



2016-2017

Parent - Student

Handbook Supplement

315 Stonewall Parkway

Liberty Hill, TX

Office (512) 260-4400

Fax (512) 260-4410

"Passion To Excel"

Liberty Hill Independent School District

Information 2016–2017

Board of Trustees

Clay Cole President
David Nix Vice President
Mike Bowles Secretary
Anthony Buck
Shawn Roberts
Jeff Madison
Scott Lindquist

Administration Building

14001 W State Highway 29
Liberty Hill, Texas 78642
Phone: 512.260.5580
Fax: 512.260.5581
Office Hours: 7:30 to 4:30

Superintendent: Rob Hart
Asst. Superintendent: Chad Pirtle
Curriculum Director: Toni Hicks
Special Programs Coord.: Sherry Hall
Business Director:
Technology Director: Jay Oliver
Special Education Dir.: Elyse Tarlton
Food Services Dir.: Mary Sheffield

District Web Site

www.libertyhill.txed.net

Bill Burden Elementary School

315 Stonewall Pkwy
Liberty Hill, Texas 78642
Phone: 512.260.4400
Fax: 512.260.4410
Times: bldg. opens 7:00, first bell 7:30, tardy
bell 7:45, class ends 3:20

Principal: Terrie Chambers
Asst. Principals: Heather Collison/Elizabeth
DeFrancis; Counselor: Jan Reeves

Liberty Hill Elementary School

1400 Loop 332
Liberty Hill, Texas 78642
Phone: 512.515.6514
Fax: 512.778.5942
Principal: Melanie Bowman

Liberty Hill Intermediate School

101 Loop 332
Liberty Hill, Texas 78642
Phone: 512.379.3200
Fax: 512.379.3210
Principal: Kathy Major

Liberty Hill High School

16500 W State Highway 29
Liberty Hill, Texas 78642
Phone: 512.260.5500
Principal: Mario Bye
Phone: 512.515.5241
Fax: 512.778.5785

Maintenance and Transportation

Maintenance Director: Andy Pogue
Transportation Director: Meleia Cox
Phone: 512.515.5301

Cafeteria Prices

BBES students
Breakfast \$1.60
Lunch \$2.60

Table of Contents

PREFACE	4
PARENTAL INVOLVEMENT	4
GENERAL INFORMATION FOR STUDENTS AND PARENTS	6
ABSENCES/ATTENDANCE	6
Parent's Note After an Absence	6
CLASS SCHEDULES	8
CONDUCT	8
School Rules	8
Gum	10
Telecommunications Devices, Including Mobile Telephones	10
Toys, Trading cards, and Money	10
Social Events/Parties	10
COUNSELING	11
Academic Counseling/Personal Counseling	11
DRESS AND GROOMING	11
FUND-RAISING	12
GRADING GUIDELINES	12
HOMEWORK	14
MAKEUP WORK	14
HEALTH-RELATED MATTERS	15
Illness	15
Physical Activity for Students in Elementary School	17
Vending Machines	18
RELEASE OF STUDENTS FROM SCHOOL	18
Afternoon Ride Changes	18
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES	18
SAFETY	20
Drills: Fire, Tornado, and Other Emergencies	20

Fire Drill Bells	20
Tornado Drill Bells	20
SCHOOL FACILITIES	20
Use By Students Before and After School.....	20
Cafeteria Services	21
Library.....	21
SPECIAL PROGRAMS	22
STANDARDIZED TESTING	22
STAAR (State of Texas Assessment of Academic Readiness).....	22
TARDINESS / EARLY PICK-UP	23
VISITORS TO THE SCHOOL.....	23
General Visitors	23

PREFACE

Dear Parents,

This is a Campus Addendum to the District handbook. It is designed outline campus applications of LHISD policy and procedures, and the Student Code of Conduct.

These guidelines are aligned with district board policy and any conflict between the district policy and campus definition will defer to the district handbook.

Our school programming is designed to address the physical, emotional, and social well-being of our Burden students.

Our expectations are in place for the safety and success of everyone here at Bill Burden Elementary.

The information provided applies to everyone at Burden. Teachers can provide you with even more details about classroom procedures, as some may change as needed.

Our mission is to serve each other, our students, and our community through our commitment to excellence.

Sincerely,
Terrie Chambers, Principal
Bill Burden Elementary

"Passion to Excel"

PARENTAL INVOLVEMENT

Bill Burden Elementary School-Parent Compact

The Staff pledges to:

- Provide a safe and supportive environment for children to learn
- Provide high quality curriculum tied to the State's student performance standards
- Provide qualified faculty and staff to ensure high-quality instruction and support
- Strive to identify and address students' unique needs
- Communicate regularly with parents on their student's progress and needs (in their native language)
- Involve parents in decisions relating to the education of their children

Parents/Guardians pledge to:

- Provide a safe and supportive environment for children to grow and develop
- Send students to school on time and prepared to learn (Examples: breakfast, rest, materials, etc.)
- Encourage student learning by monitoring student's homework and providing a study area and necessary materials
- Visit school often and participate in school activities - including open house, parent-teacher conferences, parent education programs, and other related activities
- Collaborate with the classroom teacher(s) to ensure the success of their students
- Adhere to school rules and encourage students to follow rules
- Take a stand against alcohol, drug abuse and violence

Students pledge to:

- Be active participants in their own learning (participate in class)
- Be responsible learners (bring your supplies and work to class)
- Complete all classwork and homework (do your work in class and your homework at home)
- Follow school rules (follow the rules at school)
- Attend school regularly (come to school if you are not sick)
- Promote school safety (be safe at school and on the playground)

GENERAL INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on specific Burden academics, school activities, and school operations and requirements. Please refer to the district handbook for more comprehensive information.

Take a moment with your child to become familiar with the various topics addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. More specific information will come home via homeroom teachers. Should you be unable to find the information on a particular topic, please contact the school, a teacher, the counselor, or the principal at 512-260-4400.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual.

Absences from class, including coming in late and leaving early, 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 for all or parts of days.

Please do not check out your child early after school activities or programs. Our regular school day will continue and your child will miss important learning opportunities.

Please refer to the district handbook to review the two state laws regarding compulsory attendance.

Parent's Note After an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note does not mean the absence is excused. It may help to let a teacher know that an absence note is in a backpack or folder. Notes will only be accepted for absences within the six week grading period in which the absence occurred.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

AWARDS AND HONORS

Awards Assemblies

Awards assemblies will be held at the end of the school year and student achievements will be recognized. Special recognition will be given for perfect attendance, honor roll, good citizens, character champions, Accelerated Reader, 600 Minute Reading Club, UIL awards, Mileage Club, and others.

Honor Rolls

Honor rolls will be determined by grade averages in math, reading, language arts, social studies and science each six-week marking period. In 2nd Grade, honor rolls will be determined by grades in classes with numerical grades only.

For each 6 weeks:

Gold Star Honor Roll: Gold star honor roll is comprised of students with 90 or above in each class with numerical grades for each six weeks marking period.

Silver Star Honor Roll: Silver Star honor roll is comprised of students that earn A's and/or B's in classes with no grade below 80 for each six-week marking period.

For the year:

Solid Gold Honor Roll: Students who have **90** or higher in classes with numerical grades for the year.

Sterling Silver Honor Roll: Students who have maintained **A/B** average for all areas for the year.

CLASSROOM VISITS

For everyone's safety, all visitors will check in and check out through the office.

Parents are welcome to visit and volunteer in classes. Prior arrangements shall be made with the teacher; **no** surprise/unscheduled visits are allowed.

When arriving for a pre-arranged visit, sign in at the office, only then will you be admitted to the academic areas. A visitor's badge must be **worn and visible** at all times. Teachers are not available before school because students are present in their classrooms.

Appropriate school attire is required when visiting classrooms.

All school related materials to be delivered to a student shall be delivered by the school office staff. If a parent needs to talk directly to their child, the student will be called to the office for that meeting.

CLASS SCHEDULES

7:00AM - Front Doors Open

7:10AM - 7:40 Cafeteria serves breakfast

7:30AM - Students report to homerooms or interventions.

7:45AM - Tardy Bell

3:20PM - Bell to end classes

4:30PM - Office closes

Our building opens at 7:00AM to students. Students must be in classrooms by 7:45AM to prevent being tardy.

CONDUCT

Positive Behavior Intervention Supports is our school-wide support system for teaching and maintaining behavior expectations of our students. Our theme centers on what it means to **be safe, respectful and responsible**. We will teach all our students what these qualities mean and what they look like in the school setting. We post our set expectations in our common areas as well as our classrooms as reminders that we are all responsible for our own behaviors. We start each day with a reminder of what we want to accomplish.

Positive Reinforcements:

Teachers will always give students positive verbal feedback throughout the day for working hard, and making an effort to make good choices. In addition teachers may use small tokens or prizes for continued good behavior.

School Rules

These rules are designed to define expectations for all students. Specific discipline issues are addressed on a case-by-case basis depending on the behavior, frequency, seriousness of the infraction, and intent. The rules are consistent and apply to all areas of the school.

The teacher addresses initial behaviors in the classroom. Repeated behaviors will be addressed based on frequency and severity.

- **Correction:** The supervising teacher will instruct the student on specific behavior. All students will be instructed on campus and in classrooms of expectations.
- **Action:** A corrective action is implemented.

If a child is referred to the office, parents will receive a phone call from the teacher and a copy of the referral is sent home with the student. The teacher, principal, or parent may request a phone or personal conference at this time. The conference will address:

- The inappropriate behavior and/or frequency
- The desired behavior
- Solution strategies
- Consequences if warranted.

The classroom teacher will handle classroom rule violations. When an office referral is necessary, consequences may include one or a combination of the following actions.

- removal of privileges
- parent phone call
- private conference with the child
- restitution
- referral to counselors, or administrative personnel
- parent/teacher conference
- behavior contracts
- in-school detention
- behavior intervention and monitoring
- after-school detention
- in-school suspension

Playground Rules

- Students are to use safe behavior at all times
- Appropriate language only (No profanity or vulgar expressions)
- Students will not sit on or jump from top of the playscapes.
- **Equipment/toys from home are not permitted...i.e. footballs, soccer balls**
- No throwing of rocks or other debris
- Balls are not to be thrown against any building
- Student may play on the black top, field or playscape areas
- Climbing fences and/or trees is prohibited
- One hand touch football only
- **PE game rules apply**

Gum

Gum chewing is to be a pleasure saved for home. This helps protect our carpets, materials, and books. Students that bring it to school will have it confiscated by staff.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including cell phones; however, these devices **must remain turned off and stowed** during the instructional day, including during all testing. The use of telecommunication devices, at school at any time, or at a school-related or school-sponsored event, is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. Repeat confiscations will result in arrangements to pick up the confiscated telecommunications device being made through the principals' office.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law.

The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Toys, Trading cards, and Money

Students must have written permission from homeroom teachers to bring items from home. Reward days that include permission to bring items from home will be communicated via teachers. **Trading cards are never permitted.** We strongly recommend that extra money not needed for school be left at home.

Social Events/Parties

School rules as well as dress code apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

To keep classroom disruptions to minimum, flowers, balloons, presents or any other non-school related packages or items delivered to the school will be given to a student at the end of the day. Please do not send balloons or flowers to your child to be transported on the school bus. Do not send birthday party invitations to be handed out at school unless every child in the class is to receive one.

Birthday Cupcakes:

Reminder: Birthday cupcakes are welcome; however, they may be enjoyed **only** at the end of the day. Due to stricter federal regulations regarding nutritious foods in public schools, we can no longer distribute sweet treats at any time during the hours lunches are being served. Contact classroom teachers for student allergy information. A brief break will be scheduled in the classroom or weather permitting in our picnic areas. Please respect instructional time.

COUNSELING

Academic Counseling/Personal Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about academic expectations/concerns and testing. Our counselor is also available to assist students with concerns such as social, emotional, family, or substance abuse. She can assist with information about community resources to address these concerns as well. Please contact Jan Reeves at 512-260-4404.

DRESS AND GROOMING

At Burden Elementary, we do our best to take care of dress code violations with the least disruption of the school day. Our classroom teachers and campus staff will be the first to work with students to help them comply with the dress code. Parents will be contacted if there are no workable solutions or the dress code becomes a chronic problem.

Please refer to the district handbook for more detailed descriptions as needed.

Clothing, hairstyles, and accessories should not be disruptive, immodest, or unsafe as deemed by teachers and/or administrators.

Below is a summary of the dress code policy referring to topics we typically encounter at the elementary level.

1. We do not allow apparel and/or accessories that imply violence.
2. No gang related apparel, haircuts, and signs.
3. Clothes must fit, no sagging, and underclothing may not be showing. Ripped or torn clothing is also prohibited.
4. Extreme hairstyles are strictly prohibited (i.e., Mohawks, Fauxhawks, unusually or unnaturally colored hair, excessively spiked hair, etc.) Students' eyes must be visible at all times. Hairstyles are basically all

or nothing styles, i.e. no shaved sides with long top styles, and boy hairstyles must be above the collar.

5. Caps, hats, head coverings, and/or dark glasses are prohibited inside the building, except on specified reward or spirit days.
6. Exposure of the back, and/or the midriff is prohibited. Tank tops and tank-style, and strapless dresses are prohibited. Sleeveless tops must cover the shoulder and not expose undergarments.
7. Pants, shorts, skirts, and/or dresses must be longer than the students' fingertips when arms are fully extended down the sides of the body. Shorts, skirts, and/or dresses worn with leggings must meet dress code length.
8. Shoes must be worn at all times. House-slippers and shoes with wheels are prohibited. All students need tennis shoes for PE class.
9. "Fake" tattoos are not allowed at school and students will be required to wash them off.
10. Boys are not allowed to wear earrings. No tongue jewelry allowed.

The administration has the right to appraise any current fashion or fad and determine whether or not it is appropriate/disruptive for school.

FUND-RAISING

Burden Elementary is truly grateful for our parent participation in our "Free Money" programs...for example, clipping and turning in Box Tops, renewing magazine subscriptions, along with several others. We will also participate in fund-raising activities this year.

GRADING GUIDELINES

Grades will be recorded to indicate mastery of skills. Because skills vary in complexity and take varying amounts of instruction, some marking periods will include more grades than others.

Grades are taken to check the student's understanding, demonstration, and mastery of the skill.

Approximate number of grades can vary slightly by grade level. Numerical grades are recorded in reading, language arts, math, social studies and science each six weeks period, with the exception of 2nd grade Science/Social Studies.

Incomplete work has a grace period that will be determined by the grade level (a time that is appropriate for the complexity of the assignment and/or developmental level of the student) for completion with a 15% penalty for being turned in late.

Assignments will be marked in teacher grade books as missing. After a reasonable amount of time for completion and parent contact, a grade of zero will be marked.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests, and disciplinary penalties.

Concepts not mastered will be re-taught and retested with grades averaged.

Honor Roll will be determined using classes with numerical grades only

Second Grade Guidelines

8-10 Daily Grades; 2-3 Tests

MATH Tests: = **40%**

Daily Work: Class work, projects, Spiral Quizzes, etc. = **60%**

ELAR Tests = **40%**

Daily Work: Class work, projects, AR Quiz Average, Grammar Quizzes, Spelling Quizzes = 60%,

SCIENCE/SOCIAL STUDIES (4-6 grades per 6 weeks grading period)

E - Exhibits understanding beyond grade level expectations and works independently.

S - Exhibits mastery of grade level skills/concepts consistently, needs little guidance.

N - Exhibits a need for frequent guidance to master the grade level skills.

U - Exhibits a need for direct and constant guidance to master grade level skills.

Third and Fourth Grade Guidelines

8-10 Daily Grades; 2-3 Tests

MATH Tests: = **40%**

Daily Work: class work/projects/fact reviews = **60%**

ELAR Tests: = **40%**

Daily Work: Class work, Projects, Writing pieces, Grammar and Spelling Quizzes, AR Quiz Average = **60%**

SCIENCE/SOCIAL STUDIES (6-10 grades total for each grading period)

Tests = **40%** (major projects may be included as a test grade)

Daily = **60%**

HOMEWORK

Elementary students are expected to do a reasonable amount of work at home every day.

Research has proven that homework helps students achieve at higher levels if it is appropriate in length and is meaningful in context. Our students have a daily homework expectation of ten minutes per grade level for maximum student time per day. We encourage all students to read and practice math facts daily. **Second graders and/or any struggling reader should always read with an adult.**

From time to time there will be projects the student is asked to do with the family, and/or specifically assigned practice to address an area of need. Students may have assignments to finish at home if they have missed class or are not using class time wisely. If you feel your student routinely has excessive amounts of work to complete at home, please contact his/her teacher to discuss your concerns.

MAKEUP WORK

We are always working to build mastery and responsibility. Teachers must identify the purpose for each assignment. Make-up assignments rarely accomplish as much as the original. Any class or assignment missed, the teacher may assign the student makeup 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.

The makeup work may not be the exact assignment done during the class time missed.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. Students are granted one day for each day of absence to make up work that was missed.

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.

No grade penalty will be imposed for make-up work after an absence because of in or out of school suspension.

Student Grade-Level Promotion

For all students in all grade levels:

Promotion to the next grade must be based on a variety of criteria, such as:

- Teacher considerations.
- Student performance on state assessments.
- The student's grade/mastery of objectives in each course, especially reading and math.
- Attendance.
- Any other necessary academic information as determined by the district.

HEALTH-RELATED MATTERS

Illness

To protect other students from contagious diseases, a child should not be sent to school if he/she is ill while contagious. **It is very important not to expose other children to the extent we can control.** If your child does not have any of the symptoms listed below, but is not able to function in his/her classroom due to illness, we will notify you. It is crucial parents keep contact information updated.

The following are symptoms of a contagious illness.

Fever

If a child's temperature goes up to 100 degrees orally or higher while he/she is at school, he/she will need to go home and may return to school after he/she has been fever free 24 hours. In case that we are not able to

notify you, an alternate person should be listed on your child's emergency care card.

If your child has fever at home, we ask that you keep him at home until his temperature has been normal for one full day (24 hours) without the aid of a fever reducing medication.

Vomiting

If your child begins vomiting while at school, he/she needs to go home and we will notify you as soon as possible. If your child is vomiting, he/she may have a viral infection and needs to be kept home a full day (24 hours) after the vomiting has stopped.

Diarrhea

Diarrhea is defined as frequent, loose bowel movements. If your child has diarrhea, please keep him/her at home. If your child should begin to have diarrhea at school, he/she needs to go home and we will notify you as soon as possible. Because diarrhea is often contagious, we require that the child remain at home for at least 24 hours after the diarrhea has subsided.

***If your child has fever, vomiting, or diarrhea, he/she may become quickly dehydrated and seriously ill. By notifying your child's physician or clinic about any illness or unusual physical problem, they will be better informed and will be able to quickly start whatever treatment may be needed to help your child regain his usual state of health.

Other Illness

If we have reason to believe that your child may have a communicable disease, for example, inflamed eyes, spreading sores around the lips, nonspecific rash, etc., we will call you to pick the child up from school. You need either bring us a physician's statement that the child is not contagious and may return to school, or keep the child at home until the symptoms subside.

Lice

If a parent finds lice in the child's hair, please inform the school nurse, and she will check other students as necessary. Re-checks will be done on an individual basis continuing with the confidentiality of the condition.

To help keep lice from spreading, parents will be notified to pick the child up from school. Information from the nurse will specify to parents the procedures to kill lice and return to school.

Parents will need to prove or verify the type of lice shampoo used. The child will be re-admitted to school when he provides evidence that a lice control shampoo was obtained, and the child's head is clear of nits.

The parent must send either an itemized sales receipt from a prescription shampoo (such as is used for tax or insurance purposes) or a box bottom from an over-the-counter lice control shampoo such as Rid or A-200 Pyrinate. This should be sent in an envelope marked to the school nurse. Pesticide liquids or sprays and dog shampoos must not be used on children. This is dangerous. Remember that a second treatment must be given 7 - 10 days after the first treatment in order for it to be effective.

A maximum of one school day will be allowed as an excused absence to shampoo and remove ALL nits.

We know you do not want this problem and neither do we. The only way we can control it at school is with your help from home. Therefore, please understand the strict rule is for everyone's protection. Thank you for your help and support in this matter.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has known food allergy or as soon as possible after any diagnosis of a food allergy.

Physical Activity for Students in Elementary School

Burden students receive 45 minutes of PE instruction 3 days per week. Additionally, students have a minimum of 30 minutes of recess/activity time daily.

Girls must wear shorts under their skirts or dresses. Sandals and boots are unsatisfactory footwear for PE classes. **Tennis shoes are required for PE class participation.**

A child will be expected to participate in PE unless the child has a note from his/her guardian requesting that the child be excused for the day. The note will be dated and held by the PE teacher. A doctor's note will be required when your child cannot participate in PE for the fourth consecutive day that class.

If your child misses PE activity, he/she will also miss recess activity. If there are extenuating circumstances, or a need for additional information on the district's requirements and programs regarding Burden student physical activity, please contact the PE teachers.

Vending Machines

There are no snack or food vending machines available to Burden Elementary students. Our cafeteria sells snacks and bottled water during lunches.

RELEASE OF STUDENTS FROM SCHOOL

Afternoon Ride Changes

We will send your child home as indicated on the transportation information you provided during registration. Permanent changes are done online, please allow 72 hours for the change to become active. Any temporary change must be done online by **2:00pm**. No changes will be accepted after 2:00pm. **For your child's safety, our enforcement policy is strict. We will no longer take transportation changes by phone or email.**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

Family Access allows you to access your child's most current grades.

At the end of the first three weeks of a grading period, parents will be given a progress report if their child's performance is **below 75**, or is below the expected level of performance.

If the student receives a grade **lower than 70** in any class or subject at the end of a grading period (on their report card), the parent will be requested to schedule a conference with the teacher of that class or subject to discuss/develop a plan for improvement. **Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.**

Please discuss any questions about grades or grade calculations with your child's teacher.

CCA (Common Curriculum Assessments) and INTERVENTIONS

Texas has a rigorous state curriculum (TEKS) and a comprehensive state assessment program (STAAR) that are aligned. It is the school district's responsibility to articulate and align the taught curriculum with the state curriculum and state assessment.

Benchmark assessments are given 2 times per year and CCA unit tests at the completion of each curriculum unit in ELAR and math. These standards will be met and mastered at each grade level. You will receive a copy of the CCA results from your child's teacher so that you will be aware of how your child is progressing through grade level curriculum. Your child must complete satisfactorily at least 80% of the CCA's in each tested area to be considered on grade level.

Benchmark and CCA unit tests by no means represent all that is taught in the classrooms; however, by determining and measuring what concepts and skills students need to master at each grade level, benchmark and CCA unit tests provide a map of each student's successes in the classroom. With this information, parents and teachers can work together to ensure the educational success of each student.

Intervention

Students not making satisfactory progress at their grade-level may be recommended for intervention strategies. Strategies include one or a combination of the following:

- Small group instruction for specific skill and concept development
- Individual instruction
- Math Lab support
- Reading intervention support
- Focused study of objectives and skills
- Tutorials
- Re-teaching
- Students that do not respond to our initial interventions require further considerations. RTI (Response to Intervention) conferences will be scheduled to determine the next course of action; they may include teachers, interventionists, counselors, and parents.

SAFETY

Drills: Fire, Tornado, and Other Emergencies

Students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drill Bells

3 bells	leave the building
2 bells	return to the classroom

Tornado Drill Bells

Public address system

And intermittent bell tone	move quietly but quickly to the designated locations
----------------------------	--

Public address system	return to the classroom
-----------------------	-------------------------

Other Emergency Situations:

Reverse evacuations:

A continuous whistle signals to students quickly return to the building from outside

Directions/Announcements will be given over our public address system

SCHOOL FACILITIES

Safety is our first priority; visitors will **only** be allowed in academic areas by making advance arrangements with teachers, interventionists, or administrators.

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:00AM

- Cafeteria
- Pre-arranged teacher classrooms for tutoring

7:30AM students are released to classrooms and/or interventions.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. To apply, contact the district's Food Service Director, Mary Sheffield, at the district's Central Office (512) 260-5593.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

Cafeteria Prices

Breakfast

Student \$1.60

Guest/Adult \$2.50

Lunch

Student \$2.60

Guest/Adult \$3.50

Lunch Times by grade level:

2nd 11:15

3rd 12:45

4th 11:50

Cafeteria Behavior

Burden Elementary has posted cafeteria expectations that promote manners expected in restaurant setting.

Classroom Snacks

Teachers may schedule a time for classroom snacks. A list of allowable classroom snacks will be sent home by teachers. Water is allowed in all classrooms.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the school day. For more information, contact the librarian, Jolie Jennings, at 260-4400, ext. 6182.

Library Fines: Fines will be assessed for damaged or lost materials. The fee for damaged or lost books/materials is the replacement cost. If a book is lost or damaged, library privileges will be suspended until the book is paid for or returned. **One month** will be the amount of time given to return a book or pay for it. If a student pays for a lost item and finds it at a later date, a refund will be made if the material is returned undamaged. Lost or damaged books must be paid for. Replacement books from retail booksellers do not have library binding and will not be accepted.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Sherry Hall at the district's Central Office (512) 260-5580.

Bill Burden Special Programs Coordinators may be reached at 512-260-4400

G/T coordinator

Patricia Simpson

504

Heather Collison

Dyslexia

Andrea Rosenbusch

Students w/disabilities

Robin Graham

ESL Coordinator

Trudy Hawthorne 512-260-5580

STANDARDIZED TESTING

STAAR (State of Texas Assessment of Academic Readiness)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments in the following subjects:

- Mathematics, annually in grades 3-4
- Reading, annually in grades 3-4
- Writing, including spelling and grammar, in grade 4
- Any other subject and grade required by federal law

STAAR-A and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

TARDINESS / EARLY PICK-UP

All students that arrive to school at or after 7:45AM will be considered tardy, and must report to the receptionist's office for a tardy slip before class admittance.

Tardies and early pick-ups are strongly discouraged due to the amount of missed/disrupted class time.

In determining the need for a truancy plan, a combination of absences, tardies and/or early pick-ups will be included.

If the school bus arrives after 7:45am, the children will not be penalized.

If a child has any combination of tardies or absences within the marking period he/she will not receive perfect attendance awards or recognition for that reporting period or for the year.

VISITORS TO THE SCHOOL

Visitors and Volunteers

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, **all** visitors must first report to the receptionist desk to receive a visitor's badge. **Every visitor** is required to provide a valid driver's license or state identification card for scanning prior to entry for **every visit**.

Please contact your child's teacher to schedule classroom volunteering or visiting opportunities. Visits to individual classrooms during instructional time are permitted only with prior approval and coordination with the teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive dress or behavior will not be permitted.

Pets are not allowed on campus without prior approval of the principal or teacher.

Non-school age or students not enrolled in Burden shall not accompany parents while volunteering on campus or supervising events/fieldtrips.