

# Richard Bransom Elementary School

**Home of the Bransom Bobcats.  
Bobcats are “Making Tracks to Success!”**

## PARENT INFORMATION

2007 - 2008

April Chiarelli  
Principal

Oteka Gibson  
Assistant Principal

## **WELCOME TO RICHARD BRANSOM ELEMENTARY**

We take this opportunity to welcome you to Bransom Elementary School...a TEA “Exemplary” campus. We are thrilled and honored to partner with you in your child's educational experiences during this school year. Please feel free to visit or call your child's teacher. Our school number is: 817-447-5875. You may check our web site, which will have current up-to-date information on upcoming events, too. Simply go to our district web site at [www.burlesonisd.net](http://www.burlesonisd.net) and click on BISD Schools, and then go to the Bransom link.

During the year, we want your child to be successful and enjoy many wonderful experiences. We encourage you to become involved in your child's education. Please familiarize yourself with this important information about Bransom Elementary.

### **SCHOOL DAY (Everyone in classroom seats by 8:00...please)**

Grades K - 5	School Hours: 8:00 a.m. - 3:10 p.m.
PreK/PPCD	School Hours: 8:00 a.m. – 11:00 a.m. or 12:00 p.m.-3:00 p.m.
Students should not arrive at school before 7:30 a.m. The front doors are not opened until 7:30. Children arriving before 7:30 wait outdoors unsupervised. Adults will supervise children in designated areas beginning at 7:30 and lasting to 7:50 a.m. Students report to classes at 7:50, and the tardy bell rings at 8:00. Students are required to enter through the office be checked in by the parent, and obtain a “pass to class” if they arrive after the 8:00 tardy bell. Note: If children arrive before 7:50 a.m., please have them wait in these areas:	
Pre-K/PPCD	Cafeteria
Kindergarten	Library
Grades 1-5	Gymnasium
**Office hours are 7:30 a.m. until 4:00 p.m.	

1. Students may eat breakfast at 7:30. After breakfast, if before 7:50, they return to designated areas.
2. All students must report to and remain in assigned areas until dismissed to classrooms. Again, please do not drop off before 7:30.
3. All bus riders will go directly to the buses at the end of the school day.
4. Students going to after-school day care will wait at the tables in the cafeteria and then load in an orderly manner. Those in the after-school program will report to the Gym.
5. Students should plan to leave the school building and grounds promptly at dismissal time unless detained at school for a specific reason.
6. Please notify the Front Office prior to 2:30 if you must get a message to your child prior to dismissal.

## **ATTENDANCE**

NOTE: Student attendance is a high priority, closely monitored and enforced.

Good school attendance is essential for success and student achievement. The attendance policy mandated by the State of Texas requires that a student be in attendance 90% at all times. A six weeks check will be run and excessive absences may be made up in **Saturday School, Summer School, or before school or after school detention.** New legislation requires the school officials to file a report with the court system when a student has missed 10 or more, full or partial days, in a 6-month period and/or 3 or more days or parts of days within a 4-week period. Therefore, please pay particular attention to those tardies and absences! You will receive periodic reminders as excessive absences become of concern. Nonattendance may also result in assessment of penalties by a court of law against both the student and his or her parents.

\*\*When a student is ill/absent from school, please send a note of explanation the day your child returns to school. A note from the doctor **is usually presented after three consecutive days of absence.**

## **ABSENCES, MAKE-UP WORK**

After being out two or more consecutive days, make-up work can be gathered if parents call prior to 10:00 a.m. The students will have the same number of days they are absent to complete make up work.

## **TARDIES (Also refer to Attendance Guidelines)**

**The tardy bell rings at 8:00 a.m.** Please make every effort to ensure that your child is on time and in class when instruction begins at 8:00. Opening activities, each morning, are important. Thank you for your cooperation. **If a student is late due to a dental/doctor's appointment, please send a note from the doctor/dentist for us to use as official documentation.** The note from the doctor's office must be received **that day, or the student will be recorded as being absent. Parents must come into the office and sign their student in if late.**

Please know that having been at school or returning to school the same day, with a doctor's note dated that day, allows us to count your child as present the entire day of the doctor's visit.

## **LATE ARRIVAL/EARLY RELEASE**

If a student arrives late to school or desires early release, the parent or guardian must complete a Late Arrival/Early Release form in the school office. This form is used to document attendance requirements from the State of Texas. When arriving after 8:15 a.m., or desiring early release from 2:30 or after, please come by the office the complete the form.

\*\*\*Students will **not** be allowed to leave school early unless a parent or guardian comes to the office to get them and signs them out for the day. A note should be sent to the classroom teacher the morning a student needs an early dismissal. **Note: Identification will be required to sign a student out of school if the party is unknown to the office**

personnel. The person's name must be listed on the registration card (by parent or guardian) or the student cannot be released to anyone.

Also, please inform the office, your child, and his/her teacher if there are any concerns regarding safety, custody, etc. Court records, signed by a judge, are needed when a parent does not have access to a child. Without those records we cannot hold a child and deny access to his/her parent.

### **BAD WEATHER**

In case of bad weather conditions, please listen to the following stations:

Radio: WBAP 820 AM

KTFW 92.1 FM

KTTW 1460 AM

Television: NBC – NBC 5

KDFW – FOX 4

WFAA – NEWS 8

KTVT – CHANNEL 11

### **BACKPACKS**

Rolling backpacks are not to be pulled/rolled at school. All backpacks are to be carried.

### **THE PLEDGE TO THE FLAGS**

New laws for Texas Public Schools from the 78<sup>th</sup> Legislature allows the parents:

1. To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the state flag, the request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. The moment of silence may involve prayer, silence, reflection, meditation, or some other silent activity, so long as the silent activity does not interfere with or distract others.
2. To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week, the request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless
  - (a) you provide a written statement requesting that your child be excused
  - (b) the District determines that your child has a conscientious objection to the recitation, or
  - (c) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

### **STUDENT DRESS - UNIFORM GUIDELINES**

Bransom Elementary School became a uniform school effective the 2003/04 school year. Below are uniform guidelines:

- Long or short sleeved polo shirts in navy, red or white (no logos).
- Turtlenecks may be worn in navy, red or white (no logos).
- Peter Pan collared white shirt for girls (no logos).
- White long or short sleeve oxford shirts (no logos).
- Navy or khaki pants (no logos).
- Navy or khaki skorts (no logos).
- Navy or khaki skirts (no logos).
- Navy or khaki jumpers (no logos).
- Navy or khaki shorts (no logos).
- \*\*Plaid jumper, skirt, or skort (Optional – only available through The Academy Uniform Store) Note: This plaid is unique and no other plaid color/design is to be worn.
- When skirts, skorts, or shorts are worn, they must be at least the length of the child’s fingertips when the child’s arms are down by his or her side.
- Solid colored leather or leather-like belt is recommended, but not required.
- Shoes must be closed toe/closed heel. Athletic type preferred. Shoes with rollers are not permitted on school property
- Socks are required...plain solid colors...red, white, or navy
- Shirts must be tucked in.
- Hair bows are permitted, must be navy, red, white or matching plaid. No scarves.
- Sweaters, sweatshirts and pull-over vests are permitted. Navy, red or white only. No logos.
- Bransom spirit shirt can be worn on Friday with khaki or navy uniforms.
- Special days, allowing non-uniform dress, will be planned throughout the year.
- Capri’s are not a uniform item and cannot be worn.

Clothing items that meet dress guidelines may be purchased conveniently at either of the following stores:

Army/Navy Store  
 113 N.E. Wilshire  
 Burleson, TX 76028  
 817-295-8772

\*\*The Academy Uniform Store  
 5021 Granbury Road  
 Fort Worth, TX  
 817-292-5437

**NOTE:** The school administration shall have the right to appraise all fashion and determine its appropriateness for school. The decision is final and rests with the building administration. Uniform dress violations will be addressed discretely and a student will receive a written “violation report” asking that parents correct the offense immediately. Depending on the type of violation and/or urgency to correct it, a child may need to change into extra attire that is loaned out through the school clinic. It will be the parent’s responsibility to return the cleaned item(s) to the clinic as soon as possible.

**IMPORTANT...Please Understand and Follow Procedure**

Each teacher stands in the hallway at the classroom door and welcomes each child every day. Because children are our first priority, all teachers have been directed to **NOT** engage in a parent conference when students arrive to classrooms. Attention to each child will come first. Also, the staff asks that a two week time limit, at the start of the school year, be given for parents to walk students to classrooms in the morning and to establish a routine. After that, children should be able to walk to the classroom without parent assistance.

### **CLASSROOM PARTIES:**

There will be four classroom parties for students during the school year. The PTO will coordinate these with room mothers for these events. Dates for the parties are as follows:

Fall Harvest Party – Restricted – no candy

October 30	Tuesday	2:15 – 3:00	Pre-K, K, 1, 2
October 31	Wednesday	2:15 – 3:00	3, 4, 5

Winter Holiday Party – Unrestricted – candy acceptable

December 18	Tuesday	2:15 – 3:00	3, 4, 5
December 19	Wednesday	2:15 – 3:00	Pre-K, K, 1, 2

Valentine Party – Unrestricted – candy acceptable

February 14	Thursday	2:00 – 2:45	All School
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End of Year Party – Unrestricted – candy acceptable

June 2	Monday	2:15 – 3:00	Pre-K, K, 1, 2
June 3	Tuesday	2:15 – 3:00	3, 4
June 3	Tuesday	9:00 – 2:30	5 <sup>th</sup> Grade Celebration
June 4	Wednesday	8:15	5 <sup>th</sup> Grade Awards

Further details will follow from the Bransom PTO. Please refer to the NEW Federal Guidelines regarding restricted foods of minimal nutritional value for the Fall Party dates. Also, while your child may be able to eat peanut butter or items with peanut products in them, there are some students with severe allergies to them. Therefore, please do not bring items to the school for the entire class to eat that has any type of peanut products in them. Please see the nurse if you have specific questions. Thank you.

### **LUNCH**

Lunch tickets may be purchased by sending your check/cash to the classroom teacher. Mondays are the best days, and you can purchase tickets for a week or a month at a time. No money is kept in the front office to loan to students, so it is important to ensure that money is kept in your student's account. The system works like a debit system as money is withdrawn from the account when a child purchases his/her lunch or other items from

the cafeteria. See the Burleson ISD website for information on purchasing lunch tickets online.

Parents are welcome to come for lunch. Please remember to not bring any items with peanuts/peanut products for the whole class to eat. Furthermore, foods of minimal nutritional value, (sugar candies by themselves) are not permitted. Yes, you may bring cupcakes/cakes/cookies to celebrate your child's birthday; however, they must be eaten during the last 30 minutes of the day, and this must be prearranged with the teacher. during lunch to celebrate your child's birthday. Thank you.

The breakfast and lunch prices are as follows:

<b>Prices:</b>	
<u>Student lunches</u>	<u>Reduced lunch</u>
\$2.50 per day	\$ .40 per day
\$12.50 per week	\$2.00 per week
<u>Student breakfasts</u>	<u>Reduced breakfasts</u>
\$1.35 per day	\$ .30 per day
	\$1.50 per week
Note: You can purchase a lunch ticket for an entire week or the entire month. If you would just like to purchase milk it is \$.40.	

## **Master Lunch Schedule**

Note: 25 minutes to get food, sit & eat. The last 5 min. to clean-up and lineup.

Kindergarten	10:35
First Grade	11:05
TAG	11:13
Second Grade	11:25
PM PreK/PPCD	11:45
Third Grade	12:30
Fourth Grade	12:10
Fifth Grade	11:50

## **FIELD TRIPS**

Field trips are arranged by the grade level teachers and are planned to enhance learning concepts. Parent volunteers are necessary and welcomed; however, parents who supervise student groups will be required to complete a form permitting a **background check** to be done. These outdoor educational experiences are not family outings;

therefore, adults must be available and willing to attend to several children at a time. Field trip volunteers are only to be engaged in supervising those students that are assigned to them as our students are “first priority” and need our undivided attention during these experiential outings. Bringing younger siblings on grade-level field trips is **not** permitted.

## **MONEY MATTERS**

When it is necessary to send money to school, please enclose it in an envelope and write your child's name on it as this can be confusing when the parent has a different last name. If possible, please send a check or the correct change. **We do not have the capability to make change in the office** because we keep no money in the office. Also, please send no more money than is needed for the day.

Students are not allowed to sell or trade items at school. Furthermore, please .....

- ◆ REFRAIN FROM SENDING TOYS TO SCHOOL UNLESS OTHERWISE AUTHORIZED by the classroom teacher. Thank you for checking your child's backpack.

## **IMMUNIZATIONS**

New State law requires **all** students to be up to date with immunizations. A child **cannot** start/attend school until proof of immunizations is given to the school.. The school nurse closely monitors immunization records and timelines. She will keep you informed if everything is up-to date. **If immunizations are not current your child may not attend school** and will be counted as absent without an acceptable excuse. Thank you, in advance, for giving your close attention to these required immunizations.

## **MEDICATION\*\*\***

Medication **of all kinds** must be kept in the nurse’s office with the only exception being an asthma inhaler. Proper documentation must be kept in the nurse’s office. **Medication to be dispensed by the nurse must be in the original prescription bottle, with the student’s name, Dr.'s name and specific instructions on the bottle.**

**\*\*A parent or guardian and physician must sign a permission slip for us to legally dispense medication.**

***Please do not send a child to school who is obviously ill and/or running a temperature. Students must be free from fever, vomiting or diarrhea for 24 hours before returning to school.***

## **HEALTH RELATED MATTERS**

For information regarding the District School Health Advisory Council, including the number of meetings scheduled or held during the year, please see the campus nurse. Information regarding vending machines in District facilities and student access to the machines is available from the principal.

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities.

### **LIBRARY INFORMATION**

Students are responsible for returning their own books on or before the date stamped in the book. If they are late, a fine of \$.05 per day is charged to students in grades 1-4. Fines do not accumulate on weekends, holidays, or when a student is absent.

### **BIRTHDAY BOOK CLUB**

There are extra books kept in the library that parents and/or guardians can purchase for various occasions from birthdays to honoring a deceased relative. A special dedication label is placed in front of book to commemorate the purchase. We announce these over the intercom, too. See library personnel for details.

### **BEFORE AND AFTER SCHOOL PROCEDURES**

It is best for your child to begin riding the bus from the very first school day if you utilize bus transportation. This allows officials to establish the routes and pick-up/drop-off points and equalize the passenger loads. Please call Durham Transportation at 817-447-1341 should you need further information or if a problem arises.

Students arriving before 7:50 a.m. will be required to go to the following locations upon arrival

Pre-K/PPCD	Cafeteria
Kindergarten	Computer Lab
First Grade	Library
Grades 2-5	Gym

Note: Those eating breakfast will report to the cafeteria between 7:30 – 7:55 a.m.  
Breakfast will not be served after 7:55 a.m.

**Again, please** do not drop your children off before **7:30 a.m.** There is no scheduled supervision for students before 7:30 a.m.; therefore, students will not enter the building. We are greatly concerned about the safety of the children, and we appreciate your cooperation.

### **STUDENT PLANNERS**

Homework is usually given Monday-Thursday to provide opportunities for students to reinforce skills learned at school. Work assigned as homework should typically last approximately 30 minutes; however, unfinished class work may be assigned as homework, too.

Each upper level classroom teachers have student planners available for purchasing at \$4.00 each. Your child will need one to log homework assignments, spelling words, writing messages to home/school, etc. **Please purchase one for your child.** It will be put to good use and help to maintain successful communication between home and school.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Teachers follow grading guidelines approved by the principal/superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State Law provides that a test or course grade issued by a teacher cannot be changed unless the School Board determines that the grade was arbitrary, contains an error, or the teacher did not follow the BISD grading policy. The Board's decision is not subject to appeal.

## **GRADING POLICY**

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade level subjects or courses. The objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery for the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the grade average assigned. Half of these grades shall be taken by the end of the midpoint of any grading period. Grades shall not be reduced for disciplinary reasons except in the case of late assignments, academic dishonesty, or as described in EIAB.

Grade reports shall be issued on a form approved by the Superintendent or designee. All schools shall be on a six-week reporting period except that The Academy at Nola Dunn shall be on a nine-week reporting period. Performance shall be measured in accordance with this policy and the standards established in EIE. If a student's level of achievement for the grading period is below the level required for course credit or grade advancement, the grade notice shall state the need for a conference between the appropriate teacher and the parent. If at the end of the six week grading period a student has earned below passing grades in a course, ineligibility for extracurricular activities begins seven calendar days after the end of that grading period. The District shall make this information available to all sponsors of extracurricular activities.

The campus will report six-weeks grades to parents as numerical scores.

90-100 = A

80-89 = B

70-79 = C

69 or below = Failing

Pre-Kindergarten will receive a checklist used to document social development and mastery level of skills every 12 weeks.

Kindergarten will receive a checklist every 12 weeks with accomplishment of skill levels indicated with social development reported as S, N, and U. Social development will be recorded as S for satisfactory, P for progressing, and T for needs more time to learn the concept or skill.

In Grade 1, achievement shall be reported to parents in music, physical education, and citizenship as E for extends, P for progressing, and N for needs more time to learn the skill or concept. A matrix marking system shall determine the remainder of the academic reporting.

- 4 Consistently demonstrates mastery of concepts and skills without teacher assistance
- 3 Mastery of concepts and skills is evident with limited teacher assistance and or few errors
- 2 Requires teacher's assistance most of the time, progressing, but mastery is not evident
- 1 Requires teacher assistance; mastery of concepts and skills is not evident; independence is not evident
- \* Not assessed at this time

#### Reading Levels

- B Beginning Reader
- D Developing Reader
- I Independent Reader

In grades 2-5, achievement shall be reported to parents as:

1. Numerical grades for language arts, mathematics, science, and social studies
2. E, S, N, and U grades will be given for music, physical education/health, art, and to report skill performance and conduct.

Academic Dishonesty – Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties on assignments or tests. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

In recording failing grades the actual numerical grade earned shall be recorded in the student's permanent records. However, at the elementary level a numerical grade lower than a 60 is not permitted on the report card.

## **DROPPING OFF AND PICKING UP YOUR CHILDREN**

We ask for your cooperation in using the designated drop-off and pick-up areas. Please refer to the detailed procedures in the back of the handout. The front of the building is for parent/guardian drop-off and the right side of the cafeteria is for **buses and day care van drop-off/pick-up only**. Furthermore, under no circumstances should anyone drive to the back of the school building as the road on the left side of the building is for emergency access only.

We ask for your patience as we adjust to traffic congestion. It will occur, so give yourselves time, be patient, and keep safety a high priority.

1. To be safe, **please do not double park**. Do not let your children walk between cars. Children will be loaded into your car as you pull down by the gym at curb.
2. **Do not ever abandon your car in the front "loading area"**. If your passengers do not show up right away (and this will happen), please circle back around, or park in the front parking lot to wait.
3. Park only in designated parking areas. The drive-through lanes are for one-way drop-off and pick-up. Do not park in the other two drive-through lanes. Children will wait by sitting outside the main entrance and will be called (via walkie-talkie) to the "orange cone" loading zone as you arrive.
4. The parking area by the retention pond may be used by parents. Parents must park and walk to the area under the cafeteria awning to receive their children.
5. School personnel are on duty every day at dismissal. Please encourage your children to wait for you in the presence of our school personnel.
6. **Please do not pick up or let children out in the teacher's parking lot or in the bus-loading zone. Thank you.**
7. Some of you will choose to wait in your cars. Please do not park on Hurst Road by the model homes, close to the crosswalk. Children will walk down to Hurst Road crosswalk and be helped across by the crossing guard.

We apologize for any and all inconveniences you might encounter. The congestion you will experience the first few days/weeks does level off as everyone settles in. As always, waiting to pick up your child until traffic is moving steadily, about 3:20, is encouraged.

Please refer to the map on the next page for pick-up procedures.

## **PARENT VOLUNTEERS**

We encourage volunteers, and we want you and can use your skills. We want you and can use your skills. You are always welcome to serve on our campus but you must have a specific assignment. For security reasons, you must register at the desk in the office before entering the other areas. A visitor sticker will be issued and must be worn. We have asked all faculty members to stop visitors without badges and steer them back to the front office. Thank you for your cooperation. If you wish to visit/observe your child's classroom, please schedule the time and date with your child's teacher. For instruction purposes, and to keep distractions to a minimum, you are required to limit your observations to no more than 30 minutes.

**Please note:** Adults will not be permitted to wander the halls or wait outside classrooms in hall for their children to be dismissed. Please wait in your car, in the front foyer or outside the school building. Thank you for your cooperation in that matter.

## **JOINING PTO**

Joining PTO is a wonderful way to show your child that you care about Bransom Elementary. We hope you take advantage of the opportunity to join our PTO. We appreciate your membership! As always, any funds generated by the PTO are used for the benefit of our students and their teachers.

## **STUDENT MESSAGES (very important, please take note!)**

We are unable to deliver messages to students unless it is an emergency. Arrangements for routine matters, such as a ride to and from school, house key delivery, meeting places, etc., should be made before students leave home for school. Our goal is to not interrupt the flow of instruction so that teachers and students do not have to stop and refocus again. Thank you, in advance, for helping us out! In an emergency notify the front office prior to 2:30 so that your child can be informed of a change of plans.

**Also, please know that birthdays and other special occasions are considered family related activities. Flowers, balloon bouquets, and gifts should not be delivered to school. The office will not accept them for delivery.** Lastly, please do not send party invitations to the classroom to be given only to a few selected students. Some children are offended by not being invited and this causes conflict, hurt feelings, and related behavioral, social/emotional problems for the students and teachers. Note: There are new nutritional guidelines from the Texas Education Agency regarding what is/what is not allowed to be given to students to eat. Please refer to this section at the back of this packet.

## **TEACHER CONFERENCES**

You may call as necessary to schedule a conference or a telephone conference with your child's teacher. Because we value the instructional time, teachers are not permitted to leave their classrooms to answer telephone calls. Please leave a message for the classroom teacher to return your call at his/her convenience. Please note the conference schedule listed below.

## **Master Rotation Schedule (teacher conference periods)**

7:50-8:15                      Large Group (set up for PE, Art, Music)  
K 12:25 – 1:17  
1 1:22 – 2:15  
2 8:15 – 9:05  
3 9:10 – 10:00  
4 10:05 - 10:55  
5 11:00 - 11:50  
Large group 2:15-3:05

## **STUDENT SUCCESS INITIATIVE**

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test and mathematics tests to be promoted to fourth grade, and to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take a state developed alternative assessment.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

## **SCHOOL DISCIPLINE PROCEDURES**

The classroom teacher, as a last resort, refers a child to the office for discipline intervention. Depending on the offense and the number of previous referrals, a variety of consequences are permitted and used. These may include: conferencing with administrator regarding expectations, warning, short term time-out, verbal apology, written apology, visiting with school counselor, phone call to parent, extended time out, silent lunch, removal from recess for the day, etc. More severe and/or on-going behavioral intervention may include: parent-teacher conference, In-school suspension, or removal to home for 1, 2, or 3 days, a student assistance team (SAT) meeting, and possibly a behavioral intervention plan.

Certainly the goal is to help/encourage the student to know and understand the required behavioral expectations and provide him/her with tools for being successful. The goal is **NOT** to berate a child. **Note:** Your child, like most students, may possibly make a few poor choices during the school year. Encourage them to learn from their mistakes, accept responsibility, and try to always do their personal best. Most of the time these mistakes are not “a really BIG deal”. Please know that Mrs. Gibson and I will handle these situations like we would handle those with our own children....in a loving, respectful way while spelling out the expectations and giving student power to make a plan for solving the problem. You can expect a phone call from the teacher or administrator or a copy of the discipline notice when concerns arise. Thank you for supporting us during these times.

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework. Students and their parents are encouraged to discuss the options with the teacher or counselor to ensure the student completes all work required for the course or grade level. Summer school could also be required.

### **BULLYING**

Bullying, in any form, is a level one conduct violation as noted in the Burleson ISD Student Code of Conduct and will not be tolerated. Appropriate action will be taken and consequences will be assigned for those students engaged in bullying. Please contact your child’s teacher if/when concerns arise.

### **TEXTBOOKS**

Textbooks are to be covered at all times to protect the books. Students/parents are responsible for damages to textbooks. See the attached guidelines.

### **CHANGES WITH ADDRESS, PHONE NUMBERS**

As always, please notify the front office of any changes of telephone numbers (cell, pager, home, sitter), address, emergency contact number, and/or place of employment of either parent or guardian. It is vital to have the name of another **local person**, other than the parent or guardian, who can be contacted in the event a child becomes ill or injured at school. As always, we will contact the parent immediately when a child becomes injured; however, we will call 911 first when there is a medical emergency.

### **WE FOCUS IN SAFETY AND SECURITY**

As mentioned earlier, adults other than school staff do not have free reign inside the facility. All access beyond the front office area is off limits to any adult who has not signed in at the office, picked up a visitor’s sticker, and/or has a legitimate purpose for being out of the office area. Again, under no circumstances should anyone be anywhere on the school property during the school hours without fulfilling these procedures. An emergency lock down will be announced should anyone violate our security measures.

Please do not be the reason for drastic measures to be taken because of complacent/impulsive noncompliance.

Safety and security codes used by the Bransom staff are:

	<b><u>Emergency Lock Down</u></b> (everything stops)
Evacuation:	Classroom doors locked, students out of sight, lights off. (go, get out of building, don't touch light switches, talk on cell phones, or tarry. Take fire drill route.)
Tornado/ Bad weather	(duck/cover in halls outside any rooms with glass. Shut classroom doors and any hallway doors)
Code BLUE:	(trained crisis team members report to area where there is a problem and provide assistance)

Note: As you can tell, we are very serious about the safety of our children and staff. We will practice these drills during the first weeks of school. Thank you, in advance, for your support. Furthermore, I have asked the teacher and PTO volunteer coordinator to secure a room parent from each classroom to develop an emergency-calling plan for each classroom. This will be a priority at the beginning of the school year. You should expect a telephone call from your contact person verifying the information you provided on your child's emergency card and requesting more specific details from you.

### **UNSAFE SCHOOLS**

Each district receiving assistance under Title1, Part A of the Elementary and Secondary Education Act (20 U.S.C. 6301 et seq.) must allow a student to attend a safe public elementary or secondary school within the District, including a public charter school, if the student:

- Attends a persistently dangerous public elementary or secondary school, as defined by the Texas Education Agency; or
- Becomes a victim of a violent criminal offense while in or on the grounds of the school the student attends.

A student or parent may make a request to the Superintendent or designee for a transfer on this basis within 30 calendar days.

### **BISD APPROPRIATE BEHAVIOR CLASS (ABC)**

The Appropriate Behavior Class (ABC) is an instructional placement which may be considered by a Student Assistance Team (SAT) committee when a K-2 student displays significant on-going behaviors that interfere with the learning process. The purpose of the class is to provide an educational placement with focus on the development of appropriate social skills so that the student can eventually be transitioned back into the mainstream environment. The class utilizes Love and Logic, Boy's Town, and The Peaceful Classroom as the foundation of the program and provides instruction in academic areas in adherence to the BISD Blueprints. The ABC has been developed for 8 students ideally but cannot exceed 10 students at one time.

The program becomes an educational option for consideration after teacher interventions and campus options have been attempted and exhausted. A Functional Behavior Assessment and Behavior Intervention Plan will be developed by the ABC teacher prior to enrollment into the program.

The length of time that a student is enrolled in the ABC program will be dependent on the needs of the individual child and his/her level of responsiveness to the program. The final decision will be determined based upon the successful completion of the program as measured by the student's accomplishment of the BIP goals. Prior to dismissal from the program, the student will be gradually transitioned into a regular environment on the ABC program campus.

The school day will begin at 8:00 and dismiss at 3:10 (subject to bus schedules).

In an effort to maximize student success, the parents of the ABC student will read and sign his/her child's behavior folder daily. A parent conference will be held monthly either in person or by phone to discuss the child's progress. Parents will be invited to a celebration ceremony upon successful completion of BIP objectives.

The parent(s) of the ABC student would be encouraged to attend Love and Logic training to maximize the success of his/her child. The District would provide free training for the parent for the 6 week training session. The parent would pay for the cost of the book and materials. However, upon request, the parent would be reimbursed for incurred costs upon full completion of the course.

ABC students who are referred for special education testing would have the testing administered by the diagnostician of the home campus. Information collected at the ABC campus would be compiled by the counselor and sent to the diagnostician at the student's home campus.

The teacher who has the student for the majority of time for the reporting period will be responsible for the report card grades (but in collaboration with the other teacher).

It will be the responsibility of the parent to provide transportation for his/her child to the ABC program both to and from school.

## **SCHOOL BUS TRANSPORTATION**

Riding a bus is a privilege provided by the school and should be treated as such. Transportation to and from school for all students is the responsibility of the parents.

### **GENERAL BUS RULES**

1. Riders are required to be outside at their designated stop 5 minutes prior to pick up time.
2. Obey all instructions given by the driver.

3. Board and leave the bus at your designated bus stop or campus only.
4. Only eligible students may be transported. **NO GUEST RIDERS.**

### CONDUCT ON THE BUS

1. Seats are assigned by the driver. Changing seats without permission is not permitted.
2. Students must remain seated at all times. For safety reasons, students are not considered seated if they are not facing the front or if they are sitting on anything, including their legs, books, etc.
3. Normal conversation is permitted. Loud noises may distract the driver and cause an unsafe condition. Absolute quiet is necessary when approaching a railroad crossing.
4. Arms, head and other body parts are to be kept inside the bus.
5. Do not mark, cut or scratch any part of the bus. Repair costs will be paid by the person responsible. If that person cannot be identified, everyone sitting in the seat will share the cost. Riding privileges will be denied until payment is made or the level of discipline is satisfied, whichever is longer.
6. Do not throw objects inside or outside of the bus.
7. Keep aisles clear of books, backpacks, legs, etc.
8. All items will be held in your lap.

### PROHIBITED ITEMS ON BUSES

1. Tobacco or alcoholic beverages.
2. Glass containers, weapons, explosives, drugs or chemicals.
3. Cigarette lighters, matches or flammables.
4. Any object (instrument, project, fundraiser, etc) too large to be held safely in the lap.
5. Food or drinks.
6. Live animals or insects.
7. Aerosol containers.

### DISCIPLINARY ACTION LEVELS FOR BUS RIDERS

Due to the lower maturity level and memory retention of younger students, students K – 5 will remain at a level as long as there are at least 30 school days between Safety Reports.

**LEVEL ONE:** At this level the student will receive a written warning report.

**LEVEL TWO:** If there has been 30 school days since the first referral, the student may receive another warning (6<sup>th</sup> – 12<sup>th</sup> **one time only and only at this level**). If it has been less than 30 school days, bus privileges will be suspended for 5 school days.

**LEVEL THREE:** Bus privileges will be suspended for 30 school days.

LEVEL FOUR: Bus privileges will be suspended for the remainder of the school year.

Students will be allowed to ride home the afternoon of the day the report is received. Parents are required to sign Safety Reports and return them to the driver before the student will be allowed to ride the bus again.

**ALL STUDENTS K – 12:** Durham School Services has the authority to supersede all levels of discipline and suspend a student's riding privileges for a time deemed necessary regardless of the number of Safety Reports that student has received. Although not all inclusive, some example violations that may result in immediate suspension of riding privileges (and/or notification of proper authorities) are fighting, possession of flammables, controlled substances or weapons, disrespect to the bus driver, sexual or racial harassment, abusive language or any action that poses a threat or danger to self or others.

### **FOODS OF MINIMUM NUTRITIONAL VALUE POLICY (FMNV)**

Effective August 1, 2003, Federal regulations prohibit student access to certain foods, determined to be of minimal nutritional value, in the public schools at any time or any where. Note: Three times per year (3 class parties) are permitted to ignore the guidelines for parties; therefore, candy will be allowed for the Winter party, Valentine party, and End of the Year party. Candy will not be allowed at the Fall Party. Cake/cupcakes/cookies may be brought for a child's birthday but they must be eaten in the last 30 minutes of the school day with prior teacher approval.

#### **Restricted foods:**

- Soda Water – any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
- Water Ices – any frozen sweetened water such as "...sicles" and flavored ice **with the exception of products that contain fruit or fruit juice.**
- Chewing Gum – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- Certain candies – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
  - Hard Candy – A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.
  - Jellies and Gums – A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.

- Marshmallow Candies – An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
- Fondant – A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
- Licorice – A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
- Spun Candy – A product that is made from sugar that has been boiled at a high temperature and spun at a high speed in a special machine.
- Candy Coated Popcorn – Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

## **FINALLY**

We will strive to make the school year a positive experience for your child. Please keep your child's teacher informed throughout the school year. Our Counselor, Mrs. McCrory, is always willing to help, too. We recommend, however, that you first communicate with the classroom teacher to express your concerns and then to problem solve for solutions. Furthermore, we want to be contacted should your needs/concerns require our services. Please check with the school secretary to schedule an appointment should you need a conference with a building administrator. It is not always possible to visit with you immediately due to our schedules and daily commitments. We will try to meet with you at a mutually agreeable time as quickly as possible.

Thank you for your understanding and support. Together, we can do great things in the lives of your precious children.

Respectfully yours in service,

April Chiarelli, Principal

Oteka Gibson, Assistant Principal

Sheri McCrory, Counselor

Rebecca Byrd, Secretary of Data Management

Darbie Gottwald, Office Manager/School Secretary

Robin Huneycutt, Receptionist/Registrar

Sheri Pope, School Registered Nurse

xAugust, 2007

Parents:

**Please sign and return this page to your child's teacher during the first week of school. . Thank you.**

I, \_\_\_\_\_ have received the Bransom  
(Parent/Guardian Name)

Elementary Parent/Student Handbook. I have read and discussed the information with my child.

Student: \_\_\_\_\_  
(First) (Last)

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

This document also gives permission for your child to participate in the following unless you specify differently, in writing, on the bottom of this page.

My child has my permission to:

-have picture taken, placed in school publications, with his/her name noted.

-use the school computers, internet, and the technology available in BISD

-place his/her name, address, phone number in a classroom directory and/or PTO directory, and emergency calling tree.

-participate in school related functions, field trips, and outdoor learning experiences and/or before-school and after-school clubs and events

-have his/her picture taken (or be video taped) and to appear in the Burluson Star, BISD Web Page and cable channel, while participating in special events, earning special awards, etc.

\_\_\_\_\_  
(Parent/Guardian Signature)