacher.
- **Emergencies are seen immediately and take priority.**
- No medication is routinely dispensed in the school clinic. HISD Board Policy does not authorize school personnel to give medication, such as aspirin, unless we have a physician's request, in writing, that medication is to be given during school hours.
- Confidential folders are kept on all students that are known to have serious medical problems (i.e. diabetes, cancer, high blood pressure, etc..)

Immunization

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

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 as a result of not being "nit free" following the treatment period will be considered "unexcused".

MEDICATION POLICY

The following must be followed if your child must take medication at school:

Medication Administration in School

Pupils who are not contagious, on long-term preventive medication, or medication for a prolonged period of time, which cannot under any arrangement be administered other than during school hours, may take medication in school under the following restrictions:

A physician must state in writing the diagnosis, whether the pupil is infectious and that the pupil should have a certain medication during school hours. A Medication Administration form must be signed by a physician and parent and be placed on file before any medication may be given. **The form must be renewed at the beginning of each school year.** The medication should be brought to the school in the original container by the parent. The student shall not carry the medication with him/her or administer it to himself/herself .

Bacterial Meningitis

What is Meningitis?

Meningitis is an inflammation of the brain and spinal cord and can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial Meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash or tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of your nose and throat, but they do not live for long outside the body. They are spread when people exchange saliva (such as kissing, sharing drink containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months, the bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is high risk of getting the disease. Also, a vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to five(5) years.

What should you do if you think you or a friend might have bacterial meningitis?

Seek **prompt** medical attention.

VISITORS

Every visitor must sign in at the school office, present a **VALID** Picture ID and wear a visitor's pass for the duration of their stay. Upon leaving, all visitors must sign out. The following campus procedures must be observed at all times:

- Visits should not disrupt classes/ school activities.
- Once the school day begins, there are to be no interruptions. Parents are to inform the office staff of their intentions to remove students from school. At that time, the classroom teacher is asked to release the student or a staff member is asked to escort the student to the front office area.
- Library books and other items that may have been forgotten at home are to be dropped off in the main office.
- Parents this year we are asking for your help in promoting a friendly and professional learning environment from every aspect including dressing appropriately. As a parent, you are representing your child and you want to dress in a appropriate and simple way for all school functions. It is important that when entering the school building for any reason you are dressed in a modest and conservative manner.

CLASSROOM VISITATION AT SCHOOL

Visitors to Burrus Elementary are most welcome. Parents visiting classrooms may do so by contacting the office 24 hours in advance for Principal's approval. The visitor and principal will mutually decide upon a time that will not conflict with classroom instruction. Parents are welcome to visit their children's classrooms after the first two weeks of school and before the last two weeks of school. We ask that you let us know when you are coming and the purpose of your visit. Visits should be limited to no more than 30 minutes per visit.

During your classroom observation, please have a seat in an unobtrusive spot. Please turn off any cellular phones or electronic devices. Visitors are observers and should not interact with the lesson/activities unless requested to do so by the teacher. **DO NOT** visit with any students in the classroom or the teacher. If you need to confer with the teacher, you will need to **MAKE AN APPOINTMENT** for a later date and time when he/she does not have students.

PLEASE DO NOT BRING OTHER CHILDREN WITH YOU IF YOU PLAN TO VISIT IN THE CLASSROOM.

FOR SAFETY AND SECURITY REASONS, ALL PARENTS AND VISITORS MUST REGISTER IN THE FRONT OFFICE BEFORE PROCEEDING TO ANY PART OF THE BUILDING. Visitors will receive a badge that says "Visitor". Visitors should sign out before leaving. All doors to the school are locked except the front entrance door. Parent volunteers, P.T.O. officers, etc. must also register and wear VIPS name tags.

STUDENT VISITORS: Periodically, a request is made for an out-of-town guest to visit a student's classroom. Such children will be encouraged to visit during lunch time. All visits will require prior approval by the principal.

FIRE DRILLS

Fire drills are required by state and local laws and will be conducted monthly. Please check the exit routes posted in each room. 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.

Fire Drill Procedures

The fire drill bell is an intermittent, high-pitched bell. Teachers should appoint a fire drill captain and an alternate. During the drill, the captain will lead the class to the designated area. The teacher will leave the room last and will make sure that the door and windows are closed. Use the route on the Exit Route Map to arrive at your designated area. During an obstructed fire drill, some of the normal exits will be sealed off or blocked, in this case, the fire captain should lead the class to the nearest safe exit.

Safety 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 are required by law to submit annual fire drill reports to the state fire marshal.

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 and a district-wide emergency radio assists with communication.

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

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. Once in the cafeteria, students are expected to practice good table manners and common courtesy at all times.

The following rules are enforced in the cafeteria:

1. Students are not to play in the cafeteria.
2. Students must deposit all trash in the trash cans.
3. Students must leave the table and floor clean.
4. Students cannot cut in line and may not allow others to cut in line.
5. Students may not take trays, dishes, or food out of the cafeteria.
6. Students may not talk loudly or cause any disruption in the cafeteria.
7. **Students are only allowed to enter the lunch line once.** They should make all purchases when they go through.

LUNCH

Every child will have a **30-minute lunch period each day**. Burrus Elementary is a closed campus; therefore, a child may not be taken out of the building for lunch.

Lunch Visitors - Parents, immediate family, grandparents and mentors are always welcome to eat lunch with their children. We do require a 24 hour notice in advance for any visit and every visit requires the Principals approval. We ask that you **sign in** and put on a **Visitor's Lunch badge** at the greeter's desk when entering the building. You can then proceed to the cafeteria at your child's designated lunch time. *Do not go to your child's classroom, as this will disrupt the learning process.* If you arrive early for lunch, you may wait in the front lobby. When your child's class arrives, you are **welcome to join the class at its designated lunch table, if space allows.** *If space allows, a guest table may also be available. If this happens, visitors may sit at this table with the child they are visiting. Classroom friends must stay at the class table.* Visits will be limited to the 30 minute lunch period in the cafeteria.

Due to the number of students served in the cafeteria at lunch and given the time period for serving, the cafeteria is extremely full. Because of this, we ask that parents refrain from repeated and frequent lunch visits. **Visits will be determined by the Principal** this is the guideline we ask parents to use. Also, because of the tight space for traffic patterns and tables, **strollers and baby walkers of any type are NOT permitted. These items may be parked in the lobby area.**

LUNCH MANNERS

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

- Use inside voices
- Keep a neat and clean eating area
- Respect personal space
- Walk at all times
- 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. (Each table has a monthly signal calendar.)

Classes earn green, yellow, or red dots depending on the display of appropriate lunchroom manners daily. Individual students who have difficulty with the expectations are given verbal warning(s) by an adult on duty. If this doesn't remediate the issue, a student may receive one or more of the following consequences for continued and/or severe misbehavior(s):

- Mark on Expectation Card (cafeteria note)
- Removed to separate tables/desk
- Referred to office

A class receives a red dot only after multiple verbal warnings have been given with no observed change in the table's behavior. Classes with green dots will receive extra recess time and will be recognized on *Burrus Vision*. The table with the most green dots at the end of the month will display the Burrus Bees Mascot at their table the first week of the following month. Yellow dots are fine and indicate appropriate behaviors. Red dots indicate an overall behavior issue at the table that day which may result in shortened recess or other consequences deemed appropriate.

IMPORTANT LUNCH APPLICATION DATES

August 24, 2015	Applications go home with students. <u><i>Please note that applicatons must be accurate and complete in order to processed for approval.</i></u>
October 6, 2015	Last day students on free or reduced meals program can be fed on last year's eligibility.
October 7, 2015	Students must have a current 2015-2016 meal application on file.
October 1, 2015	The Verification Program begins. (Some students will receive a letter in which verification of salary is required).
October 30, 2015	PEIMS Snapshot Date
November 15, 2015	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).

Lunch Applications are available in the main office.

Prices are as follows and are subject to change:

- Student Breakfast - Free
- Student Lunch \$2.25
- Student Reduced Lunch \$0.40
- **Adult breakfast \$1.35**
- **Adult Lunch \$3.00**

If prices change we will notify parents by a flyer.

It is recommended that you pre-pay each month so that your child does not need to keep track of money each day.

-All new students to the District must pay for lunch. We apologize for this request but the school is unable to pay your child's lunch bill.

-All students on campus must fill out a lunch application.

PARTIES FOR STUDENTS

School Board Policy limits the number of class parties to two (2) per year. The only two approved by the principal are the Winter Holiday and End of Year parties.

Parents may be asked to send a nominal donation to help defray the costs of each party. Each party must be related to approved curriculum and/or student achievement. Foods at class party must meet the FMNV guidelines.

BIRTHDAYS & INVITATIONS

Private birthday parties will not be held at school during school hours. This means that birthday cakes and other pastries will not be allowed at the school. As per the Foods of Minimal Nutritional Value state law, cakes of any kind will not be allowed to be shared at the school. **Birthday invitations and/or party favors are inappropriate for school and will NOT be distributed at school. Students bringing party favors or party bags will be directed to take them home.**

Balloons, flowers, or other gifts cause a distraction in the classroom and cafeteria. These items should not be sent to school. Any such deliveries will be held in the office until dismissal time.

FOOD AND TREATS

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. This includes birthday treats, lunches, and snacks. **We do enjoy celebrating birthdays. 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. Please take some time to visit the following websites for more detailed information.

A list of acceptable Nutritious Snacks can be found at:

[http://www.squaremeals.org/vgn/tda/files/983/1629 Nutrisnacks.pdf](http://www.squaremeals.org/vgn/tda/files/983/1629%20Nutrisnacks.pdf)

The Texas Public School Policy is condensed and summarized on the website [squaremeals.org](http://www.squaremeals.org). It is called "Public School Nutrition Policy At A Glance" and can be found at

<http://www.squaremeals.org/vgn/tda/files/983/1992Policy%20brochure%20layout%20final%2004.pdf>

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!

PRIVATE BUS TRANSPORTATION

LNS Bus Service 713-697-0813	James Dixon & Associates 713-301-8559
P&M Childcare Inc. 4302 Delhi Houston TX, 77022 713-695-6071	North Learning Center 832-798-1655

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.

PARENT TEACHER ORGANIZATION

Burrus Elementary has an active PTO. There will be a membership drive at the beginning of the school year. We encourage all parents, teachers, and community members to join our PTO.

The PTO is extremely supportive of our school, and this support benefits every Burrus Elementary student. There will be many opportunities for all parents to become active in PTO functions throughout the year. If you are interested in becoming active in our PTO please fill out the **PTO Information Form**, and send it back to your child's teacher. You may also contact the committee chairperson.

VOLUNTEERS

Our 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. 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 in order to go on field trips.
- Volunteers should check in with the VIPS Coordinator for an assignment upon arrival.

SAFETY PATROL

The patrol's job is to remind students of safety rules learned in the classroom and to guide them in safe crossing and bus passenger procedures. Patrols receive instructions in guidelines and procedures during their training and regular patrol meetings. Duties of all patrols are listed below.

- Set a good example and encourage other students to also observe safety rules at all times.
- Report for duty on time with proper equipment. Patrols will not be permitted to perform their duties if they are not wearing a patrol belt.
- Know and help enforce "fairly" all walking or bus rules and regulations.
- Report to the bus driver, patrol sponsor, administrators, and staff members assigned to a bus as needed.
- Provide other assistance to drivers or crossing guards as requested.
- Attend and participate in all patrol meetings and training sessions.

DUTIES OF CAPTAIN OR CO-CAPTAIN

1. Conduct patrol meetings using parliamentary procedures.
2. Be responsible for the daily bus record.
3. Set a good example at all times.
4. Lead the raising of the flags; lead the Pledge of Allegiance with the other officers, and lead the lowering of the flags.
5. Help to train safety patrols.

DUTIES OF LIEUTENANTS

1. Pass out all necessary papers to patrols, such as permission slips, general orders, report forms, and patrol badges.
2. Issue belts, badges, and rain gear.
3. Assist captain(s) as needed.
4. Keep notes at each patrol meeting.
5. Participate in flag raising, Pledge of Allegiance recitation, and flag lowering.
6. Help to train the safety patrols.



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 a successful performing artist.

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.

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.

GYMNASTICS

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.

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.

SDMC GUIDELINES ON STUDENT DRESS CODE

Minutes from School Based Decision-Making Committee

The SDMC Committee established the following dress code:

- The students are required to wear a solid navy, yellow or white polo shirt or the school 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 with a **BELT** (if the pants have loops) or khaki/navy shorts.
- Girls are required to wear either khaki or navy pants with a **BELT** (if the pants have loops), a khaki skirt, skort, shorts, or jumper.
- The students are to wear tennis shoes only; they will need to have shoe laces or velcro. No hats, bandanas or sweatbands are to be worn in school.

DRESS CODE

In order to provide a safe and professional environment that is conducive to learning and one that will assist in preparing the Burrus student for the future, we are requiring that all of our students wear the uniform the SDMC approved. Every teacher is expected to enforce this rule. This includes requiring that all students tuck their shirts in and wear belts.

1. 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

2. Hair

- Must be clean and neat
- **No rakes, picks, DESIGNS and sharp hairpins**

3. Skirts/Shorts/Dresses/Pants

- May be no shorter than 3 inches above the knees.

4. Jewelry/Accessories

- No facial piercing
- No sunglasses and/or dark tinted glasses may be worn in the building.
- Males are prohibited from wearing earrings.

5. Shoes

- **Tennis shoes are the shoes we require students to wear** they are easier for running and the children participate in physical education every day. We do not allow any other type of shoes unless the school sends a flyer for example on Go Texan day when they are allowed cowboy boots. Only tennis shoes are allowed; must be closed and have shoe laces (only regular low cut tennis shoe).

Allowed:



NOT ALLOWED:*****



Facial make-up is not considered age-appropriate in elementary school. Students should refrain from wearing make-up foundation, blush, eye shadow/liner, mascara, and/or colored lipsticks. Clear lip gloss is acceptable. Body, facial, and hair glitter are not necessary in the school setting and should not be worn. Stick-on facial jewels and temporary tattoos are also not appropriate at school.

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 30 minutes. Safety on the playground is vital. Please remind your child(ren) 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

Use common sense

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!**

PARENT CONCERNS

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 on a daily basis - 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.

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 the Principal or Assistant Principal. (If you have a school-wide concern, you may need to begin here). You should request a conference with the Principal or Assistant Principal.

If you would like to have a special announcement, occasion, or event recognized in the Burrus Bee monthly newsletter please let the office know each month in a timely manner:

- Birthdays
- Weddings
- Anniversaries
- Deaths
- Births
- Quinciañeras
- Baptismal's or any other event

MISCELLANEOUS

ELECTRONICS / TOYS

Students are not allowed to bring cell phones, game boys, digital cameras or mp3 players/ipods. Toys should not be brought to school except with teacher permission for rewards. Besides being a distraction to classroom instruction, toys are often lost at school. Toys include, but are not limited to, electronic games, CD players, skateboards, or **anything that interrupts the teaching-learning process or presents a health/safety issue**. Toys may include backpack decorations. **If any cell phones or electronic gadgets are confiscated there will be a \$15.00 fee that will need to be paid in the office and will only be released to the parent once the fee has been paid. In any event that these items are brought to school, Burrus Elementary is not repsonible for any damages or losses.**

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.

TELEPHONE

Students must have permission from a staff member to use the telephone at the front desk. Forgotten homework or lunch money is NOT classified as serious matters and children will be denied telephone access for these situations. The student may tell the teacher and teacher will use his/her discretion as to whether to call parents for the students.

Elementary students are NOT allowed to bring cell phones to school, as they are distracting to others.

TELEPHONE NUMBERS

Here is a list of important telephone numbers that may be helpful to you:

Burrus Elementary	713-867-5180
Burrus Elementary – FAX	713-867-5182
Communities in Schools Office	713-426-5182
Title I Office	713-867-5186
HISD Administration	713-556-6000
Parent Liasion	713-556-7100
HISD Police	713-892-7777
Magnet Office	713-867-5180

TECHNOLOGY

We also have a computer lab available to all students through their Computer Ancillary class. This provides your child(ren) the opportunity to develop and enhance his/her computer skills. Children visit the computer lab a minimum of once a week, and skills such as keyboarding and word processing are taught by our Technology teacher. In addition, teachers utilize technology to enhance instruction, and a variety of software is available to support learning in all curricular areas.

The **Internet** is also available for teachers and students. Students must have **written permission on file in order to use the Internet**.

Burrus has a web page. Our web page can be accessed at:

<http://www.es.houstonisd.org/Burrus>

Please visit our website to find out about upcoming events and happenings!

SUPPLIES

Supply lists for each grade level are available in the office. 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.

SCHOOL PHOTOS

School pictures (individual and group) will be taken during the year. Individual pictures will be taken in the fall and the class and Spring pictures will be taken during the second semester. Group photos are taken second semester. Specific procedures for ordering, and paying for, pictures will be distributed as the information is received. Our school photographer continues to be *Lifetouch*.

PHOTOGRAPHS / VIDEOGRAPHY

The FERPA (Family Education Records Privacy Act) must be considered when photos or videos are used in public schools. Parents may take photos/video at public school events such as plays, sporting events, or recitals. Privacy expectations at such events are much less than what is expected in a classroom. Pictures taken in a classroom are different because the expectation of privacy is

much greater. There may be students in class whose parents indicated in writing that no directory information (including photos) is to be released to the public. Therefore, parents may not take photos or use video cameras in classrooms or in areas that are not opened to the general public. "Classroom" is defined to include academic classes, art, music, P.E., cafeteria, or any area of the campus or school grounds used for instructional purposes, i.e. playground on Field Day. Cameras include video cameras and cell phone cameras. The same rules that apply to parents apply to students. Students may not have cameras on campus.

PETS

Students may not bring pets (or other animals) to school for show and tell purposes. Pets may only be brought to school, if the animal is directly related to the curriculum and has been pre-approved by the teacher as acceptable to bring to school. Teachers must clear all plans for animals to be brought to school with the principal for prior approval.

MEMOS / NEWLETTERS

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 **each Wednesday** with your child.

MINUTE OF SILENCE

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

LOST AND FOUND

PLEASE mark all items of clothing, lunch boxes, and supplies with your child's first and last name and the name of his/her homeroom teacher. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school **Lost & Found**. Students and parents are encouraged to periodically look through the *Lost & Found* for missing items. Jewelry, glasses, money, and any small items will be placed in the front office to be identified verbally before they are turned over. All other items are placed in a bin in the P.E. area. Items will be periodically displayed for student viewing.

The school will not be held responsible for lost items. All lost & found items left at the end of the year will be donated to a local charity.

LIBRARY

The library (Media Center) houses all types of instructional materials and equipment. Children are encouraged to come to the library regularly. Each class is scheduled for instruction and browsing. Children are also encouraged to participate in the reading incentive programs conducted by the librarian (Media Specialist). Students are personally responsible for books checked out of the library. Parents are responsible for damaged/lost book charges.

You may purchase a book through the library to celebrate your child's birthday to be donated to the school. The books will be available from the librarian, and the book will be donated to the library in your child's name. This special program is called the *Burrus Birthday Book Club!*

INSURANCE

Houston ISD will provide all parents with the opportunity to purchase an accident insurance program for their child(ren). Parents/legal guardians may choose to participate and pay the premium. By declining or failing to respond to the offer of insurance; however, parents/legal guardians accept full responsibility for the cost of any accidental injury to the student while at school or school-related activities. Information about this insurance program will be sent home with your child or when the child enrolls.

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**.

CORRECTIONAL FLUID

Liquid correction fluid is not to be used by students. Students should not bring such products to school.

SCHOOL DANCES

In the event of a school dance, music, decoration, and attire must meet school standards. Lewd, bump, and/or floor dancing will not be allowed. Any student dancing in this manner will be asked to leave from the dance and disciplined when he/she returns to school.

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. Students are responsible for each textbook assigned to them. Damaged or lost books are the responsibility of parents. Students 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.

Be aware that most textbooks start at an approximated cost of \$30 each. It is vital that students show responsible actions regarding the care of their textbooks. **Textbooks are to be covered with paper book covers.** (Book covers are available for free from the school.)

TITLE I INFORMATION

2015-2016 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

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

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: 2015-2016 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:
Jesse Woods, Principal

Houston Independent School District
2015-2016 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.

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

Jesse Woods

Principal

Irene Garcia-Deleon

Office Manager

Guadalupe Padilla

Magnet Coordinator

Sandra Brewer

Instructional Coordinator

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 2015-2016 school year. I have explained and reviewed this handbook with my child(ren).

Student's Name (Please Print)

Grade

Teacher's Name

Parent's Name (Please Print)

Date

Parent's Signature

Student's Signature