



# Brenham

INDEPENDENT SCHOOL DISTRICT EST. 1875

**Early Childhood Learning Center  
Alton Elementary School  
Brenham Elementary School  
Krause Elementary School**

**Handbook for Parents and Students  
2017-2018**

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## *A Message from the Principals.....*

Welcome to the 2017-2018 school year. It is our pleasure to welcome you to an exciting new school year! We are privileged to have you and your family as a part of our elementary school families. We look forward to working together for the benefit of your child and all the other students who call Alton, Brenham, ECLC and Krause Elementary home.

Parents share, with the school, the tremendous responsibility of educating and preparing children to become successful adults. When we work together as a team, the children benefit most. On behalf of all the teachers and staff in Brenham ISD, we encourage you to be actively involved in your child's education and in our schools. If there is ever a question, comment, concern, or praise that you would like to share with us, our doors are always open.

Sincerely,

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# A NOTE TO PARENTS

## Working Together

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during their conference period or after school.
- Becoming a school volunteer or participating in our Parent Teacher Organization (PTO).
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.

## NONDISCRIMINATION NOTICE

The Brenham Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended.

## SCHOOL HOURS 7:50 A.M. – 3:30 P.M.

Students will be allowed in the building beginning at 7:20 AM and dismissed to classes beginning at 7:50 AM. Lunch times will be at assigned intervals for groups of classes and these exact times will be communicated to parents and students. Instruction begins promptly at 8:00 AM. Please have your child at school on time.

**Except in emergencies, please do not remove your child from class before dismissal time.**

## **ADDRESS AND TELEPHONE CHANGES**

Parents must keep the school office informed of any change of address or telephone number, either by a note or telephone call. It is very important that we maintain up-to-date records on all of our students.

## **ADMINISTERING OF MEDICATION / EMERGENCY CARE**

The campus clinic is open to those who need emergency care due to illness or injury. A nurse will be on duty each day of the week. However, if a nurse is not present and an emergency or illness occurs, students are to come to the Principal's office. Students must have a referral slip from a teacher to go to the clinic unless an injury or emergency occurs on the playground or while the students are changing classes. The nurse will examine the student to determine if the parent needs to be notified immediately and/or if additional medical attention is required.

The authorized employees of the Brenham Independent School District administer medications to students only when the following conditions have been met:

1. The school district shall have received a written request to administer the medication from the parent, legal guardian, or other person having legal guardianship of the student.
2. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. The prescribed medication must be referred to the school nurse. The medication must be kept in the nurse's office and must be administered by the nurse or a person duly instructed by the nurse.
4. The school nurse must be furnished with the following information -- Name of the physician, name of medication, dosage and time that the medication is to be given (this information is normally on the prescription label).
5. Any prescriptions obtained from outside of Texas will be honored for 30 calendar days. After that, a current prescription from a local physician (from within the state) must be obtained.

NOTE No. 1: Medication SHOULD BE ADMINISTERED AT HOME whenever possible.

NOTE No. 2: Aspirin and other similar medications are covered by the policy.

## **ADMISSION**

To be admitted, a student must be of eligible school age and have a permanent residence within the Brenham Independent School District. If a resident of the district obtains legal guardianship of a child for the purpose of sending the child to school in this district, the child will be entitled to admittance. After receiving legal guardianship of a child, the resident guardian of the child must complete the administratively prescribed affidavits prior to admission of the child. Other students may not attend school in this district unless granted special permission by the Board of Trustees.

When accepting a child for enrollment, the District shall inform the parent or other person enrolling the child that presenting false information or false records for identification is a criminal offense under Penal Code 37.10 and that enrolling the child under false documents makes the person liable for tuition or other costs as provided below. Education Code 21.0313 (d). A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the

person is liable for the maximum tuition fee the District may charge [see FDB] or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater. Education code 21.031 (g).

### **AMERICAN DISABILITIES ACT**

Brenham Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of Americans with Disabilities Act (ADA), interested persons should contact Leslie Broesche, Director of Special Services, Administration Building, 711 Mansfield Street, Brenham, Texas. Phone 277-3700.

### **NOTICE TO PARENTS ON APPLICATION OF PESTICIDES**

As part of our commitment to provide your child with a safe, pest-free learning environment, the Brenham School District may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Brenham School District property are made only by trained and licensed technicians. Should you have questions about this district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator: Everts Dees @ 979-277-3738 or edees@brenhamk-12.net. We also will take notices of pest problems on work orders. Our goal is "PROVIDING A SAFE AND WELL MAINTAINED ENVIRONMENT"

### **ASBESTOS MANAGEMENT PLAN**

Brenham ISD is working hard to maintain compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office at each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail, please contact Philip Derkowski the district's Asbestos Designated Person at 979 277-3730.

### **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of a previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

State law requires:

- A student between the ages of 6 and 18 **must** attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused.
- A student absent without permission from any class or from required special programs will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

To receive credit in a class, a student must attend at least 90 percent of the days the class is

offered. **A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances.**

When a student must be absent from school, the student--upon returning to school--**must bring a note, signed by the parent, and/or a doctor's note, that describes the reason for the absence.**

State law allows exemptions for compulsory attendance requirements for absences related to the following activities and/or events:

- Religious holy days
- Required court appearances
- Activities related to obtaining U.S. citizenship
- Documented health care appointments including those related to autism spectrum disorder.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment. Class time is important. **Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.**

If students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test and/or failure to meet passing standards on the state assessment on his/her grade level.

If any parent or person standing in parental relation to a child who is subject to the compulsory school attendance law and not lawfully exempted or properly excused from attendance fails to require the child to attend school, he/she shall be warned in writing by the school attendance officer that attendance is immediately required. If a parent or person standing in parental relation intentionally, knowingly, recklessly, or with criminal negligence fails to require a child to attend school, he/she shall be subject to punishment as provided by law, unless he/she can prove inability to compel the child to attend school. In that case, the child may be proceeded against in juvenile court as a child in need of supervision. Any parent or person found to be willfully violating this law may be subject to a fine. The fine may be assessed for each day of unexcused absence.

The regular school day begins at 8:00 A.M. and ends at 3:30 P.M. **Students entering the classroom after 8:00 A.M. are tardy.** When the tardy bell rings, every student should be in the classroom, seated, quiet, and ready to work. Students who are tardy miss valuable instruction time and may be subject to make up work during the school day. No pupil may leave school at any time during class hours without first receiving permission from the office. If a student is to be absent from afternoon classes or any class after school begins, he/she must notify the office. Parents must sign out students from the office.

## **BACTERIAL MENINGITIS**

### **What is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is very serious bacterial infection with the potential for serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

### **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 2 years 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 of 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 a 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 our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking 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 causes meningitis or another serious illness.

### **How can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. 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 a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The 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 5 years.

### **What should you do if you think you or a friend might have Bacterial Meningitis?**

Seek prompt medical attention.

## **BULLYING**

**Bullying** means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that: 1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This conduct is considered bullying if it: 1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression of physical conduct; and 2) interferes with a student's education or substantially disrupts the operation of a school.

## **BUSES/PARENT PICK UP/CROSSWALKS**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students; its cost is reimbursed by the state of Texas. Bus routes and any subsequent changes are posted at school. Further information may be obtained by calling Durham Transportation at 277-0090. **The Student Code of Conduct rules and regulations for students riding the bus.**

Students will not be allowed to ride a bus home with friends or ride a bus which they are not regularly assigned to ride unless the parents have made special arrangements with Durham Transportation at 277-0090 and a note is sent with the child to school.

**Any changes in a student's afternoon pick-up routine should be made known to the student's teacher and/or the school office. Parents need to write a note to the teacher and/or contact the school office before 2:30 PM. Transportation messages will not be accepted by the office staff after 2:30 PM.**

## **CAMPUS SAFETY AND SECURITY**

Parents and others are welcome to visit the school. For the safety of those within the school and to avoid disruption of instructional time, we have implemented the following procedures:

1. All entrance and exit doors will be kept locked all day every day. Only the front entry door near the office area will be open to the public.
2. For the safety of our students, all visitors **MUST** first report to the front office to obtain a visitor's badge. ALL visitors must submit a driver's license or other state issued photo ID. The license/ID will be "scanned" through an automated identification system and compared to the State's sexual offender database before a visitor's badge will be issued. This badge must be worn while visitors are on campus. ***Without a valid driver's license or other state issued photo ID, visitation will NOT be permitted.***
3. Visitor parking will be limited to the front of the school. Parents and visitors will not be allowed to park or drop off children in the faculty parking lot during regular school hours.

4. Visits to individual classrooms during instructional time are permitted with approval of the principal and teacher and only if their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.
5. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Elementary Cafeteria Procedures**

The Child Nutrition Department utilizes a computerized meal accounting system to track all meals and purchases. This system is accessed by students when they scan their student ID at the serving line point of sale. The meal accounting system debits the appropriate meal account for each purchase.

#### **2017-2018 Prices are as follows:**

<b>Prices:</b>	Student Regular	Student Reduced	Employee	Visitor
Breakfast	\$1.35	\$.30	\$2.10	\$2.35
Lunch	\$2.65	\$.40	\$3.60	\$4.10
	Milk - \$ .50		Snack Bar - \$ .90	

#### **Ala Carte Purchases**

Students may purchase ala carte items (extras) such as fruit, juice, extra milk, and snack items for an additional charge. If you wish to restrict or limit the amount of ala carte purchases, please complete and return to our office, the *Account Limits Selection* form available from your cafeteria manager or online at our Child Nutrition website.

#### **Meal Payment Options**

Meal payments may be made in the school cafeteria from 7:20 – 8:20 am or online through EZ School Pay. Paying in advance for meals is recommended and will eliminate the need to send cash with your child each day.

Payment options include:

1. *On-line payment using a credit card* – EZ school Pay (EZSchoolPay.com or the **EZschoolPay App**) is designed to provide a safe and convenient way to pay online using a credit or debit card. EZSchoolPay also allows parents to view account balances and recent transactions. Please check our website [www.Brenhamisd.net](http://www.Brenhamisd.net) for the EZSchoolPay link and additional information regarding EZSchoolPay.
2. *Check, money order or cash* - If possible, please send checks or money orders instead of cash to the cafeteria. Brenham ISD cannot be responsible for cash that is lost or misplaced before being applied to the student account. Checks should be made to Brenham ISD Cafeteria. Please include the child's name, student ID and phone number on the check or money order.

Voice notification through the phone messenger system will be made to households who's students have a negative account balance. Phone calls will be made Monday – Friday when the account balance reaches (-.01) or below. This provides parent notification without relying on the student to convey this important information.

At the end of a school year, money must be in account or in hand to cover purchases through the last day of school. Any money remaining in the student's account at the end of the school year will be carried over to the correct grade and school for the following year. Balance inquiries shall be made to the District Child Nutrition Office at 277-3750 or through the account access in EZSchoolpay.com.

### **Brenham ISD Charge Policy**

All students at every grade level will be allowed a grace period to charge meals. During this grace period only reimbursable meals may be charged not ala carte items or snacks. Once the student has exhausted the grace period, an alternate meal will be provided. This alternate meal will be provided to the student within the serving line prior to their arrival at the POS register. No student will be sent away hungry unless he/ she chooses to do so.

### **Free/Reduced Meal Benefits**

Brenham ISD participates in the National School Lunch and Breakfast Program. This program provides free and reduced meal benefits to eligible students. Eligibility is based on household income guidelines established by the federal government. In order to participate each year, a new meal application must be completed and submitted to the School Nutrition office for approval. Meal benefits from last year will expire 30 days from the first day of school, unless a new application is submitted. Applications are processed in the order in which they are received and must be returned to the Child Nutrition Department for approval. To avoid a delay and for complete privacy, an online meal application is recommended. A link to the application EZMealApp can be found on the district website at [www.Brenhamisd.net](http://www.Brenhamisd.net). Paper applications are available in the main office at the school and at the Child Nutrition office.

### **Special Dietary Needs**

All special dietary requests must be supported with a written request from the child's physician before any food substitutions can be made. To request an accommodation for a student please complete the *Food Allergy/Disability Substitution Request* form, available on the BISD Child Nutrition website. If you have any questions or needs to make the department aware of, please call 979-277-3750.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **CELL PHONES/ELECTRONIC/TECHNOLOGY**

Students are not permitted to have the following items turned on or in sight at school. Such items as pagers, radios, CD players, MP3 players, camcorders, DVD players, cameras, electronic devices or games need to remain in backpacks while students are on campus unless there is permission from the teacher or principal.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and out of sight during the instructional day, including during all testing. The use of cellphones in the restroom and on the playground areas is strictly prohibited. The following guidelines have been developed in dealing with cell phones/electronic devices: The item will be collected and turned into administration. A phone call will be made to the parent/guardian to come pick up the phone. After two times a \$15.00 charge to pick up the phone will be given.

Students are prohibited from possessing, or sharing obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal images. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting", will be disciplined according to the Student Code of Conduct.

### **CHILD ABUSE/NEGLECT**

Child abuse and neglect has been recognized at both a national and state level as a problem of epidemic proportions. As a parent/guardian, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under the law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

The office and nurse will be of assistance in referring any suspected child abuse or neglect situations.

### **SEXUAL HARASSMENT/SEXUAL ABUSE**

The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in the area with the teacher, the principal or counselor. A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 7 days. The student or parent

will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 7 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL) online at [www.brenhamisd.net](http://www.brenhamisd.net). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manage early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available in Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20in%20Your%20County/default.asp).

The following Web sites might help you become more aware of child sexual abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG%20Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG%20Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## COMMUNICABLE DISEASES

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted.

According to district procedures, parents will be required to take their child(children) home if the child:

1. Is running a fever of 100 degrees F. or more.
2. Vomits or has more than one diarrhea stool during the school day.
3. Has lice.
4. Has a suspected contagious disease. (Examples of contagious diseases include, but are not limited to, ringworm of the scalp, untreated scabies, chicken pox, and pinkeye.)
5. Has other conditions which interfere with the child's ability to learn that day even though he/she has no temperature.
6. Sustains an injury. The injury will be evaluated and a decision made if the child is to be sent home.

Children should be fever free for 24 hours before being allowed to return to school. For example, if a child is sent home from school at 1:00 PM with fever, he/she should not come back to school until after 1:00 PM the following day if he/she has not had fever for 24 hours. If the child/s fever returns between Tylenol or Advil doses, the child is not fever free.

You are expected to pick your children up within 30 minutes after the nurse or nurse's aide contacts you. If you will be out of town, or unable to be reached, please leave the telephone number of an adult who will be responsible for your child with the school.

**Children in pre-kindergarten, kindergarten, first and second grades should have an extra change of clothes in their backpacks at all times.** This saves calls to the parents at work etc. if the children have bathroom accidents during the school day. Please be sure that the child's clothing is labeled with his/her name.

If there are any questions, please contact the school nurse on your child's campus.

Brenham Elementary---Shannon Wellmann RN---277-3883

Alton Elementary--- Alexis Baker LVN---277-3874

Krause Elementary---Gloria Gochenour RN---277-3867

## CONDUCT / STUDENT STANDARDS OF BEHAVIOR

For information regarding regulations see **Student Code of Conduct**.

## CORPORAL PUNISHMENT

Corporal punishment--spanking or paddling the student--may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the District's policy manual. However, the teacher and principal will honor a parent's request that discipline methods other than corporal punishment be used. "Parents have the right to give or deny the use of corporal punishment by returning the BISD Parent Permission form to the campus office. Parents will be notified prior to the use of corporal punishment."

### **DANGEROUS OBJECTS / DRUGS / TOBACCO**

Tobacco, alcohol, or dangerous drugs in the possession of students will not be allowed on the campus at any time. Students will not be permitted to have knives, cigarette lighters or other hazardous objects at school. This includes any kind of weapon or look-alike weapon (i.e. toy guns, water pistols, toy knives, etc.).

### **DRESS CODE**

Personal appearance is important. The student and parents share in the responsibility for proper grooming of the student. In order to instill a general understanding of an acceptable dress code, the following guidelines are in effect:

1. Students will wear clean clothing and keep themselves neat, well-groomed, and free of offensive body odor. Modesty will be the dominant feature in all clothes.
2. Hair shall be kept clean and well-groomed.
3. Shorts, skirts, and other attire that have a length below mid-thigh may be worn to school. Cut-offs or bicycle shorts shall not be worn.
4. Footwear must be worn which does not create a health or safety hazard for the individual and which does not cause undue disruptions. Cleats or house slippers are prohibited.
5. Pictures, emblems, or writings on clothing or jewelry that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, weapons, or any other prohibited substance will not be allowed.
6. Hats/head coverings are not to be worn inside the buildings.
7. Earrings are to be worn in the ear only.
8. Halter tops, see-through clothing, low cut tops, tank-tops, spaghetti straps and strapless garments should not be worn. Shirts and blouses must cover the abdomen area. Clothing must not be too tight, provocative or revealing.
9. Pants/slacks must be worn at the waistline. Pants/slacks will not be allowed to "sag and drag".
10. The principal or assistant principal, in conjunction with the teacher, sponsor, coach, or other

person in charge of an instructional or extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Such additional standards shall be written and copies given to students and parents.

Determination of whether a student's dress or grooming is a distraction to the educational process of the classroom or school or violates the community standards of dress and grooming can be a difficult decision. The principal or assistant principal will have the final decision in determining what dress is appropriate or inappropriate.

### **DURHAM SCHOOL SERVICES**

Durham Transportation can be contacted during normal school hours at 979.277.0090. For information regarding bus rules and regulations see **Student Code of Conduct**.

### **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have a written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete the BISD Health Information Card. Parents should keep this card up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of inclement weather, please listen to the local radio, Channel 10 (including Channel 3 in Bryan) for information concerning the possible delay of starting times or cancellation of school.

### **FEES**

A student is expected to provide his or her own pencils, paper, erasers, notebooks and other basic supplies and may be required to pay certain other fees or deposits including:

- Costs for materials for a class project that the student will keep.
- Voluntarily purchased pictures, publications and yearbooks.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books and/or textbooks.
- Voluntary participation in field trips and/or class parties.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.

### **GANGS**

A gang is defined as two or more individuals associating with each other who are recognized by either the school or the general community as such; and as a result of said affiliation, participate

in substantially disruptive or illegal activity, collectively or individually.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds, on school buses, or at school activities are prohibited. Certain criminal offenses such as gang activity will be enhanced to the next category of offense, if they are committed in a gang free zone. A gang free zone includes a school bus and a location in, on, or within 1,000 feet of any district owned property.

### **GIFTED EDUCATION SCREENING AND IDENTIFICATION PROCEDURE**

The District has a gifted education program in kindergarten through twelfth grade. Please contact the elementary school campuses for details concerning gifted education and identification timelines for kindergarten through first grade. Information about GT testing will be announced on the radio, in the newspaper, on social media and/or notes will be sent home with the students.

#### Nomination for Screening:

Students may be nominated at any time during the school year by completing a nomination form obtained from the campus counselor's office. Nomination forms will not be accepted after the deadline. Parent meetings will be held during the school year. Information on the B.I.S.D. G/T program will be shared, and questions about the program will be answered.

Screening for identification of students will take place twice a year: the week of August 7, 2017 and the week of February 26, 2018. Screening and identification for the gifted program will be conducted on those students who have been nominated by the district deadlines.

#### Dates for GT Testing:

- Fall testing for newly enrolled students or students who missed testing in the Spring 2017:
  - District communication to parents about testing from July 24 to August 3rd
  - Testing window: week of August 7th
  - Acceptance / Denial Letters will be sent out the week of August 14th
- Spring Screening and Testing
  - Screening and identification of students
    - Nominations will be returned by noon on Friday, February 2, 2018
  - Testing and Student Data Collection
    - February 26 to March 2, 2018
  - Campus Placement Committee Meetings
    - April 1 to April 31, 2018
  - Acceptance / Denial Letters will be sent out no later than May 18, 2018, for the 2018-2019 school year.

Any student nominated after February 02, 2018 will be screened at the next screening and identification period in the spring of the 2018-2019 school year. For additional information on the gifted education program, contact the campus counselor at 979-277-3880 for BES, 277-3860 for KES, or 277-3870 for AES.

### **Credit by Exam without Prior Instructions 2017-2018**

A student in elementary school will be eligible to accelerate to the next grade level **if** the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

Testing dates: September 5-8, 2017  
October 17-20, 2017  
February 6-9, 2018  
April 17-20, 2018

If a student plans to take an exam, the parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [ For further information, see policy EHDC]

## **GOVERNMENT AUTHORITIES**

### Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify the parent unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

### Student Taken Into Custody

State law requires the District to permit a student to be taken into legal custody:

- By an authorized representative of Child Protective Service, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer without a court order, under the conditions set out in Family Code relating to the student's physical health or safety.

## **HOMELESS**

For more information on services for homeless students, contact the district's Liaison for Homeless at Community Service, at 277-3895.

## **GRADING POLICY**

For guidelines on grading, see appendix A.

Grades 1-4 will use numerical grades to reflect academic progress in the core subjects. The Academic and Behavior Performance Scale will be:

### **Grades**

A = 100-90

B = 80-89

C = 75-79

### **Music/PE/Art**

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

### **Conduct Codes**

E – Excellent

S - Satisfactory

N – Needs Improvement

D = 70-74  
F = Below 70

U - Unsatisfactory

Academic and citizenship grades shall not be changed once they have been submitted for recording unless an error is discovered. The only situations in which a student's originally recorded grade may be changed are as follows:

- a) There was a mechanical error in averaging or recording the original grades.
- b) The teacher's grading procedure violated either local policy or state rule, and the student would have received a passing grade if the correct procedure had been followed.

Grades for students in Kindergarten are indicated on the report card as:

MS = Met standard  
AS = Approaching standard  
IPS = Insufficient Progress toward standard

Promotion Standards for Kindergarten:

- Mastery of the Grade Level Reading TEKS/Student Expectations
- Meet District standards on the Texas Primary Reading Inventory (DRA II)
- Mastery of the Grade Level Mathematics TEKS/Student Expectations

If you have any questions about the grading policies or their implications for your child, please call the school office to set up a conference with your child's teacher.

#### PROMOTION AND RETENTION:

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion referenced or state mandated assessment, and any other necessary academic information determined by the district. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards. For specific questions concerning promotion and retention, contact your campus principal. [See EIE LOCAL]

### **MAKE-UP WORK FOR FAILING GRADES**

#### **The Law (Policy)**

The 81<sup>st</sup> Session of the Texas Legislature passed a new law regarding school district grading policies. The law required the following:

- (1) Required that a classroom teacher assign a grade that reflects the student's relative mastery of an assignment.
- (2) May not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work.

The law allows local district's discretion of the following:

- (3) May allow a student reasonable opportunity to make up or redo a class assignment

or exam for which the student receives a failing grade.

## HONOR ROLL

The Elementary Campuses recognize student academic achievement in grades 3 and 4 through two honor rolls - the Distinguished Academic Honor Roll and the Regular Academic Honor Roll. Below you will find the criteria necessary to be placed on these honor rolls.

Distinguished Honor Roll: To be eligible a student must have all "A's" in Language Arts, Math, Reading, Science/Health, and Social Studies.

Regular Honor Roll: To be eligible a student must have a minimum of 3 "A's" and the remainder of the grades must be a "B" in the following five subjects: Language Arts, Math, Reading, Science/Health, and Social Studies.

## IMMUNIZATION REQUIREMENTS

The following immunizations are required by the state of Texas:

3 years through 4 years (PK)	4 doses of DTP, DTaP, DT 3 doses polio 1 dose of MMR on/after 1 <sup>st</sup> birthday 3 doses of Hib with the 3 <sup>rd</sup> dose given on/after 1 <sup>st</sup> birthday and at least 2 months since dose #2 <b>OR</b> 1 dose on/after 15 months of age 4 doses of PCV with one given after 1 <sup>st</sup> birthday (if the child has NOT Had chickenpox) 2 doses of Hepatitis A on/after 1 <sup>st</sup> birthday) must allow 18 months between doses
Kindergarten-Fourth Grade	5 doses of DTP, DTaP, DT with one on/after 4 <sup>th</sup> birthday <b>OR</b> 4 doses if one dose is on/after the 4 <sup>th</sup> birthday 4 doses of Polio with one on/after 4 <sup>th</sup> birthday <b>OR</b> 3 doses if one dose is on/after 4 <sup>th</sup> birthday 2 doses of MMR on/after 1 <sup>st</sup> birthday 3 doses of Hepatitis B 2 doses of Varicella on/after 1 <sup>st</sup> birthday(if the child has <b>NOT</b> had chickenpox) 2 doses of Hepatitis A on/after 1 <sup>st</sup> birthday (must allow <b>6 months</b> between doses)

## INJURIES / INSURANCE

Accident insurance covering students en route to and from school, and while at school, will be available this school term. The cost of this insurance will be made known within the first few weeks of school. Forms will be sent home to explain the program.

Students who are injured while on school property must report the accident to the supervising teacher immediately, regardless of whether or not the student has insurance. In the event of an

injury that requires medical attention, the parent will be responsible for securing an accident claim form from the school, presenting it to the doctor or clinic for completion and mailing it to the insurance company.

Parents or guardians are encouraged to consider purchase of this insurance because the school district is not liable for accidents on school property or at school events. The school district will not reimburse or pay for any costs for student accidents at school or school related events. Under state law, Brenham ISD cannot pay for medical expenses associated with a student's injury.

### **MESSAGES / DELIVERIES TO STUDENTS**

State law prohibits interruptions of classes, such as messages and deliveries, during the school day for nonacademic activities including announcements over the intercom. Only messages of an emergency nature can be relayed to students.

### **MILITARY FAMILIES**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements

Additional information may be found at <http://www.tea.state.tx.us/indez2.aspx?id+7995>

### **NOTIFICATION TO PARENTS OF THE HANDICAPPED**

School policies regarding the confidentiality of your child's records and your right to file complaints relating to confidentiality of student records are available from the child's building principal. If you want copies of these policies, please ask the principal.

If you have concerns or questions about the confidentiality of your child's records, please consult the school policies and your handbook - An Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School.

### **OPTIONS AND REQUIREMENTS FOR SPECIAL EDUCATION**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students including a process based on Response to Intervention (RtI).

At any time, a parent is entitled to request an evaluation for special education services. Within a

reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the evaluation to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the counselor.

### **PARENT VISITATION - PARENT CONFERENCE**

Parents are welcome to visit school and to attend programs throughout the school year. We do ask that you first report to the front office and obtain a visitor's badge before visiting classrooms or other campus areas. Visits to individual classrooms during instructional time are permitted with approval of the principal and teacher and only if their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Advance notice of your intention to observe your child's class is required.

Parent-teacher conferences are important to the parent, teacher, and student. A better understanding of the child and his achievements can result from these conferences. To arrange for a conference please contact your child's teacher for your conference time.

### **PHYSICAL EDUCATION - EXEMPTION**

The school's physical education program is designed to meet the needs of all students who are physically able to attend.

Pupil or parental requests for excuses covering one to three days at a time are to be given careful consideration and the instructor will determine if it is advisable for the student to be excused from the activity. A physician's statement must be presented if more than three consecutive days are involved.

Permanent exemptions from the physical education program may be granted only by the principal of the school in accordance with Board Policy.

### **PLEDGES OF ALLEGIANCE AND A MOMENT OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. A moment of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

### **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### **PROGRESS REPORTS**

Progress reports will be sent to parents at approximately the end of the third week of each reporting period for each subject in which a student is in danger of failing for the six weeks period, when a student's grade has fallen significantly (10 or more points) from the previous reporting period, or at the discretion of the teacher.

Student's progress can also be monitored on the ParentPortal website. A link to Parentportal can be found on the district website and each campus website. Each student has a Parentportal ID number. The ID number can be obtained by contacting the school registrar. Instructions to Parentportal is also found on campus websites. Contact your child's teacher or the school principal if you need additional instructions.

### **REPORT CARDS**

Report cards are issued to each student within one week after the end of each six weeks period. The card should be signed by the parent or guardian and returned promptly to the teacher. Signing the card does not necessarily mean that the parent or guardian approved it. It merely indicates that they have seen it.

### **STAAR (THE STATE OF TEXAS ASSESSMENT OF ACADEMIC READINESS)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as STAAR: The State of Texas Assessment of Academic Readiness) in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Writing, including spelling and grammar, in grade 4

STAAR–Accommodated and STAAR–Alternate for students receiving special education services are administered to eligible students.

Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, is also administered to eligible students.

### **RIGHT TO REVIEW STUDENT'S RECORDS**

Both federal and state laws safeguard student records from unauthorized inspections or use and provide parents and eligible students certain rights of privacy. Virtually all information pertaining

to student performance, including grades test results and disciplinary records, is considered confidential educational records. Release is restricted to:

The parent/guardian -whether married, separated, or divorced -unless the school is given a copy of a court order terminating parental right of the right to access a student's education records. Various governmental agencies, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.

### **RIGHT TO REVIEW EDUCATIONAL RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Parents of a minor student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

### **SCHOOL HEALTH ADVISORY COUNCIL (SHAC)**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course. At the end of the school year, a parent/guardian may submit a written request to Steve Skrla at Central office to obtain the results of their child's physical fitness assessment conducted during the school year.

### **SCHOOL PARTIES**

Students on the elementary campuses will have two parties during the year: Christmas and End of School. No individual parties or other parties such as birthdays, going away, surprise, etc. will be permitted on the campus during the school year, although parents may send treats for the class, with the teacher's prior approval. All treats, with the exception of the two school parties, must follow the federal regulation policy of Foods of Minimal Value (FMNV).

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact a counselor, or the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the district or by other organizations.

## **WITHDRAWAL FROM SCHOOL**

Parents or guardians are responsible for withdrawing their elementary age students from school. Withdrawal forms should be completed in the office and returned to the registrar. Library fines, lost books and any cafeteria charges must be paid in full on the day of withdrawal.

## **BREHAM ISD PARENT INVOLVEMENT POLICY – 2017-2018**

### **STATEMENT OF PURPOSE**

Brenham ISD is dedicated to providing a quality education for every student in our district. To accomplish this objective, the district will develop and maintain partnerships with parents/caregivers, patrons, and community members; moreover, the district will involve parents/caregivers in all aspects of the various local, state, and federal programs offered in Brenham I.S.D. The district believes that establishing and maintaining open lines of communication will expand and enhance learning opportunities and create the best learning environment for every child.

### **PARENT INVOLVEMENT IN POLICY DEVELOPMENT**

The Brenham DEIC is comprised of parents, members of the community, teachers, and various central office directors. This committee will discuss the design and implementation of the Brenham Parent Involvement Policy. The DEIC will actively recruit volunteers for the advisory committee through various avenues of publicity. Committee selections will produce a diverse parent population that will include all student groups serviced by the district; Hispanic parents will be involved and the committee will arrange for translators to help with communications if needed. Meetings will be planned at convenient times and locations for all members of the committee.

### **ANNUAL MEETING FOR TITLE I PARENTS/CAREGIVERS**

Brenham ISD uses Title I funds to provide school-wide services for all students. BISD will hold at least one meeting annually to review Title I guidelines and services offered through the district. The district's current parent involvement policy will be discussed at these meetings. Parents will be encouraged to become involved in the revising and updating the policy as necessary and parent volunteers will be recruited for the various district committee appointments. The meeting will be held at a convenient time and location; notice of the meeting will be provided through public notices. Translators will be available to help with Non-English speaking parents/caregivers.

### **PARENT-STUDENT COMPACTS**

In accordance with Title I regulations, the Title I campuses have developed and will annually update a parent-student compact. This compact will provide an outline to enable the school and parents/caregivers to share responsibility for student performance and success. This compact explains how students, parents/caregivers, and staff will share responsibility for promoting student achievement. The compacts are designed so that both the student and his/her parents can sign this compact. Students and parents are encouraged to discuss the contents of the compact; they are also encouraged to sign that they are in agreement with the compact and return them to the school.

### **PARENTAL INVOLVEMENT OPPORTUNITIES**

Brenham ISD will support many varied ways of parental involvement as it strives to develop and maintain an optimum learning environment for all students:

- Spanish translators will be provided for parents when needed.
- Information and notices will be provided in Spanish.
- Parents may contribute through volunteer programs.
- Parents may contribute by creating a supportive home environment.
- Parents are invited to participate in parent-teacher conferences.
- Parents are invited to help plan and conduct parties and field trips.
- Parents may participate by attending school meetings (Title I, planning sessions, student programs).
- Parents are invited to serve on committees.
- Parents are surveyed to get their input about school.
- Parents are invited to eat meals with their children.
- Parents are invited to attend campus open house.
- Parents are encouraged to attend college/career nights.
- Parents are encouraged to attend extra-curricular events and curriculum nights.

### **STAFF AND PARENT COMMUNICATION**

Parents/caregivers will be informed of school activities through various avenues of communication throughout the school year; they will be consulted in the design, development and implementation of the Title I program. Parents will be invited to attend informational meetings and programs that will be tailored to meet the unique student and parental needs of the Brenham Community.

Newsletters, teacher notes, the school marquee, conferences, personal contacts, websites, phone calls and written notices will be used to establish and maintain open lines of communication with parents/caregivers.

BISD staff members will be trained in positive communication activities as well as effective ways to work with parents, students, and members of the community. Brenham staff will maintain a record of parent contacts throughout the school year.

At the beginning of each year, each teacher will distribute the learning goals and standards to the parents of each of their students. All students will be expected to work toward mastering these goals and objectives. BISD recognizes the fact that some students will need modifications, accommodations, and/or extra assistance to achieve their full potential; these will be provided to students through the Title I Program and/or other educational services offered through the district or through district contracts.

### **EVALUATION**

The DEIC will review and evaluate all aspects of the parent involvement program. Parent

surveys including questions about the effectiveness of the program will be distributed by the Title I campuses and the results tabulated. Teacher surveys and teacher contact records will be used to determine the number and kind of interaction between school and parents. The DEIC will revise, if necessary, the district Parent Involvement Policy based on the results of this annual review.

### **Parent Involvement Policy**

Campus will do the following:

1. Involve parents in the joint development of a written parental involvement policy that describes ways of meeting the following requirements in Title 1
  - notification to parents of the policy in an understandable format and language; and
  - periodic updates of the policy to meet the changing needs of parents and the school.
2. Hold an annual meeting, at a convenient time, for all parents. The purpose of this meeting is to:
  - inform parents of their school's participation in the Title 1 program;
  - explain the requirements of Title 1; and
  - explain the right of parents to be involved.
3. Schedule parent meetings at various times throughout the day.
4. Involve parents in the planning, review, and improvement of Title 1 programs, including the school parental involvement policy and the Schoolwide Program Plan. This will be accomplished in an organized, ongoing, and timely fashion.
5. Provide the following items to parents:
  - timely information about Title 1 programs;
  - a description and explanation of the curriculum used in school, the academic assessments used to measure student progress, and the proficiency levels students are expected to reach; and
  - opportunities for regular meetings, if requested by parents to:
    - a. make suggestions;
    - b. receive timely responses to suggestions; and
    - c. participate, as appropriate, in decisions relating to the education of their child.
6. Develop jointly with the parents and caregivers a home-school compact that outlines:
  - the shared responsibility of parents, students, and teachers to improve students'

academic achievement.

- the shared responsibility between the school and parents to help children achieve the statewide academic content standards;
- the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that helps children served under Title 1 meet the statewide academic content standards;
- the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and providing a place for their child to study; volunteering in their children's classroom, participating, as appropriate, in decisions related to the education of their children and the positive use of their children's extracurricular time;
- the importance of ongoing communication between teachers and parents through (at a minimum):
  - a. parent-teacher conferences, in which the compact shall be discussed in relation to the individual child's achievement;
  - b. frequent reports to parents about their children's progress; and
  - c. reasonable access to staff.
- reasonable opportunities to volunteer at the school, participate in their children's class, and observe classroom activities.

# Appendix A

## Grading Guidelines for Grades 1st - 4th

	Grades 1 - 2	Grades 3 - 4
1. What constitutes a daily or major grade?	<ul style="list-style-type: none"> <li>Grades are assigned as an indication of the level of academic development in an elementary, intermediate or secondary school subject, course or class and must be tied to the Texas academic standards.               <ul style="list-style-type: none"> <li>Daily - grades taken during the process of learning the content.</li> <li>Major - grades taken when a student is assessed on the content. Major grades should reflect the same level of difficulty as the standards being assessed.</li> </ul> </li> </ul>	
2. Who can grade students' work?	<ul style="list-style-type: none"> <li><b>All major grades must be graded by a teacher.</b></li> <li>Peer marking of homework and/or other daily assignments is acceptable, but the teacher must review and assess the work before assigning the final grades.</li> <li><b>Students must not have access to or record other students' grades.</b></li> </ul>	
3. When should teachers use rubrics and what do they mean?	<ul style="list-style-type: none"> <li>Rubrics define scopes of projects and compositions and reflect requirements needed to earn specific points.</li> <li>Rubrics should be assigned <b>prior</b> to the start of projects and compositions.</li> </ul>	
4. How many grades should be reported each six weeks?	<ul style="list-style-type: none"> <li>1st and 2nd - All grades will be weighted equally with a minimum of 6 and a maximum of 10.</li> <li>All grades across the district shall assess the same standards as indicated by the district curriculum documents.</li> <li>One teacher created assessment (CBA) shall be common across the</li> </ul>	<ul style="list-style-type: none"> <li>3rd and 4th - A minimum of 6 and a maximum of 10 daily; a minimum of 2 majors (60% daily / 40% major)</li> <li>All grades across the district shall assess the same standards as indicated by the district curriculum documents.</li> <li>One teacher created assessment (CBA) shall be common across the</li> </ul>

	<p>district.</p> <ul style="list-style-type: none"> <li>• The teacher created assessment (CBA) shall be finalized by the second week of the six weeks.</li> <li>• By progress report time, at least 3 grades shall be posted.</li> </ul>	<p>district.</p> <ul style="list-style-type: none"> <li>• The teacher created assessment (CBA) shall be finalized by the second week of the six weeks.</li> <li>• By progress report time, at least 1 major grade and at least 3 daily grades shall be posted.</li> </ul>
5. How long should it take for a teacher to report a grade?	All grades taken shall be recorded <b>in the electronic grade book</b> within a week of being collected. However, major projects, research papers, essays, and similar student work may take longer than a week because of the amount of time necessary to grade such assignments.	
6. Should students receive extra credit? How much credit? What criteria should exist for a student to receive extra credit?	<ul style="list-style-type: none"> <li>• There is a difference between extra credit and bonus points. <ul style="list-style-type: none"> <li>○ Extra credit is an extra grade.</li> <li>○ Bonus points is adding points to an existing assignment.</li> </ul> </li> <li>• Extra credit and/or bonus points must be related to the standards in that subject. If extra credit or bonus points is offered, it must be made available to all students in that subject/course by campus. Extra credit and/or bonus points may not be given for clerical tasks such as giving a student a “100” for getting homework signed by a parent, returning a report card or progress report, canned goods, fundraiser, etc. If the extra credit assignment creates a financial or transportation burden on the student, an alternative extra credit will be given.</li> </ul>	
7. When should teachers review, reteach and retest?  What grade will be given when we retest?	<ul style="list-style-type: none"> <li>• Reteach - Teacher changes teaching methodology</li> <li>• Retest - What the teacher has to do</li> <li>• Redo - What the student has an opportunity to do</li> </ul> <p>Reteaching and retesting will be provided during class time if 50% or more students within a given class period fail to demonstrate mastery of standards on an assessment/assignment, and all students within that class period will be given the opportunity for retesting. A student shall receive the higher of his/her grade, and the teacher shall record the higher of the student’s two grades received on either the original or the retest.</p>	
8. What will be our procedure for "Redo"?	<p>Students should not be able to redo an assignment or assessment if they did not attempt the first time.</p> <p>1st and 2nd - 1 redo per six weeks</p> <p>Grades shall be redone prior to the assessment of the concept.</p> <p><b>Grading a redo begins at 100 with a maximum grade of 70.</b></p>	<p>Students should not be able to redo an assignment or assessment if they did not attempt the first time.</p> <p>3rd and 4th - Redo 1 major and 2 daily grades per six weeks</p> <p>Major grades shall be redone within 3 days of posting of grade. Daily grades shall be redone prior to the assessment of the concept.</p> <p><b>Grading a redo begins at 100 with a maximum grade of 70.</b></p>
9. When should make-up work be assigned and how much time should students have to turn it in	<p>Make-up work shall be administered at the discretion of the teacher within the six weeks grading period.</p> <p>If after an extended absence, 3 or more days, the student cannot complete the make-up work within the time allowed, there must be a written, signed agreement between the student and teacher. Parents must be made aware of this agreement.</p>	

after being absent? What about extracurricular absences?		
10. Should students receive a grade for late work? What kind of grade?	<p>1st and 2nd - No work is considered late if submitted within the six week grading period.</p> <p>No late work will be accepted after the end of the six weeks.</p>	<p>3rd and 4th - Late work for assignments shall be accepted up to 2 days after the due date with a 10 point penalty each day.</p> <p>No late work will be accepted after the end of the six weeks.</p>
11. What is the purpose of homework?	<p>Homework is for the purpose of independent practice, extension and enrichment of topics covered in class. Assignments must be related to state and local curriculum standards. Homework will not be assigned or created as a consequence for misbehavior.</p>	
12. What are the district's homework guidelines?	<p>Homework may be assigned to students with the length of homework assignments varying according to purpose and level. Assigning homework over weekends and holidays is highly discouraged.</p> <p>Long-term assignments require clear checkpoints along the way to monitor progress toward completion. Project-based assignments should primarily be undertaken and completed in the classroom. Some portions of projects may be assigned as homework; however, these tasks should not require group participation, significant assistance from parents, or costly materials.</p> <p>Homework assignments are to include clear instructions and performance expectations so that students can complete homework independently. Resources necessary to complete the homework must be readily available.</p>	
13. Grading Homework	<p>Homework may be checked for accuracy, completion and effort. When the homework reflects application and reinforcement of previously taught material, it may be graded for accuracy.</p>	