

Krause Elementary



Handbook for Parents and Students

2011-2012

*“Be safe, Be respectable and Be
responsible
because that is the Krause way .”*

IMPORTANT

PLEASE READ!

Dear Parent,

Your child has been given a campus handbook and the district's Student Code of Conduct. The two handbooks will be reviewed in the classroom, and we also urge you to familiarize yourself with the contents of each one. (All sections are important, but we ask you to pay special attention to the attendance laws in the campus handbooks.) Please read these two handbooks and return this signed form to your child's campus within 5 days. Your prompt return will be appreciated.

In signing this statement, I understand and acknowledge the responsibilities outlined in this campus handbook and the Student Code of Conduct. I understand and agree that my child will be held accountable for his/her behavior and the consequences outlined in the Student Code of Conduct while on school premises, at school sponsored and school related activities, and during school sponsored travel. This Code of Conduct includes all school-related behavior, regardless of time or location. Any student who violates this Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of the law.

I further understand that certain information on my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and photographs or video for school and media use. Directory information may be released by the district to anyone who requests it. If you object to any piece (or pieces) of this information being released, please write it on the bottom of this page so it can become part of our records.

Please remember to return the form below in the next 5 days. Thank you.

I HAVE RECEIVED AND READ THE 2011-2012 HANDBOOK AND STUDENT CODE OF CONDUCT ATTACHED TO THIS FORM.

Child's Name _____

Campus Krause Elementary School Grade _____

Parent's Signature _____

Student's Signature _____

Date _____

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A Message from the Principal...

Welcome to Krause Elementary School! We feel honored to have the opportunity to educate your child for the 2011-2012 school year. Productive, supportive family/school partnerships are a tradition at this campus. We intend to continue that tradition as we strive to support and challenge every student who enters this building.

The student handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflicts between board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. Our students are very important to us and it is the hope of every faculty and staff member that all children we serve have the opportunity to achieve and succeed in a safe, nurturing learning environment. We look forward to a great year!

Don Silvey, Principal

BISD MISSION STATEMENT

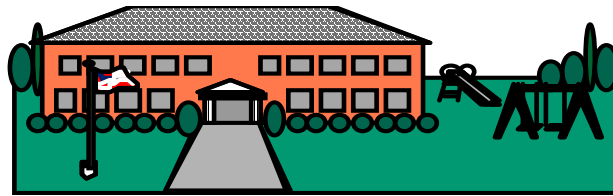
The Brenham Independent School District, in partnership with our students, their families, and the community, will develop the academic, vocational, and social abilities of all students so that they will become responsible, knowledgeable, and productive citizens in an ever-changing world.

BOARD OF EDUCATION

President	Ray Weiss
Vice-President.....	Lance Weatherby
Secretary	MaLisa Hampton
Melvin H. Ehlert, Jr.	Dr. Donald Draehn
Vance Hamilton	Marshall Harrell

CENTRAL ADMINISTRATIVE STAFF

Superintendent	Sam Bell
Asst. Superintendent of Administrative Services	Byron McAdams
Asst. Superintendent of Instruction & Accountability	Dr. Deanna Alfred
Director of Human Resources.....	Daphne Long
Director of Business	Kim Horne
Director of Student Services.....	Jon Forsythe
Coordinator of Instructional Services.....	Bonnie Brinkmeyer
Director of Information Technology.....	Rod Leer
Director of Child Nutrition Services.....	Diana Glenz
Director of Facilities Services/Energy Management.....	Tom Gore
Director of Special Education.....	Kathy Campbell
Community Education Coordinator.....	Susan Pritchard



CAMPUS ADMINISTRATION AND OFFICE STAFF

Principal	Don Silvey
Assistant Principal.....	Toni Schwartz
Counselor	Roseann Mueller
Secretary	Angela Dollar
Registrar.....	Gail Seilheimer
Nurse.....	Gloria Gochenour

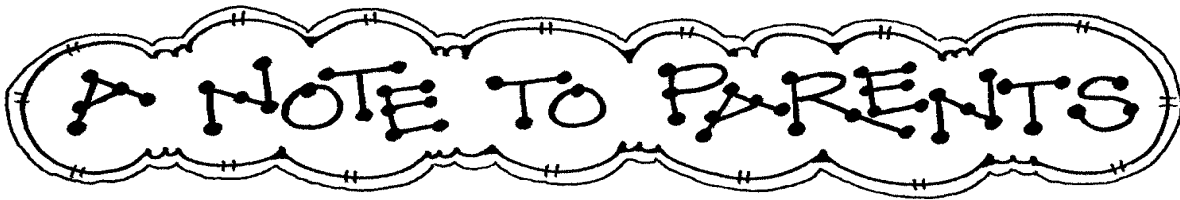
CAMPUS ADDRESS AND PHONE NUMBERS

Krause Elementary School Address	2201 E. Stone
School Telephone Number	277-3860
Nurse Telephone Number.....	277-3867
School Fax Number.....	277-3861
Cafeteria Telephone Number.....	277-3868
HOSTS Telephone Number.....	277-3866
Campus Website.....	classroom.brenhamisd.net/webs/kes

CAMPUS P.T.O. OFFICERS

2011-2012

President	Kristi Pharaon
Vice President.....	Heather Dallmeyer
Secretary	Melanie Holton
Treasurer.....	Kathy Ford
Volunteer Coordinators.....	Jemica Graves
Staff Appreciation.....	Denese Barber & Cheryl Howk
Fundraising.....	Leslie Lampe & Michelle Lampe
Yearbook.....	Misti Perez & Samantha Thornton
Membership.....	Nicole Lewis
Teacher-Staff Liaison.....	Amanda Gurka



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 at 277-3860 for an appointment. The teacher will usually return your call or meet with you during her 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.

KRAUSE ELEMENTARY SCHOOL FACULTY

Acker, Susan	4 th Grade
Albright, Lois	Pre-Kindergarten
Anderson, Sue	Special Education Life Skills
Bazar, McKayla	Special Education Resource
Bearden, Jill	3 rd Grade
Beasley, Brenda	3 rd Grade
Bedinghaus, Sandra	Kindergarten
Bohl, Sara	PAC Unit
Bolcerek, Dawn	4 th grade
Bolcerek, Lisa	Kindergarten
Brodhead, Lee	Reading Specialist
Clay, Patti	Librarian
Dahmann, Debra	3 rd Grade
Davis, Misti	Pre-Kindergarten
DeBolt, Ann	Technology Specialist/Computer Lab
Dixon, Sondra	2 nd Grade
Draehn, Hilee	3 rd Grade
Finke, Pam	Special Education Inclusion
Ganske, Shelly	Special Education Counselor
Gurka, Amanda	4 th Grade
Herndon, Mary Ann	2 nd Grade
Hinze, Kristi	4 th Grade
Hughes, Linda	Special Education Life Skills
Kamenicky, Ardis	4 th Grade
Kendall, Royceanna	Content Mastery
Koehler, Stephanie	2 nd Grade
Kwiatkowski, Kim	1 st Grade
Logan, Donna	1 st Grade
Martin, Audrie	1 st Grade
Mays, Porcha	Pre-Kindergarten
Meyer, Eva	Art
Morris, Aimee	Kindergarten
Nabors, Kimberly	Kindergarten
Parker, Shelby	1 st Grade
Plagens, Pam	2 nd Grade
Pipes, Linda	Dyslexia Specialist
Schoeneberg, Dottie	4 th Grade
Schroeder, Dana	Speech Therapist
Schwartz, Sue	2 nd Grade
Sommerfeld, Kim	Kindergarten
Steinfeld, Leann	Special Education Inclusion
Tofel, Bette	Art
Trostle, Tricia	3 rd Grade
Sue	Vierus, HOST
Weiss, Laura	2 nd Grade
Wellmann, Kim	1 st Grade
Wellmann, Rhonda	4 th Grade
Wellmann, Todd	P.E.
Whitehead, Joyce	1 st Grade
Wright, Emma	Kindergarten
Young, Pam	Music

**BRENHAM INDEPENDENT SCHOOL DISTRICT
SCHOOL CALENDAR 2011-2012**

Six Weeks Grading Periods

First Day of School.....	August 22, 2011
1st Grading Period.....	Aug. 22-Sept. 30, 2011
2nd Grading Period.....	Oct. 3-Nov. 4, 2011
3rd Grading Period.....	Nov. 7-Dec. 16, 2011
4th Grading Period.....	Jan. 3-Feb. 17, 2012
5th Grading Period.....	Feb. 21-Apr. 13, 2012
6th Grading Period.....	Apr. 16-May 25, 2012
Last Day of School.....	May 25, 2012

Student Holidays (Teacher Preparation/Staff Development)

Inservice.....	Aug. 12-19, 2011
Inservice.....	Oct. 10, 2011
Parent/Teacher Conference.....	Oct. 10, 2011
Inservice.....	Jan. 2, 2012

Early Dismissal: November 23, 2011
December 16, 2011
May 25, 2012

Holidays

Fair Holiday.....	Sept. 14, 2011
Thanksgiving.....	Nov. 24-25, 2011
Christmas.....	Dec. 19-30, 2011
New Years Day.....	Jan. 2, 2012
Martin L. King Day.....	Jan. 16, 2012
President Day.....	Feb. 20, 2012
Spring Break.....	Mar. 12-16, 2012
Good Friday.....	April 26, 2012
Maifest Early Dismissal.....	May 4, 2012
Memorial Day.....	May 28, 2012

Brenham High School Graduation.....May 26, 2012

IMPORTANT PROJECTED TESTING DATES FOR 2011-2012

March 5-9, 2012.....	GT Testing (Grades 2-4)
March 27-28, 2012.....	4 th Grade STARR Writing
April 24, 2012.....	STARR Math (Grades 3-4)
April 25, 2012.....	STARR Reading (Grades 3-4)

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 8:00 A.M. - 3:07 P.M.

Students will report directly to the cafeteria or other designated area each morning. They will be allowed in the building beginning at 7:20 AM and dismissed to classes beginning at 7:55 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.

Dismissal for car riders will be at 3:10 PM. Bus riders are dismissed from class at 3:20 PM. Buses will begin leaving campus at 3:30 PM. **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 or nurse's aide 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 Kathy Campbell, Director of Special Services, Administration Building, 711 Mansfield Street, Brenham, Texas. Phone 277-3700.

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: (Tony Bailey @ 979-277-3738 – bailey@brenhamisd.net). We also will take notices of pest problems on work orders.

ASBESTOS MANAGEMENT PLAN

TASB 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 *Tom Gore*, 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.
- School employees must investigate and report violations of the state and compulsory attendance law. 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. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

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

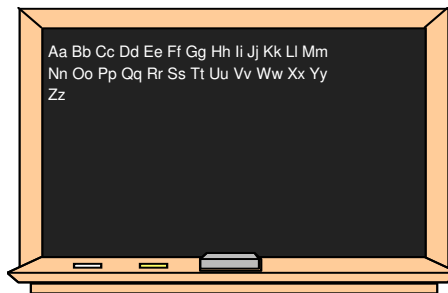
- Religious holy days
- Required court appearances
- Activities related to obtaining U.S. citizenship
- Documented health care appointments including those related to autism spectrum disorder.

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 3:07 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. He/she must also have a note signed by his parents giving their consent for him to leave. 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 the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash 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. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is 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.

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 277-6553 or 277-0090.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses students must:

- Follow the driver's directions at all times.
- Board and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Not deface the bus and/or its equipment.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

The Student Code of Conduct contains further expectations and consequences for individual student behavior while riding the bus. Video cameras may be used in District vehicles to promote compliance with the rules of conduct. Videotapes are protected student records subject to Board policies. Bus riding privileges may be suspended.

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.

All student loading and unloading of school buses will be done from the covered bus ramp on the south side of the school building. **This area is reserved for buses and is not to be used for the delivery and pick-up of students by parents.**

Parents and other drivers of motor vehicles are requested to **observe all campus signs and barriers and to obey the directions of school personnel on duty in the traffic area.**

Parents **must** deliver and pick up their children in the front of the building (east side) on the one-way drive provided for this purpose. **The school staff parking lot and Stone Street are not to be used for pick-up and delivery of students. The parking spaces at the end of the one-way drive are to be used for emergency pick-ups only or by parents/visitors having official school business in the building.**

In the interest of safety, students may be required to use marked street crosswalks at certain designated times. Directions for use of these crosswalks will be given by the principal and/or teachers. Students must obey the directions of all crosswalk monitors.

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 at 277-3860 before 2:40 PM. Transportation messages will not be accepted by the office staff after 2:40 PM.



August 22, 2011

Dear Parents,

Your cooperation in picking up your children at the end of the day is essential to ensure the safety and security of all of our students as well as a smooth and well-organized car rider dismissal routine. Currently, car riders proceed to the front of the school, sit in their designated areas inside the building, and are escorted to their vehicles by staff members once their names are called. While this process might seem to take a little longer the first few days of school, it quickly becomes an efficient plan when we all work together. Thus, we are requesting that ALL parents or guardians who are picking up car riders wait in their vehicles instead of parking and gathering in front of, or outside of the building. We apologize for any inconvenience and truly understand that time is important to everyone. We are confident that you understand and support our efforts to keep every student safe while he/she is in our care, and we will do our best to ensure that the dismissal process is as quick and efficient as possible.

We also ask that a sign be placed in your car's windshield stating your student's name and grade level. This will help us get your student outside and ready to load much faster. Please leave the sign in your windshield until your rider is actually in the car.

Thank you so much for your cooperation. It is greatly appreciated and helps us to maintain a safe and secure environment for all Krause students. Your continued support and partnership make Krause a great place to learn.

Sincerely,

Don Silvey, Principal
Krause Elementary School

CAMPUS SAFETY AND SECURITY

Parents and others are welcome to visit Krause Elementary 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. Parents and other visitors are welcome to visit Krause Elementary. 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.

CAFETERIA PROCEDURES

Prices:	Student Regular	Student Reduced	Employee	Visitor
Breakfast	\$1.25	\$.30	\$1.50	\$1.75
Lunch	\$2.25	\$.40	\$3.00	\$3.50
	Milk - \$.50	Snack Bar - \$.75		

Students are asked to bring money/check for prepayments to the cafeteria. Prepayments of money/check are accepted from 7:20-8:20 a.m. daily. Students will not be allowed to charge meals/snacks.

A notice will be sent home with your child when his/her account reaches a positive balance of \$4.00 or less.

Brenham ISD School Cafeterias have implemented "Lunch Money Now". Lunch Money Now permits parents to access their student's cafeteria account via the Internet by going to the District web site (www.brenhamisd.net). Step by step instructions on how to use all the features of *Lunch Money Now* can be found under the Parent & Student Info tab. Also, check out the new Child Nutrition Website under the same Parent & Student Info tab. Here you will find menus, nutrition tips, recipes and much more.

If there is not enough money in the account to purchase breakfast/lunch, students will be offered a sandwich and milk at no charge. No student will be sent away hungry unless he/ she chooses to do so.

We strongly encourage prepayment when possible. You do not have to send separate breakfast, lunch or special treat money. One payment is all that is needed. You may also purchase meals on your child's account instead of bringing \$3.50 when you eat with him/her. This charge will be reflected on his/her account. Change will not be given for special treats or at the tray line. A student must have money in his/her account to purchase special treat items.

Breakfast is served in the cafeteria from 7:20 -7:55 a.m. daily. Students desiring a breakfast will go directly to the cafeteria to pick up their breakfast card.

If your child brings a lunch, he/she may purchase milk. Morning milk may also be purchased. Students who bring their lunches must eat in the cafeteria.

Free or reduced-priced breakfasts and/or lunches are available to those students who live in households with incomes that fall below a certain level. An application for such meals must be completed and income for the household may be verified. One application per household should be completed.

Students will not be allowed to leave school campus during the lunch period. The only exception will be that students whose parents pick them up will be allowed to eat at home or elsewhere if a permission slip signed by the parent is received by the school office. Otherwise, students will be expected to eat in the school cafeteria either by purchasing a school meal or bringing a lunch from home.

No food from commercial establishments may be delivered to the school unless it is personally delivered by parents to their child or authorized by a teacher. No glass containers are allowed in school.

At the end of a school year:

1. Money must be in account or in hand to cover purchases through the last day of school.
2. Money remaining in the account at the end of the school year will be carried over to the correct grade and school for the next year, even if it is a negative balance.
3. Refunds will only be given to students withdrawing from the school district.

Teachers do not keep records of student balances. Contact should be made to the Child Nutrition Department at Krause Elementary School at 277-3868 or the District Child Nutrition Office at 277-3750 for balances, questions or any information needed.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

CAFETERIA RULES

1. Stand quietly in line.
2. Stay seated while eating. Use good table manners.
3. When you are finished with your meal, pick up your tray and trash and clean your area.
4. Pick up anything that you drop and clean up anything that you spill.

NOTE: The chewing of gum or the eating of candy, ice cream, or other food is not permitted in the classrooms, restrooms, halls, or on the playground unless special permission is granted by the principal.

CARE OF BUILDING AND GROUNDS

We take great pride in offering a beautiful, clean, safe school to our students. It is necessary that everyone cooperate in keeping the buildings and grounds clean and in good condition. In order to do this, students must observe the following guidelines:

1. Place all waste paper and other trash in the waste containers that have been provided.
2. Do not mark or deface any furniture, walls, floors, or equipment of any kind.
3. Protect the lawn area by staying away from shrubbery and using the sidewalks where provided at all times.
4. Report anything that is being done to mar the beauty of our school so that it can be stopped.

CHEATING / ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. The use of academic penalties is not governed by the policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the student complaint policy.

CHILD ABUSE AND NEGLECT

Child abuse and neglect has been recognized at both a national and state level as a problem of epidemic proportions.

The United States Office of Education has included child abuse and neglect as a priority under Title III of the Elementary and Secondary Education Act. The 63rd Legislature enacted an amendment to the Texas Family Code making it a misdemeanor for anyone not to report suspected cases of child abuse and neglect.

The office and nurse will be of assistance in referring any suspected child abuse or neglect situations. Most of the time the Department of Human Resources will want to speak directly to the referring party, but confidentiality is always maintained.

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.

Dear Parent/Guardian,

We hope to make this a really good year for you and your student in BISD. In order to facilitate better understanding of the health services (“nurse’s office”), we would like to review the following guidelines.

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. (Children will not be sent home for becoming ill on the playground equipment.)
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 or nurse aide on your child’s campus.

Brenham Elementary---Pam Tarbutton RN---277-3883

Alton Elementary---Mary Vincent RN---277-3874

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

Brenham Middle School---Melissa Lackey RN---277-3848

Brenham Junior High---Shannon Wellmann RN---277-3832

Brenham High School---Betty Martin EMT---277-6575

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply, that is by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual online at www.brenhamisd.net. In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. Any campus office or the superintendent's office can provide information regarding specific processes for complaints. Additional information can also be found in the designated Board policy, available in the principal's and superintendent's offices (or on the BISD's web site at brenhamisd.net).

CONDUCT / STUDENT STANDARDS OF BEHAVIOR

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy--even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other district staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

To achieve the best possible learning environment for all our students, campus rules and discipline will apply:

- During the regular school day or while a student is going to and from school on district transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related or district activity, regardless of time or location.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior--both on and off campus--and consequences for violation of the standards. Students need to be familiar with the standards set in the Student Code of Conduct, as well as campus class rules.

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."

COUNSELING SERVICES

Counseling services are available to any child unless specifically prohibited by written request from the parent or guardian. If a parent or guardian has any questions regarding our counselor or services, they may contact the school counselor or administrators by phone or in person. We will be glad to talk with parents concerning our program.

CREDIT BY EXAM WITHOUT PRIOR INSTRUCTION

Spring 2012 Placement: Registration for the Fall Credit by Exam without Prior Instruction for placement in Spring 2012 is August 15-20, 2011 in the Campus Office. Testing dates are: October 17-21, 2011. A deposit is required at registration which will be refunded when the student sits for the tests.

Fall 2011 Placement: Registration for the Spring Credit by Exam without Prior Instruction for placement in Fall 2012 is March 5-9, 2012 in the Campus Office. Testing dates are: May 7-25, 2012. A deposit is required at registration which will be refunded when the student sits for the tests.

If a student plans to take an exam, the parents must register with the school counselor during the registration time stated above. The district will not honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

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.).

DISTRIBUTION OF MATERIALS

School publications distributed to students include yearbooks and newsletters. All school publications are under the supervision of a teacher, sponsor, and the principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a nonstudent without prior approval of the principal.

DRESS CODE

There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is important. The student and parents share in the responsibility for proper grooming of the student. The Board of Trustees has authorized the Superintendent and the administrative staff, primarily the principals and assistant principals, to make the necessary decisions concerning dress and personal appearance.

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. Flip-flops, 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.

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 or television stations (including Channel 3 in Bryan) for information concerning the possible delay of starting times or cancellation of school.

EXEMPTION FROM PHYSICAL EDUCATION

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.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks 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.

FIGHTING

A fight occurs when blows are exchanged between two or more students. If a student is involved in a fight at school, the student may be placed in ISS (In-School Suspension), the student may be suspended from school and/or placed in the Alternative Education Program. Parents will be required to meet with campus administration prior to the students return.

A fight which is determined to be a gang fight will result in the automatic placement of the student in the Alternative Education Program or a behavior management classroom.

FUND-RAISING

Students clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives for approved school purposes. Except as approved by the Board of Trustees or the Superintendent, fund raising is not permitted on school property.

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 Brenham Independent School District serves students identified as Gifted and Talented in grades K-12. All kindergarten and first grade students are screened for gifted and talented services throughout the year. A combination of subjective and objective criteria is used in the assessment process. A large number of teachers in the district have been trained in the teaching of high achieving/GT students and are able to meet student needs in the individual classrooms.

For students in 2nd grade and above, there is a specific nomination process that must be completed if a parent wishes his/her child to be screened for gifted and talented services. The nomination deadline is noon (12:00 pm) on Friday, February 3, 2012, although forms may be turned in earlier. Please do not ask for special consideration after the deadline has passed. As in the lower grades, both objective and subjective criteria are used in the identification process.

A parent meeting explaining the program and applicable grade level identification criteria is held annually before parent nominations are due. For further information, please contact your school counselor.

Timeline for Gifted/Talented Screening in Grades 2-4:

- Deadline for nominations - Friday, February 3, 2012 at 12 noon
- Testing and student data collection – March 5-9, 2012
- Campus Placement Committees meet - May 7 - May 25, 2012
- Notification of Parents - First week of June, 2012

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:

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into 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.

HALLWAY RULES

1. Always enter the building through your assigned door.
2. Clean excessive dirt or mud off of your shoes at the doorway entrance.
3. Never run in the halls or elsewhere in the building.
4. Stay to the right when walking in the hallways and do not intentionally touch or damage the walls. Keep hands, feet, and other objects to yourself.
5. Do not bounce or throw playground balls or any other objects in the halls or elsewhere in the building.
6. Always move and speak as quietly as possible in the hallways and around the restroom areas.
7. Keep hallways and restroom areas clean and neat. Defacing or vandalism of walls, supplies, or equipment will not be tolerated.

HOMEWORK

The Brenham Independent School District encourages the giving of homework, as long as it reinforces learning and is reasonable in length. Homework emphasis should be placed on “learning”, rather than “doing for the sake of busy work.”

Homework needs to fit the objective it was designed to accomplish and the needs of the particular students to whom it was assigned. Homework may be given for a variety of reasons including:

1. Practice
2. Extending and/or enrichment (using already acquired skills to go beyond the classroom work)
3. Providing an activity not possible in the classroom
4. Saving instructional time in the classroom by providing independent practice (when teacher guidance is not necessary)

The district-wide guidelines on homework are general and designed to provide a direction for each campus to follow. Each campus may then refine and/or adapt these guidelines to meet grade-level and content-level needs, provided that there is consistency in the campus level implementation of such refinements.

1. When homework is assigned, it will be of reasonable length; it could be cumulative if a project is involved. Students will be expected to read at least 15 minutes per evening and will also need to study weekly spelling lists, etc.
2. Homework grades will not count more than 10% of a six weeks grade. Students will be informed of the overall weight of homework early in the school year.
3. Late homework will be accepted, but it will carry a penalty. The penalty should be consistent among the discipline or grade-level; however, it should allow for extenuating circumstances (such as illness) on a case-by-case basis. The current penalty is 15 points per day, for a maximum of three days (i.e. 85, 70, 55), starting at the third grade level.

HONOR ROLL

Krause Elementary School recognizes 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.

NEW IMMUNIZATION SCHEDULE 2009

According to the Texas Department of State Health Services, there are new immunization requirements for students entering the 7th grade and kindergarten. These new requirements go into effect on August 1, 2009. This means that all students entering the 7th grade and all students entering kindergarten need these immunizations before school starts on August 22, 2011.

The new requirements are as follows:

Hepatitis A vaccine: Students entering kindergarten must have had two doses of the Hepatitis A vaccine.

Measles, mumps, rubella (MMR) vaccine: Students entering kindergarten must have had two doses of the MMR vaccine. Students in grades 1 through 12 must continue to meet the current requirement, which are two doses of a measles-containing vaccine and one dose of each of mumps and rubella vaccine.

Varicella (chickenpox) vaccine: Students entering kindergarten and seventh grade must have had two doses of Varicella vaccine. Students in grades 1 through 6 and 8 through 12 must continue to meet the current requirement, which is one dose of Varicella vaccine.

Tetanus, diphtheria, acellular pertussis-containing vaccine (Tdap): Students entering seventh grade must have had one dose of Tdap vaccine. Students in seventh grade must have had a booster dose of Tdap, but only if it has been five years since their last dose of a tetanus-containing vaccine. Students in grades 8 through 12 must have had a booster dose of Tdap if it has been 10 years since their last dose of a tetanus-containing vaccine.

Meningococcal vaccine: Students entering seventh grade must have had one dose.

A student may be enrolled provisionally if the student has received at least one dose of each required vaccine. To remain enrolled, the student must complete the required doses in each vaccine series on schedule and as quickly as is medically feasible.

IMMUNIZATION LAW OF THE STATE OF TEXAS

Effective August 1, 1997 the following immunizations are required by the state of Texas:

Younger than 2 months	No vaccines required	
2 months through 3 months	1 dose polio vaccine 1 dose DTP/DTaP vaccine 1 dose Hib vaccine	
4 months through 5 months	2 doses polio vaccine 2 doses DPT/DTaP vaccine 2 doses Hib vaccine	
6 months through 11 months	2 doses polio vaccine 2 doses Hib vaccine 3 doses DTP/DTaP vaccine	
12 months through 14 months	1 dose MMR vaccine received on or after 1st birthday 2 doses Hib vaccine 3 doses polio vaccine 3 doses DTP/DTaP vaccine (Effective 8-1-2000) One dose of Varicella (chicken pox) vaccine received on or after 1st. birthday	
15 months through 4 years dose Hib vaccine on or after 15 months of age, been	1 dose MMR vaccine received on or after 1st birthday completed 3 doses polio vaccine 4 doses DPT/DTaP (Effective 8-1-2000) One dose of Varicella (chicken pox) vaccine received on or after 1st. birthday	1 unless a primary series & booster have been
5 years through 6 years pertussis vaccination not required for children 5 years of age and older.	3 doses polio vaccine including one received on or after the 4th birthday 4 doses DTP/DTaP vaccine including one received on or after the 4th birthday (see note at left) 1 dose MMR vaccine received on or after the 1st birthday. Children born on or after September 2, 1991 must have 2 doses of measles vaccine (this dose may be received as part of a second MMR) (EFFECTIVE 8/1/98) Children born on or after September 2, 1992 must have three doses hepatitis B vaccine (Effective 8-1-2000) One dose of Varicella (chicken pox) vaccine received on or after 1st. birthday	Proof of
7 years through 11 years Polio vaccine not required for students 18 years of age and older.	3 doses polio vaccine including one received on or after 4th birthday 3 doses DPT/DTaP vaccine including one received on or after 4th birthday and one dose within the last 10 years 1 dose MMR vaccine received on or after 1 st birthday Children born on or after September 2, 1991 must have two doses of measles vaccine (this dose may be received as part a second MMR)	of

Children born between September 1, 1978 and September 1 1991 (inclusive) must show proof of two doses of measles vaccine within 30 days after their 12th birthday (this dose may be received as part of a second MMR)

(EFFECTIVE 8/1/98) Children born on or after September 2, 1992 must have three doses hepatitis B vaccine (Effective 8-1-2000) One dose of Varicella (chicken pox) vaccine received on or after 1st. birthday

The law requires that the student be fully immunized against certain diseases. However:

1. A student enrolling for the first time may be provisionally enrolled in school, after presenting proof that the first series of immunizations are completed (DT - 1 dose, Polio - 1 dose, Measles, Mumps, and Rubella), provided the student continues with the immunization schedule as rapidly as is medically feasible. If the student becomes thirty days overdue, the student will be excluded from school.

2. Transfer students, out of state or otherwise, may be admitted to school but the parent must produce the immunization record in thirty days. If after that time no records are produced, the student must:

- A. Start his immunization,
- B. Get a certified statement from a physician that immunizations are completed, or
- C. Be excluded from school.

INJURIES / INSURANCE

Accident insurance covering students enroute 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.

KOOL-AFTER-SKOOL

Kool-After-Skool is an enrichment program that provides activities such as recreation, homework assistance, art, cooking, field trips, guest speakers, reading, computers, fun with math and science, and many other exciting events. It is held on our campus from the time school ends until 6:00 p.m.

Kool-After-Skool is a Community Education program. For more information, contact Community Education at 277-6533.

Laser Pointer/Cell Phones/Paging Devices/Radios/CD Players/Games

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the office. The principal will determine whether to return the items at the end of the day for students to take home or whether parents will be contacted to pick up items. KES will NOT be responsible or liable for students' items. If a student has an item stolen, damaged, or used without the owner's permission, KES will not be responsible for these damages.

LIBRARY

Students are welcome in the Krause Elementary School library to check out and return books during scheduled visits, to return and check out Accelerated Reader books during designated times, and to purchase supplies from the school store. The library staff works diligently to create a fun reading environment for every student.

Students are invited to make purchases at the school store in the morning before class begins or during their library time. The store has supplies such as pencils, paper, pens, folders, erasers, and pencil sharpeners available for purchase. Profits from these items are used to benefit students in such ways as purchasing new books and Accelerated Reader incentives.

The library has two main events during the year. A Scholastic Book Fair is hosted once a year to help students purchase their own personal books. Also, Box Tops for Education is an ongoing fundraiser in which students are asked to turn in designated box tops. For each box top sent in, the library receives ten cents. The funds are used to purchase educational items for the students to use and enjoy.

Accelerated Reader is a supplementary reading program designed to build comprehension skills and expose readers to a multitude of literary genres. Students are expected to read independently on a daily basis as they enhance their own reading fluency and stamina. Points are earned based on the difficulty level and length of the book. Points and incentives are given to students passing Accelerated Reader quizzes.

A large selection of books is available for students to check out during their classroom visits. Students are also allowed to return and check out AR books each day. Books are due back two weeks after they are checked out. If they are not returned on time, a fine of five cents per day is assessed the student. Fees will also be charged to students who damage or lose books. These charges need to be paid in a timely manner. Students are responsible for their books and need to take good care of them.

LOST AND FOUND

The school does not take direct responsibility for articles stolen or lost, but any form of stealing will bring punishment to the offender. Money or other valuables should not be left where they will be a temptation for a classmate. Any article found should be placed in the "Lost and Found" area in the hallway cabinet near the office, except purses, billfolds, jewelry, glasses and textbooks which should be turned in to the office. No item should ever be removed from the lost and found storage area if ownership of the item is not certain.

Parents: Be sure your child's name is on lunch boxes, jackets, coats, or any personal items brought to school so we can identify or return these items to your child if they are found.

MAKE-UP WORK

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

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.

Parents should inform students before they arrive at school of their pick-up procedures for bad weather or any other special arrangement which is not routine.

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.

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 report 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. Additionally, the notice must inform the parent how to obtain a copy of 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 Roseann Mueller, KES counselor.

PARENT VISITATION - PARENT CONFERENCE

Parents are welcome to visit school and to attend programs throughout the school year. We feel this is an excellent opportunity for you to see our school in action. In an effort to make our campus a safer place for our students and staff, we do ask that you first report to the front office and obtain a visitor's badge before visiting classrooms or other campus areas. The "sign-in" process is described on page 15 of this handbook. 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 certainly helpful and much appreciated.

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 or the principal's office (277-3860), and an appointment time will be arranged for your conference.

PLAYGROUND RULES

1. Do not stand on swings or jump out of swings.
2. Never stand in front of or behind someone swinging.
3. Swing straight and never twist swings.
4. Share all equipment with others and stand in line to wait your turn.
5. Never pick up or throw sticks, rocks or any other dangerous objects.
6. Stay away from the buildings and play all games away from the building and windows.
7. Play fairly and safely with respect for others at all times.
8. Do not jump or flip off of bars or climbing gyms.
9. Line up quickly when play time is over.
10. Never fight, curse, argue, or start trouble with others.
11. Do not bring or use tennis or other small "hard" playground balls.
12. No candy and/or gum permitted on the playground for safety reasons.
13. We do not encourage students to bring personal toys, games, playground balls, etc. to school. If you do bring something, be sure it has your name on it.
14. Students are not to congregate between benches and buildings.

The authorized areas for student play will be determined by the principal and supervising teachers. Students will be directed to these areas and must play only in these areas. Students must obey all directives of all supervising teachers and aides.

Students are expected to share the available playground equipment and exhibit courtesy and safety in all play activities.

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.

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.

Third and fourth grade students who do not perform satisfactorily on their state assessments will have to participate in special instructional programs designed to help improve their performance.

Students in Grades 1-4 must meet all three of the following district promotion standards:

- A grade of 70 or above in Reading and evidence of grade level literacy skills and competencies as measured on the Texas Primary Reading Inventory (TPRI) given in Grades 1 and 2 (Standards set by District).
- A grade of 70 or above in Mathematics
- Overall average of 70 on a scale of 100 based on grade level standards for the foundation subjects of Reading, Mathematics, Language Arts, Science, and Social Studies

For specific questions concerning promotion and retention, contact your campus principal.

REPORT CARDS AND GRADES

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.

Reading grades for Kindergarten through fourth grades shall be listed separately from the Language Arts grades.

Language Arts grades will consist of written composition, grammar, spelling, speaking and listening as appropriate to grade-level TEKS (Texas Essential Knowledge and Skills).

All core subjects for 3rd and 4th grades (Reading, Language Arts, Mathematics, Social Studies and Science) will be weighted:

- 40% Daily Work and Classwork
- 40% Tests, Assessments and Quizzes
- 10% Homework
- 10% Benchmark Assessments

(Weighting for core subjects in Grades 1 and 2 will vary depending on subject area and grade level.)

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

Grades Music/PE/Art

A = 100-90
B = 80-89
C = 75-79
D = 70-74
F = Below 70

Conduct Codes

S – Satisfactory
N – Needs Improvement
U – Unsatisfactory
E – Excellent
S - Satisfactory
N – Needs Improvement
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.

In any case, grade changes shall be made only with the campus principal's approval upon written parent request.

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

- E = TEKS student expectations are well developed
- S = TEKS student expectations are developing at grade level
- N = TEKS student expectations need improvement for grade level
- U = TEKS student expectations are underdeveloped for grade level

Promotion Standards for Kindergarten:

- Mastery of the Grade Level Reading TEKS/Student Expectations
- Meet District standards on the Texas Primary Reading Inventory (TPRI)
- 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 plan to attend the parent conference day scheduled for Monday, October 10, 2011, or call the school office to set up an appointment with your child's teacher or Mr. Silvey.

MAKE-UP WORK FOR FAILING GRADES

The Law (Policy)

The 81st 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.

BISD Implementation Guidelines K-Grade 6

Students will have the opportunity to redo certain assignments for which they earned a failing grade. This process is designed to provide a reteaching opportunity for students without taking time away from their regular instruction. The student is responsible for redoing the work in the allotted time. If the work is not redone within the allotted time, the original failing grade will remain in the gradebook.

Exclusions:

The following types of assignments are excluded from the redo opportunity:

- Labs
- Extended time projects
- Benchmark tests
- Activity Logs (such as Reading logs)
- Pop Quizzes
- Six Weeks Tests
- Final Exams

Deadline:

Students who choose to use the opportunity to redo work for which a failing grade was earned must complete the redone assignment within two school days from the notification of the failing grade.

Allowances:

Students will be allowed to make up only one major grade and one daily grade per subject area for each six weeks grading period.

Grades for redo assignments:

The grade received on the redone assignment cannot exceed 75. Both the original grade and the “redo” grade will be recorded in the gradebook; however, only the “redo” grade will be considered in the average.

Brenham ISD reserves the right to review, evaluate, and if deemed appropriate modify these procedures throughout the school year.

STARR (THE STATE OF TEXAS ASSESMENT 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 STARR: The State of Texas Assesment 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

STARR–Accommodated, STARR–Modified, and STARR–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 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 PARTIES

Students at this campus will have three parties during the year: Christmas, Valentine's Day, 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 three 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.

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 designee, who serves as the District's Title IX coordinator for students.

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. 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.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, 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>.

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://savn.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 Publications/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>).

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.

STATEMENT PROHIBITING SEX DISCRIMINATION IN THE BRENHAM INDEPENDENT SCHOOL DISTRICT

It is the policy of the Brenham Independent School District not to discriminate on the basis of sex in its education programs, activities, or employment policies or practices as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator, Brenham Independent School District, Administration Building, 711 Mansfield Street, Brenham, Texas, phone 277-6500, or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

Title IX of the Educational Amendments of 1972 states that:

No person shall . . . on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

STUDENT VISITORS

Students should not bring visitors (student age or preschool) to this campus during instructional hours as they may be a distraction to the learning process.

TELEPHONE

If it is absolutely necessary to use the telephone, students may use the phone in the office. A telephone permission slip must be completed by a teacher before students may use the phone. The telephone is not to be used for social arrangements after school, etc. Abuse of phone privileges by students will result in the loss of this privilege except for extreme emergency.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. It is the duty of the student to protect the textbooks, keep them clean, covered, and in good condition. Text books will be issued to individual teachers for subjects taught and these teachers in turn will issue the books to their students. Students should check their books immediately after they are issued to them and report any book not in good condition.

Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian. A student shall be given textbooks for use at school during the school day only if this occurs.

TRAVEL

Students who participate in school sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents a written request that the student be permitted to ride with an adult designated by the parent. Parents who wish to accompany their child on a field trip will need to provide their own transportation.

TOBACCO PROHIBITED

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and adults on school property and at school-sponsored and school-related activities. [See Student Code of Conduct and policy GKA.]

UNWRITTEN REGULATIONS

Each year there are a few distracting things including some “fads” that show up on our campus. We are not listing any of these nor are we making a regulation to cover all problems that may arise. When any “fad” gets started on our campus and a “nuisance” develops, we shall immediately eliminate that nuisance. ANYTHING THAT DETRACTS FROM THE SPIRIT OR DIGNITY OF KRAUSE ELEMENTARY SCHOOL WILL BE CONTROLLED.

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.

Brenham Independent School District District Parental Involvement Policy

Part I: General Expectations

Brenham I.S.D. agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that it's Title I schools will carry out programs, activities and procedures in accordance with this definition.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- A. that parents play an integral role in assisting their child's learning;
 - B. that parents are encouraged to be actively involved in their child's education at school;
 - C. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - D. the carrying out of other activities, such as those described in section 1118 of the ESEA.
- The school district will inform parents and parental organizations of the purpose and existence of the Title I Statewide School Support/Parental Involvement Initiative (Region 16) and the School Improvement and Resource Center (SIRC).

Part II. Description of How District Will Implement Required District Wide Parental Involvement Policy Components

1. The Brenham Independent School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA: Brenham I.S.D. will maximize its resources to enable each child to become a successful learner. School and home must work together to realize higher student achievement. Ongoing, two-way, meaningful communication will occur to facilitate mutual understanding and to stimulate student success.

2. The Brenham Independent School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Each campus will have parents on their planning committees:

- General PTO meeting
- Grade Placement Committee Meetings
- Public School Week Activities
- Campus Improvement Team Participation

3. The Brenham Independent School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Parent conferences
- Parent newsletters in English and Spanish
- Reading Literacy Night
- Community Education Programs
- TAKS Parent Meetings
- Online grades

4. The Brenham Independent School District will coordinate and integrate parental involvement strategies in Title I, Part A under the following other programs:

- Head Start
- JAM summer enrichment program
- JABiztown
- Veteran's Day, Black History Month and Cinco de Mayo celebration
- Awards ceremonies
- Track and Field Days

5. The Brenham Independent School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

6. The Brenham Independent School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- The State's academic content standards,
- The State's student academic achievement standards,
- The State and local academic assessments including alternate assessments
- The requirement of Title I, Part A
- How to monitor their child's progress, and
- How to work with educators

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, To foster parental involvement, by:

- Meet the teacher night
- New student orientation
- Parent conferences
- Parent meeting for ESL, dyslexic and gifted and talented students
- Parent information letters
- Notification concerning testing
- Phone conferences
- Monthly newspaper articles on how parents can help their child

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Summer staff development opportunities for Brenham I.S.D.
- Region VI Education Service Center training opportunities
- Parent Involvement Conferences

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with such programs as Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

Part III. Discretionary District Wide Parental Involvement Policy Components

The Brenham Independent School District, in consultation with its parents, will build parents' capacity for involvement in the school and the school system to support their children's academic achievement, with the following discretionary activities listed under section 1118(e) of the ESEA, involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training:

- Providing necessary literacy training for parents.
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meeting and training sessions.
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

Part IV. Adoption

This district-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. The policies were discussed and approved at a District Education Improvement Committee (DEIC) meeting.

This policy was adopted by the Brenham Independent School District and will be in effect for the period of July 1, 2011 through June 30, 2012.

DURHAM SCHOOL SERVICES
RULES AND REGULATIONS FOR RIDING THE SCHOOL BUS

Dear Parents and Bus Riders:

The goal of this letter is to help provide a safe and enjoyable experience for the students who ride Durham School Services' school buses. Parents should take time to read and discuss this material with their children. Disregard of these rules may result in disciplinary action or suspension of the privilege to ride the bus. Transportation to and from school for all students is the ultimate responsibility of the parents. Beginning with the 2005-2006 school years, Durham Transportation will administer discipline for bus related referrals.

General Rules

1. Obey all instructions given by the bus driver.
2. Board and leave the bus at designated home and campus stops only.
3. Bus routes are designed to provide transportation for students to their own home. If you need to ride a different bus, a note is required from the parent to the campus administration. The campus administration must sign the note to approve a student riding a bus to a different location other than their home. The parent must also contact Durham Transportation about the change at (979) 277-0090.
4. Bus routes are designed with maximum efficient loading. Riding a bus other than your assigned bus is subject to availability or room that does not exceed the seating capacity.
5. A student riding a bus operated by or contracted for Brenham ISD is required to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus.

Conduct on the School Bus

1. Seats are assigned by the driver, changing seats without permission of the driver is a violation of bus conduct rules.
2. Students must remain seated at all times for safety reasons. Students are not considered seated when they are not facing the front or if they are sitting on anything, including their legs, books, etc.
3. Normal conversation with the student besides each other is permitted, but any loud talking or noises may distract the driver and create an unsafe condition.
4. All students will remain absolutely quiet when the bus is approaching and while crossing a railroad crossing.
5. The use of profane or vulgar language is not permitted.
6. Arms, hands, and other parts of the body and any other hand held items are to be kept inside the bus at all times.
7. Do not mark, cut, scratch or dismantle any part of the bus or its contents. The person who is responsible will pay vandalism cost. If no person can be identified, all persons assigned to the seat will share the cost. (Transportation privileges will be denied until payment is received or the level of discipline is satisfied whichever is longer.)
8. Do not throw objects inside or out of the bus.
9. Keep books, packages, coats and all other personal items out of the aisle.

Prohibited Items

1. All tobacco products.
2. Glass containers.
3. Weapons, explosive devices, harmful drugs or chemicals.
4. Cigarette lighter, matches or any other flammable items (including aerosols).
5. All alcoholic beverages.
6. Any object (musical instrument, shop/science/history projects etc.) which is too large to be held safely in the students lap.
7. Live animals or insects.
8. Skateboards.
9. Any other loose items.

Procedures for Waiting for the Bus

1. Be at the bus stop at least five minutes before scheduled pickup time, the driver will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches form one line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, go home immediately.
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to/from school if a child misses the bus.

Loading the Bus

1. Do not push or shove when entering the bus.
2. Go directly to your assigned seat. The bus is not allowed to move until all students are seated.
3. AEP students must sit at the front of the bus.

Departing the School Bus

1. Stay seated until the bus is completely stopped and the brake is set.
2. Use handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Stay clear of the bus when the engine is started. Do not chase or hang onto the bus as it pulls away.
5. If any article drops or rolls under the bus, do not go after it. Ask the driver for help.

Crossing the Street or Highway

1. When possible, designate an adult to meet the student and escort them across a street or highway.
2. When crossing the roadway, walk in front of the bus and wait for the driver to signal that it is safe to cross.
3. Look both ways, and walk directly across the road.
4. Never cross the road behind the bus.
5. Be alert for vehicles that do not stop when the bus is loading/unloading students.
6. Cross all roadways at intersections when possible. Obey all traffic signals on your way home.

Accidents or Emergencies

1. Parents must provide Durham Transportation with all the basic emergency contact information with a minimum of two telephone contacts.
2. Follow the driver's instructions at all times.
3. In case of a road emergency, children are to remain in the bus unless evacuated by the driver.
If evacuated from the bus, stay with the group; do not leave the scene unless released by the driver.
4. The following procedures will be used for evacuation in an emergency situation:
 - A. Evacuation will start with the student nearest the door.
 - B. Leave the bus in single file as quietly as possible.
 - C. Do not go back to the bus until told to by the driver.
 - D. Follow the driver's instructions at all times.

Extracurricular Trips

1. The bus rider rules apply to all school sponsored events.
2. Discipline will be the responsibility of the sponsor and building administration.
3. Strict loading/unloading time schedules will be followed.

Special Note:

All rules and guidelines of your child's campus will apply to the bus, even if not listed above.

DISCIPLINE PROCEDURES

GOAL

The goal of Durham School Services and the Brenham ISD is to provide safe, orderly service to all of the students that we transport.

At Durham School Services we feel that good conduct by all students is required in order to achieve the safest bus riding conditions possible. Whenever a driver must direct attention towards a student's misconduct, less than full attention is being given to the road and road conditions. Misconduct on the part of one student can place the entire bus in a serious unsafe condition. Therefore all discipline problems will be handled consistently and fairly.

Whenever a student violates any of the bus rules as outlined in this letter, the driver will attempt to solve the problem by explaining the rules and verbally warning the student. If the misbehavior continues, the driver may also reassign a student to a particular seat for a temporary time period. The driver may contact parents directly or via a Durham School Services Administrator. If a further violation of conduct occurs, a referral will be turned in to a Durham administrator for the appropriate action. Copies of all referrals will be forwarded to the appropriate campus. At this point, all questions and appeals should be brought to the attention of Durham School Services, not the driver.

Appeal Process

If a parent disagrees with the designated discipline administrator at Durham School Services, the parent must speak with the following administrators in the order listed, to have a dispute resolved.

Durham School Services – Safety and Training Supervisor
Durham School Services – Center Service Manager
Campus Assistant Principal/Principal

DISCIPLINE LEVELS

Note: Violations of bus rider rules that result in an unsafe condition to bus riders or road traffic in general shall result in a conduct referral. The designated administrator at Durham School Services may apply consequences in relation to the severity of the offense.

MISCONDUCT THAT WILL BE REFERRED DIRECTLY TO CAMPUS ADMINISTRATORS

Fighting or violence of any kind
Weapons
Direct profanity toward bus driver/bus assistant
Drug, alcohol, and tobacco related referrals
Sexual Harassment

NOTE: THESE TYPES OF REFERRALS WILL RESULT IN A BUS SUSPENSION AS WELL AS CAMPUS DISCIPLINE.

Other Referrals

Durham Transportation will contact the parent/legal guardian about each referral by telephone, sending home a copy of the referral with the student as well as mailing a copy to the student's home.

Bus suspensions will begin the next day immediately following a referral. The only exception is if we are unable to contact the parent, suspension will start the second day to allow the safety report to be mailed to the student's home.

Consequences of Referrals

First Referral: Written warning unless a serious offense. Parent Conference with Durham Discipline Administrator.

Second Referral: Three (3) day bus suspension

Third Referral: Ten (10) day bus suspension

Fourth Referral: Suspension for six weeks or remainder of semester, whichever is greater.

Fifth Referral: Suspension for remainder of the school year.

Brenham ISD 2011-2012 School Supply List

LIFE SKILLS (All Campuses)
1 - Lg. Backpack (no wheels)
1 - Plastic Supply Box
12 - No. 2 Wooden Pencils
2 - Crayola Crayons (16 count box - no Rose Art)
2 - 4oz. Bottle Elmer's White School Glue (not "No Run" glue)
1 - Blunt-end Scissor (Fiskars or Academic)
4 - Bradded Pocket Folders (red, blue, green, yellow)
2 - Facial Tissues (180-250 count box)
1 - Baby Wipes (container or refills)
1 - Waterless Bottle Hand Sanitizer

PRE-KINDERGARTEN
1 - Lg. Backpack (no wheels or drawstrings)
2 - No. 2 Wooden Pencils
4 - Crayola Crayons (8 count box - no Rose Art)
1 - Crayola Classic Washable Wide-tip Markers (8 count box)
4 - 4oz. Bottle Elmer's White School Glue (not "No Run" glue)
6 - Glue Sticks (small)
1 - Blunt-end Scissor (Fiskars or Academic)
4 - Bradded Pocket Folders (red, blue, green, yellow)
2 - Facial Tissues (180-250 count box)
2 - Baby Wipes (containers or refills)
2 - Waterless Bottle Hand Sanitizer
1 - Towel (labeled with child's name)

KINDERGARTEN
1 - Lg. Backpack (no wheels)
1 - Plastic Supply Box
8 - No. 2 Wooden Pencils
1 - Pink Pearl Eraser
2 - Crayola Crayons (8 count box - no Rose Art)
2 - Crayola Crayons (16 count box - no Rose Art)
1 - Crayola Classic Washable Wide-tip Markers (8 count box)
2 - 4oz. Bottle Elmer's White School Glue
6 - Glue Sticks (small)
4 - Glue Sticks (large)
1 - Blunt-end Scissor (Fiskars or Academic)
4 - Bradded Vinyl Pocket Folders (red, blue, green, yellow)
1 - Writing Tablet with Raised Lettering
1 - Ziploc Baggies Box (quart or gallon)
1 - Facial Tissues (180-250 count box)
1 - Waterless Bottle Hand Sanitizer

1 - Towel (labeled with child's name - no mats or pillows)

FIRST GRADE

1 - Lg. Backpack (no wheels)
1 - Plastic Supply Box
12 - No. 2 Wooden Pencils
3 - Pink Pearl Eraser
3 - Crayola Crayons (18-24 count box - no Rose Art)
1 - 4oz. Bottle Elmer's White School Glue
8 - Glue Sticks (large)
1 - Pointed Scissor (Fiskars or Academic)
8 - Bradded Pocket Folders (red, blue, green, yellow - 2 of each)
1 - Mead Primary Journal
1 - Ziploc Baggies Box (quart or gallon)
2 - Facial Tissues (180-250 count box)

SECOND GRADE

1 - Lg. Backpack (no wheels)
1 - Plastic Supply Box
2 - Zippered Supply Bags
24 - No. 2 Wooden Pencils
2 - Pink Pearl Eraser
2 - Red Ball-point Pens (no felt-tip or gel)
2 - Crayola Crayons (24 count box - no Rose Art)
1 - 4oz. Bottle Elmer's White School Glue
2 - Glue Sticks (large)
1 - Pointed Scissor (Fiskars or Academic)
8 - Bradded Pocket Folders (red, blue, green, yellow - 2 of each)
1 - Wide-ruled Notebook Paper Package
4 - Wide-ruled Spiral Notebook (70 sheet count)
1 - Manila Drawing Paper Package
1 - Construction Paper (assorted colors package)
1 - Ziploc Baggies Box (quart or gallon)
2 - Facial Tissues (180-250 count box)

THIRD GRADE

1 - Lg. Backpack (no wheels)
1 - Zippered Supply Bag
24 - No. 2 Wooden Pencils
2 - Pencil Top Erasers Packages
2 - Hand-held Pencil Sharpener with Shavings Catcher
2 - Red Ball-point Pens (no felt-tip or gel)
1 - Crayola Crayons (24 count box - no Rose Art)
1 - Dry-erase Markers (4 count box - low odor)
1 - Colored Map Pencils Box
4 - Glue Sticks (large)
1 - Pointed Scissor (Fiskars or Academic)
1 - Wooden Ruler (customary & metric)
8 - Bradded Pocket Folders (red, blue, green, yellow - 2 of each)

1 - 1" Clear View Binder (black or white)
3 - Wide-ruled Notebook Paper Package
2 - Wide-ruled Spiral Notebook (70 sheet count)
1 - Construction Paper (assorted colors package)
1 - Ziploc Baggies Box (any size)
1 - Facial Tissues (180-250 count box)
1 - Paper Towel Roll

FOURTH GRADE
1 - Lg. Backpack (no wheels)
1 - Plastic Supply Box
1 - Zippered Supply Bag
24 - No. 2 Wooden Pencils
1 - Pink Pearl Eraser
1 - Pencil Top Erasers Package
1 - Hand-held Pencil Sharpener with Shavings Catcher
4 - Red Ball-point Pens (no felt-tip or gel)
2 - Highlighter (any color)
1 - Crayola Crayons (24 count box - no Rose Art)
1 - Crayola Classic Washable Wide-tip Markers (8 count box)
1 - Colored Map Pencils Box
2 - Glue Sticks (large)
1 - Pointed Scissor (Fiskars or Academic)
1 - Wooden Ruler (customary & metric)
8 - Bradded Pocket Folders (red, blue, green, yellow - 2 of each)
1 - 1 1/2" 3-ring Binder
2 - Wide-ruled Notebook Paper Package
4 - Wide-ruled Spiral Notebook (70 sheet count)
1 - Construction Paper (assorted colors package)
1 - Facial Tissues (180-250 count box)
1 - Paper Towel Roll
1 - Waterless Bottle Hand Sanitizer

School Calendar