



BLANCHE KELSO BRUCE
MUSIC MAGNET
ELEMENTARY SCHOOL

Houston Independent School District
North Region

Family Handbook
2007-2008

<http://es.houstonisd.org/BruceES/>

510 Jensen
Houston, TX 77020
713-226-4560



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B.K. BRUCE MUSIC MAGNET ELEMENTARY

Houston Independent School District

North Region

510 Jensen Drive 🎵 Houston, TX 77020 🎵 713-226-4560 🎵 713-226-4562, fax

Administration

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Cynthia Wilson
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General Superintendent
Superintendent, North Region
Executive Principal, P. Wheatley Feeder Pattern
Principal
Counselor
Magnet Coordinator
Title I Coordinator
Nurse

Purpose of Handbook

The purpose of this handbook is to aid parents and students in adjusting themselves to the policies of the school; to enable all parents and students to have, in concise and readily available form, answers to those questions that come up each school year. Undoubtedly, those rules may be changed from time to time as circumstances change and as we improve by discussing our problems and by experimenting with new ideas.

Mission Statement

The mission of Blanche Kelso Bruce Elementary School is to provide a positive environment that motivates to conceive, to believe and to achieve their fullest potential.

Message from the Principal - Joe D. Gonzales

Welcome to B.K. Bruce Elementary. I ask all families to take time to review this handbook with their child(ren) very carefully. The policies outlined in this handbook run similar to those in the HISD Student Code of Conduct and includes special information that only pertains to our families at B.K. Bruce.

As always, my door is open to all. Please feel free to visit us during the school day to discuss concerns, review questions, volunteer or just to say hello. Here's to another great year!



History of Blanche K. Bruce

(from http://www.csusm.edu/Black_Excellence/index.html)

The first black person to serve a full term in the United States Senate, Blanche K. Bruce was born in slavery near Farmville, Virginia, on March 1, 1841. He was tutored by his master's son and worked as a field hand and printer's apprentice as his master moved him from Virginia to Mississippi and Missouri. Bruce escaped slavery at the opening of the Civil War and attempted to enlist in the Union Army. After the military refused his application, he taught school, briefly attended Oberlin College and worked as a steamboat porter on the Mississippi River. In 1864 he settled in Hannibal, Missouri and organized the state's first school for blacks. Five years later he moved to Mississippi where he entered local politics and established himself as a prosperous landowner. In quick succession he was appointed registrar of voters in Tallahatchie County, tax assessor of Bolivar County, and elected sheriff and tax collector of Bolivar where he also served as supervisor of education. On a trip to the state capital of Jackson in 1870, Bruce gained the attention of powerful white Republicans who dominated Mississippi's Reconstruction government. These men secured more appointments for Bruce and made him the most recognized black political leader in the state. In February 1874, the Mississippi legislature elected Bruce to the United States Senate.

Bruce formally entered the Senate on March 5, 1875, and was elected to three committees: Pensions; Manufactures; and Education and Labor. During the Forty-fifth Congress (1877-79) he served on the Select Committee on the Levee System of the Mississippi River. Although slighted by his Mississippi colleague, James L. Alcorn, Bruce won the friendship and support of Republican senators such as Roscoe Conkling (for whom Bruce would name his only child), and enjoyed a more amicable relationship with Alcorn's Democratic successor, Lucius Q. C. Lamar. Bruce made repeated though futile attempts to convince his fellow senators to seat Louisiana's former governor, P.B.S. Pinchback. He encouraged the government to be more generous in issuing western land grants to black emigrants and favored distribution of duty-free clothing from England to needy blacks who had emigrated to Kansas from the South. Bruce also appealed for the desegregation of United States Army units and for a Senate inquiry into the violent Mississippi elections of 1875. As a member and temporary chairman of the Committee on River Improvements, he advocated the development of a channel and levee system and construction of the Mississippi Valley and Ship Island Railroad.

On February 14, 1879, during debate on a Chinese exclusion bill that he opposed, Bruce became the first black senator to preside over a Senate session. In April he was appointed chairman of the select committee to investigate the Freedman's Savings and Trust Company. Bruce's six-member committee issued a report naming bank officials who were guilty of fraud and incompetence. Eventually about 61,000 depositors victimized by the bank's 1874 failure received a portion of their money. In January 1880 the Mississippi legislature, now controlled by Democrats, chose James Z. George to succeed Bruce. Before his term ended the following March, Bruce continued to be an activist senator, calling for a more equitable and humane Indian policy and demanding a War Department investigation of the brutal



History of Blanche K. Bruce (continued)

harassment of a Black West Point cadet. At the 1880 Republican convention in Chicago, Bruce served briefly as presiding officer and received eight votes for vice president. Following the close of his Senate service on March 3, 1881, Bruce rejected an offer of the ministry to Brazil because slavery was still practiced there. All but one member of the Mississippi congressional delegation endorsed Bruce for a seat in President Garfield's cabinet, but he instead received appointment as registrar of the treasury and served until the Democrats regained power in 1885. Bruce became a lecturer, an author of magazine articles, and was superintendent of the exhibit on black achievement at the World's Cotton Exposition in New Orleans during 1884-1885. In 1888 Bruce received eleven votes for vice president at the convention that nominated Benjamin Harrison. Harrison, as president, appointed Bruce recorder of deeds for the District of Columbia in 1889. After leaving this office in 1893 Bruce was a trustee of public schools in Washington, D.C., and again registrar of the treasury from 1897 until his death in Washington on March 17, 1898.

History of Blanche K. Bruce Elementary School

Blanche Kelso Bruce Elementary School grew out of the "Old Red Barn" on Conti Street. The new school was built to relieve crowded conditions of the three schools in the rapidly growing Fifth Ward area. The new Bruce Elementary opened its doors on January 20, 1920. The faculty consisted of six teachers and the principal, Nat Q. Henderson. Mr. Henderson retired in June 1942, leaving a faculty of twenty-six teachers, a secretary, a doctor and nurse.

J.C. Sanderson became the principal of Bruce Elementary. During Mr. Sanderson's administration, the school continued to grow until his death on February 1949. A.E. Norton finished the unexpired term of Mr. Sanderson.

R.C. Chatham succeeded Mr. Norton as principal of Bruce Elementary. The school continued to grow. Special programs for special populations were added. Mr. Chatham served as principal for six and one half years, retiring January 25, 1956.

Mr. Williams, a former teacher at Bruce Elementary, succeeded Mr. Chatham as principal. Bruce Elementary's first library was opened during Mr. Williams' administration. Additions were made to the physical plant. Mr. Williams passed in February 1962.

Ms. Falbia Turner became principal of Bruce Elementary in March 1962. A beautification program began. A new cafeteria was added and renovations to the physical plant were completed. Bruce Elementary was one of the first schools to be paired with the multi-cultural population as part of the HISD's pairing plan. Ms. Turner remained principal until her retirement in June 1971.



History Blanche K. Bruce Elementary School *(continued)*

Mr. Cameron S. Wells, Jr. succeeded Ms. Turner in the fall of 1971. During Mr. Wells' administration, Title I services were expanded to include computer instruction, resource reading, resource math and Project Hear. Numerous student and teacher programs were initiated during Mr. Wells' administration. The most notable being the Bruce Fine Arts Magnet Program.

After seventeen years, Mr. Wells was promoted to direct HISD School Support Services in February 1987. He was replaced by Mr. Charles Bryant.

Mr. Bryant believed that the school has the ultimate responsibility of teaching basic skills; of developing human resources; of transmitting knowledge; of ensuring dignity for each and every child and finally catapulting the boys and girls into the 21st century with all the necessary tools and skills for success.

Mr. Bryant was promoted to Executive Principal of the Jones and Sterling High Schools Feeder Pattern in the South Region District in 2005. He was succeeded by Mr. Joe D. Gonzales.

In August 2007, Mr. Joe D. Gonzales and the B.K. Bruce staff moved into the new B.K. Bruce campus located on 510 Jensen Drive.

Bruce Elementary School Programs

- *Music Magnet – Strings, Orchestra, Keyboard, Choir*
- *Extended Day*
- *21st Century Afterschool Program*
- *Bilingual Education*
- *Special Education*
- *Title I*
- *Title III*
- *Title IV*



Important Days and Holidays for Students 2007 - 2008

Teachers Report to Duty	Monday, August 13, 2007
Teacher Prep Days and Staff Development (No school for students)	Tuesday – Friday, August 14-24, 2007 Friday, December 21, 2007 Wednesday- Friday, January 2-4, 2008 Friday, March 14, 2008 Monday, March 24, 2008 Friday, May 30, 2008
First Day of School	Monday, August 27, 2007
Labor Day	Monday, September 3, 2007
Thanksgiving Holiday	Wednesday – Friday, November 21 – 23, 2007 Students return Monday, November 26, 2007
Winter Holiday	Monday, December 24, 2007 – Friday, January 1, 2008 Students return Monday, January 7, 2008
Martin Luther King Jr. Day	Monday, January 21, 2008
Spring Break	Monday – Friday, March 17 – 21, 2008
Last Day of School	Thursday, May 29, 2008
Report Card to Parents	Wednesday, October 31, 2007 - First Nine Weeks Wednesday, January 11, 2008 - Second Nine Weeks Wednesday, April 2, 2008 – Third Nine Weeks Thursday, May 29, 2008 - Fourth Nine Weeks
Testing Dates	January 14 - 25, 2008: Stanford/Aprenda; Kindergarten March 4, 2008: TAKS Reading; 3 rd and 5 th grades March 4, 2008: TAKS Writing; 4 th grade February 28 - March 12, 2008: Stanford/Aprenda; 1 st – 5 th grades March 17 – April 11, 2008: TELPAS; K – 5 th grades April 8, 2008: TAKS Math; 5 th grade April 29, 2008: TAKS Math; 3 rd – 4 th grades April 30, 2008: TAKS Reading; 4 th grade April 30, 2008: TAKS Reading Retest; 3 rd and 5 th grades Other specific tests and dates will be announced during the school year.





FIRST DAY OF SCHOOL REMINDER

The first day of school is an exciting day. There are many questions and concerns about procedures. It is very important that students bring home information that will be useful during the school year. Please be sure you receive the following information and return the required documents for our records.

Items to Be Sent Home

- HISD Code of Student Conduct
- B.K. Bruce Elementary School Student Handbook
- Enrollment Card (several copies)
- Lunch Application
- Request for Rainy Day Plan

Items to Be Returned By Students *(by Friday, August 31, 2007)*

- HISD Code of Student Conduct signature page
- B.K. Bruce Elementary School Student Handbook signature page
- Complete Enrollment Card (several copies)
- Completed Lunch Application
- Rainy Day Plan



Daily Procedures

- ◆ Morning Procedures
- ◆ Morning Drop-off Procedures
- ◆ After School Procedures

Morning Procedures

7:00 a.m. The school building opens

Students will not be allowed in the building until 7:00 a.m. No one is available to supervise students until 7:00 a.m.

Please do not leave your child prior to this time. Students should not climb or crawl under the fence or squeeze through the gates. This is very dangerous and may cause a serious injury to your child.

Any children at school before 7:00 A.M. will be reported to the proper authorities.

7:00 – 7:35 a.m. Breakfast in the cafeteria

Due to the large number of students in the cafeteria, we ask parents to leave their child(ren) promptly in the morning under the supervision of school staff. If you wish to become a volunteer to assist us, please sign with your child's teacher or in the Main Office.

Students will report to the cafeteria, whether they will eat breakfast or not. Students will be dismissed to class from the cafeteria.

7:40 – 7:50 a.m. Students report to classroom

Students will be collected by their teachers and escorted to their classrooms.

Parents are discouraged from waiting to hold a conference with the teacher during this time. The instructional day begins at 7:50 and the best time for a teacher conference is during each teacher's conference period or after school.

7:50 a.m. Morning Announcements

The morning announcements begin at 7:50. Each classroom is designated a week to host the morning pledges during the announcements.

Students who arrive during the morning announcements must report to the Main Office for a tardy slip.



Morning Drop-Off Procedures

Bus Riders

Students who arrive to school by HISD or private buses will be dropped off at the side driveway alongside the cafeteria.

Car Riders

The safest way to drop off your child(ren) is driving into the main entrance off 510 Jensen Drive and follow the curb to the entrance of the school building, having your children exit your car door which faces the school.

Please do not stop in the middle of the Jensen Drive to let students out of your vehicle. This is very dangerous. Police officers from the Houston Police and HISD Police Departments often patrol the school in the morning and afternoon and will issue tickets for violations of the above traffic practices.

If you wish to visit the school during this time, please be aware of areas marked for bus loading and non-parking areas. Visitor parking will be marked. Do not park in the Staff Parking area. Within several blocks of the school there are signs that require a driver to maintain a speed of 20 mph.



Walkers

Most of our students walk to school and many have to cross busy streets and intersections. We ask parents to encourage their child (ren) to use all safety precautions and most importantly, follow the directions of our HISD crossing guards. No jaywalking is allowed because it is dangerous and against the law.

Parents should talk to their child (ren) periodically about the dangers of talking to strangers while going to and from school. Students or parents should report to the teacher/office any strangers who are parked, cruising or walking around the school area.

Students should go directly to school in the mornings and home in the afternoon. Students should walk on sidewalks, not cut through yards, and walk on grass, drop trash or fight. Parents should reinforce this idea with their children so that they can avoid needless anxiety for the parents and school.

Students who walk to and from school should obey the following rules:

- Go straight to and from school.
- Follow the route planned by your parents.
- Cross the street only at the corners.
- Obey HISD Crossing Guards and school safety patrol.
- Stay off train tracks.

Kennedy Place Walkers

- Students who live in Kennedy Place will walk down Gillespie Street and cross Meadow Street. Students will continue on Gillespie and enter the rear exit gates on Gillespie and Schwartz Streets, near Swiney Park and report to the cafeteria.

Kelly Court Walkers

- Students who live in Kelly Court Village will walk down Meadow Street, cross the I-10 Bridge with an HISD Crossing Guard, continue on Meadow Street and cross to the right on Gillespie Street. Students will walk down Gillespie Street and enter the rear exit gates on Gillespie and Schwartz Streets, near Swiney Park and report to the cafeteria.

Rear Gate Policy

- ***The rear exit gates on Gillespie and Schwartz Streets will remain open from 7:00 – 7:50 a.m. For the safety of our children and staff, these rear gates will remain locked during the instructional day and will reopen at dismissal, 2:50 p.m.***

Clayton Homes Walkers (tentative)

- Students who live in Clayton Homes will walk down Runnels and cross to the left at Jensen Drive. Students will walk down Jensen Drive and enter the main gates on Jensen Drive, enter the main doors and report to the cafeteria.



After School Procedures

- For security reasons, parents and visitors may not enter the building prior to 3:00 p.m. dismissal and congregate in the halls. Students will not be dismissed prior to the 3:00 bell. In cases of emergencies or doctor appointments, parents must submit documentation on the day of the request or the day after.
- Parents are allowed to remain in the hallways to await their children for the 3:00 p.m. dismissal.
- Parents are NOT to meet their children at their classrooms. This increases the congestion, and makes it difficult for students to walk down the halls and walkways to their buses, carpools or other parents waiting outside.
- Teachers will walk students to their designated exit areas. Please check with your child's teacher for designated pick-up area:

Bus Riders

- Students who are picked up by HISD or private buses will gather at the cafeteria and await their buses.

Car Riders

- Teachers will walk students to the main drive way at the entrance of the school building. Parents may drive into the driveway to pick up their children.

Walkers

Kennedy Place Walkers

- Students who live in Kennedy Place will be escorted by teachers to the rear gates near Swiney Park. Students will walk down Gillespie Street and cross Meadow Street to enter Kennedy Place.

Kelly Court Walkers

- Students who live in Kelly Court Village will be escorted by teachers to the rear gate near Swiney Park. Students will walk down Gillespie Street, cross to the left on Meadow Street, cross the I-10 Bridge with an HISD Crossing Guard and enter Kelly Court Village.

Clayton Homes Walkers (tentative)

- Students who live in Clayton Homes will be escorted by teachers to the main gates on Jensen Drive. Students will walk down Jensen Drive and cross to the right at Runnels to Clayton Homes.

Late-Pick-Up Students

- Please be on time to pick up your child(ren). Supervision will be provided until 3:25.
- All students who have not been picked up by 3:25 will be escorted to the Main Office. Parents must enter the Main Office to pick up their child(ren).
- **Please notify the Main Office if you are going to be late in picking up your child(ren).**



Student Information

- ◆ Attendance/Tardy
- ◆ Illness
- ◆ Emergency Contacts
- ◆ Change of Address/Telephone

Attendance/Tardy

If a student is absent from school because of an emergency or illness, please call the office before 9:30 a.m. on the day of the absence. A note must follow each absence from home stating the nature of the absence.

Absences will be determined “unexcused” if they fail to meet one of the following criteria:

- illness of student
- death in the family
- doctor’s appointment
- religious holiday
- school-related absences prearranged with the school

If a student has a doctor’s appointment, but comes to school before 9:30, after the appointment, he/she will not be counted absent for the day. Please send a note with the student.

Excessive tardiness will affect your child’s attendance record and/or academic status. This can also lead to exclusion from extra-curricular activities and field trips.

Illness

If a student becomes too ill to remain in class, parents or guardians will be contacted by phone to pick up the child. In the event of an injury at school, parents will be notified. **An updated phone number on the emergency contact card is very important.**

We have temporary facilities to help comfort your ill child while he/she is waiting. Transportation cannot be provided for ill children.

If your child is seriously ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.



Illness (continued)

Students with ringworm may attend school only if the affected area is covered.

Parents should make B.K. Bruce Elementary aware of any student's medical problem. Some students may need medication during school hours. Please contact the school nurse to secure papers for your physician to sign.

The school nurse may not administer medicine to any student unless the school has the appropriate form signed by a doctor. All other school employees are not permitted to give aspirins or apply ointment on cuts or abrasions.

Emergency Contacts

In case of an emergency, each student is required to have on file with their teacher and in the Main Office the following information:

- Parents' or guardians' name(s)
- Complete and updated address
- Complete and updated home phone, parent/guardian's work phone and all emergency numbers
- Physician's name and phone number
- Medical alert information
- Names of authorized person(s) allowed to pick up child(ren)

Change of Address/Telephone

It is extremely important that every student maintain an up-to-date address, a working home and emergency telephone number in the Main Office.

Please notify the school immediately if there is a change of address or telephone number during the year.



Safety Procedures

- ◆ School Visitors
- ◆ Student Sign Out
- ◆ Rainy Day
- ◆ Parking

School Visitors

For the protection of the students and security in the school, it is required that any person entering the building during the school day should come directly to the Main Office via the Main Entrance.

All exit doors are locked and faculty, staff and students have been advised not to open any doors for visitors. All visitors should sign in at the Main Office before going to any area of the school.

Teachers and students work on a planned schedule and program. **Conferences and visits must be planned with at least one-day notice, if at all possible.** Unnecessary interruptions consume time and hinder the daily school program.

Student Sign Out

Per HISD School Guidelines and the State of Texas, students will not be dismissed prior to the 3:00 bell. In cases of emergencies or doctor appointments, parents must submit documentation on the day of the request or the day after. The Principal and/or designee must approve the request.

The entire instructional day is vital to the education of our students. Therefore, students will not be allowed to sign-out between the time of 2:00 and 3:00.

Students who are leaving campus before regular dismissal time must officially sign out at the Main Office.

Persons picking up students will be asked to provide identification.

Students will not be permitted to leave the campus with anyone other than those persons listed on the student's enrollment card.



Rainy Days

Please plan ahead and make arrangements so students will know exactly what to do if it is raining at dismissal time.

Walkers: Students will be dismissed when the weather permits.

Car Riders: Students may be picked up early by parents or guardians in case of a storm or excessive heavy rain.

Private Bus Riders: Students will be dismissed at the regular time.

Parking

- Designated parking spots will be available for visitors. Please be aware of bus loading areas and areas marked as non-parking spots.
- The B.K. Bruce parking lot is reserved for faculty and staff. For safety reasons, this parking lot is secured during the instructional day.



General Information

- ◆ **Teacher/Principal Appointments**
- ◆ **Homework**
- ◆ **Report Cards**
- ◆ **Promotion Standards**
- ◆ **Field Trips**
- ◆ **Parent Teacher organization (PTO)**
- ◆ **Volunteers in Public Schools (VIPS)**
- ◆ **Textbooks**
- ◆ **Library Books**

Teacher and Principal Appointments

Parents are always welcome to visit the school to observe or meet with teachers. Any visits during the school day are for that purpose only, unless a conference with the teacher has been prearranged. **Conferences and visits must be planned with at least a one-day notice, if at all possible.** This will help teachers maintain the instructional focus for all their students.

Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the daily school program. Parents may meet with their child's teacher during the teacher's designated planning time.

The Principal has an open-door policy. Parents may meet with the Principal at anytime. Please keep in mind that the Principal may already have appointments or meetings scheduled. So to ensure a conference, please schedule an appointment with the Main Office.

Homework

B.K. Bruce Elementary recognizes the fact that home study is desirable and necessary. Students will be assigned homework as a means of encouraging independent study, establishing good work habits and reinforcing basic subject skills.

Homework will be given **Monday through Thursday** throughout the school year. Some subjects or projects may require the student to work on the weekend.

All homework assignments may or may not be written, but could be in the form of study or review for a test, research project, or book report.

Please support the school by seeing that students are given adequate time, a quiet area to work, and that the assignments are returned to class.

Please check with your child each day about his/her homework. If parents have any questions about homework please check with your child's teacher or call the Main Office. Remember that homework is a review of the week's lesson.



Report Cards

Report cards are distributed every nine (9) weeks at B.K. Bruce Elementary. Report Card Days will be on the designated days as outlined in the HISD Report Card Calendar Day (see calendar on page 7). Parents/guardians are encouraged to visit B. K Bruce Elementary to pick up their child(ren)'s report card on this early-dismissal day to visit teachers.

A grade reflects the child's performance of grade level requirements.

Numerical grades range from:

- 90 – 100 A – Excellent
- 80 – 89 B – Good
- 75 – 79 C - Fair
- 70 – 74 D – Passing
- 50 – 69 F – Failing

The section on Effort, Conduct, and Work Habits are very important because it is the development of good work habits and attitudes that tend to ensure effective learning skills.

It is the school's desire that every student work to the best of his/her ability at all times. Occasionally, however, it is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the student to improve his/her work before the next report card. **Interim Progress Reports** will be issued during each grading period. They may be sent at any time during each of the nine week's reporting period. This **Interim Progress Report** is to be signed by the parent or guardian and returned to the issuing teacher.

ALL STUDENTS ARE TESTED

This spring all students in grades K through 5 will be tested using National Norm Referenced tests: Stanford 10 (for students in English reading) and Aprenda 3 (for students in Spanish reading).

Students in the third through fifth grade will be administered the Texas Assessment of Knowledge and Skills (TAKS) test each year in the spring. The TAKS test is also a criterion for promotion to the next grade.

The teachers prepare the students for the tests. The students will continue to prepare daily. It is very important that students read each day for at least 30 minutes and get seven (7) to eight (8) hours of sleep.



Promotion Standards - Grades 1 through 3

The Houston Independent School District has adopted a policy that requires students to demonstrate that they have learned what the State of Texas requires public-school children to learn before they are promoted to the next grade.

HISD has set guidelines for measuring each student's level of achievement. Assistance will be provided to the student to improve his or her performance, as needed.

Grades 1 - 3 Requirements:

- A. All students in grades 1 - 3 must meet current Texas course-average requirements: a 70 percent overall average in course grades, including a 70 percent or better grade in reading, language arts, mathematics, and either science or social studies.
- B. Students in grades 1 and 2 must earn a passing score on HISD's High Frequency Word Evaluation. Students in grade 3 must earn a passing score on the reading section of the Texas Assessment of Knowledge and Skills (TAKS).
- C. All students in grades 1 - 3 must score no lower than one grade level below grade-level placement in reading on the Stanford 9/Appendix 2 tests.
(Example: A third-grade child taking the test in March would need to score at least 2.7 because the child's actual grade-level placement is third grade, seven months, or 3.7.)

Note: Promotion decisions for students in Special Education will be made by the Admission, Review, and Dismissal (ARD) Committee; Promotion decision for limited English proficient students will be made by the Language Proficiency Advisory Committee (LPAC).

Grades 1 - 3 Procedures:

Schools will use the policy to decide at the end of the 2007-2008 school year whether students in grades 1 - 3 will be promoted using the following guidelines:

Students who fail to meet state course-average requirements will be retained. If the student was successful on requirements B and C and successfully completes summer school, the Promotion/Retention Committee will review his/her achievement to determine the student's status for the fall.

Students who fail to achieve requirements B or C, but who have met state course-average requirements are to attend summer school. After the student attends summer school, the Promotion/Retention Committee will review his/her achievement to determine the student's status for the fall.



Promotion Standards – Grades 1 through 3 (continued)

Students who fail to demonstrate achievement on requirements B and C but who have met state course-average requirements are to attend summer school. The student will have the opportunity to pass the TAKS requirement at the end of summer school. The Promotion/Retention Committee will review his/her achievement to determine the student's status for the fall.

HIGH FREQUENCY WORDS EVALUATION

During the spring, children in first and second grade are given a test. This test will consist of high frequency words at their grade level. Children must demonstrate a level of 80% accuracy to meet one of the Promotion Standards. To help prepare the children for this evaluation we send home flash cards to practice.

Promotion Standards – Grades 4 through 5

Students will be promoted to the next grade level by meeting the following promotion standards:

- All students in grades 4-5 must meet current Texas course-average requirements: a 70 average of all course grades.
- A 70 or better grade in reading, language arts, mathematics, and either in science or social studies in grades 4-5.
- All students in grades 4-5 must earn a passing score on the reading and mathematics sections of the Texas Assessment of Knowledge and Skills (TAKS).
- All students in grades 4-5 must score no lower than the grade-level standard set for that school year in reading and math on the Stanford 10/ Aprenda 3 tests. For the school year 2007-2008, students in grades 4 and 5 must score no lower than one grade level below their present grade. *Example: A 4th grade student who takes the test in March must score no lower than 4.7.*



Field Trips

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

Parents will be notified of these trips and must sign a **Field Trip Permission Form**. Sometimes a fee may be requested from each student to help defray transportation and/or admission costs. Parents who cancel and do not wish for their child(ren) to attend will not be reimbursed.

Parents are encouraged to attend field trip outings with their children. Parents may not bring other children with them. Chaperones are needed to assist with students in that particular class.

SPECIAL NOTE: Students who attend a field trip with their class or club must return to the school with the same group. In some cases a parent may be required to accompany his/her child on a field trip.

Parent Teacher Organization (PTO)

The B.K. Bruce Elementary PTO is an integral part of the total school program. It serves the students in many ways, and thus serves the school. To function effectively, the PTO needs volunteer workers with a broad range of talents and skills. We urge all parents to become involved in PTO.

Notices of upcoming PTO meetings will be posted and sent home with your child(ren).

Volunteer In Public Schools (VIPS)

VIPS is a great way to show our students how parents and teachers can work together for them. Parents are invited to join the B.K. Bruce Elementary and VIPS. A VIP works closely with a teacher on a regular basis in a variety of ways.

Parents can volunteer as a tutor, read-aloud-listener, prepare materials for the class, attend field trips, supervise children and organize programs.

Parents who are interested in learning more about this program may contact the Main Office.



Textbooks

Students will be issued textbooks in all subjects. These textbooks are loaned to the student for the year to students in third through fifth grade. Textbooks are to be covered, kept clean and handled carefully.

Students are responsible for returning textbooks at the end of the school year or upon checkout from the campus. Parents are responsible for paying for damaged and/or lost books.

A replacement book will not be issued to any student until payment has been made for damaged, lost or stolen book.

Library Books

Students check out library books at their assigned times. It is the student's responsibility to take care of all library books in their possession. Parents are responsible to pay for all damaged and/or lost books.



Student Policies

- ◆ Code of Student Conduct
- ◆ Discipline
- ◆ Dress Code
- ◆ Home Communications
- ◆ Personal Property
- ◆ After School Clubs/Activities
- ◆ Care of School

Code of Student Conduct

B.K. Bruce Elementary will ensure and maintain an appropriate instructional environment by following the HISD Code of Student Conduct, which outlines misconduct and discipline options, and procedures for removal of students. The school will maintain safety for all students, maintain a balance between the rights of individual students and teachers, foster an appropriate instructional environment, enhance instruction, meet student needs and continuously improve student achievement.

Students who commit violations of the Code of Student Conduct are subject to detention, suspension, and exclusion from participation in academic or extra-curricular activities. Based on the severity of the violations, students may also be recommended for administrative placement to an Alternative Education Program (AEP) or expulsion.

We recommend parents, along with their children to review the following sections in the HISD Code of Student Conduct:

- Student Rights and Responsibilities
- Student Misconduct
- Level of Offenses

If your child refrains from involving him/herself in any of the above, he/she will do well and will have a fine educational experience during his/her stay at B.K. Bruce Elementary.



Discipline

B.K. Bruce Elementary School Rules for the 2007-2008 school year are as follows:

- **Respect self, others and property.**
- **Be prepared for the instructional day.**
- **Do your best.**

In order for over 400 young people to learn, live, and work together in a productive environment, appropriate behavior is necessary. The HISD school system, B.K. Bruce Elementary, and each class has established realistic and reasonable guidelines, norms, rules and procedures for all students to follow so that learning can take place without disruption.

The educational purpose of schools is accomplished best in a climate of student behavior, which is socially acceptable to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of others will not be tolerated at B.K. Bruce Elementary.

The HISD Board has mandated a **Code of Student Conduct** for each student. A copy has been provided for each student. Please take note that specific guidelines are established for follow-up infractions of these rules within the code.

Minor problems are handled in a routine manner by the classroom teacher through discussions with the student. The Principal and/or designee will contact parents or guardians for repeated disruptive incidents. Parents' and guardians' cooperation and understanding is essential.

In some cases, detention will be assigned as a punishment for repeated disruptive incidents. School personnel who assign detention will provide parents notice 24 hours in advance of the detention. Parents are responsible for the child immediately after dismissal from detention. School personnel assume no responsibility for pupil's transportation from the school to their home.



Dress Code

Uniforms are mandatory at B.K. Bruce Elementary. The Uniform Committee, faculty, and staff of B.K. Bruce Elementary have adopted the following guidelines for dress:

- All students must wear uniforms daily.
- **Friday Spirit Day:** B.K. Bruce Elementary Emblem, DARE or B.K. Bruce Elementary Club T-shirts are permitted with uniform pants, jumpers or skirts or blue jeans.
- Continued violations will result in parent/guardian contact to bring the proper student uniform. The student will wait in the Main Office until parent's arrival.

Girls

- Tops: Dark blue or white blouse (short or long sleeve); size appropriate and tucked in at all times.
- Bottoms: Khaki pants; jumpers, shorts, skirts, or skorts and should be at knee length; size appropriate.
- Belts should be used when appropriate.
- It is recommended that girls wear biker-style shorts when wearing skirts or jumpers
- Shoes can be of any color. For student safety, all parts of the foot should be covered. Sandals, open-toed shoes or shoes with wheels will not be permitted.
- Make-up is not to be worn.
- Expensive jewelry should not be worn.
- All coats, jackets, hats and any other non-uniform color sweaters or sweatshirts will be removed when in the school building.

Boys

- Tops: Dark blue or white shirt (short or long sleeve); size appropriate and tucked in at all times.
- Bottoms: Khaki pants, shorts; size appropriate.
- Belts should be used when appropriate.
- Shoes can be of any color. For student safety, all parts of the foot should be covered. Sandals, open-toed shoes or shoes with wheels will not be permitted.
- Expensive jewelry should not be worn.
- All coats, jackets, hats and any other non-uniform color sweaters or sweatshirts will be removed when in the school building.



Dress Code (continued)

All teachers will follow these steps in handling the dress code:

- 1st Offense → Discuss the dress code with the student. Send student to the Main Office to receive a Dress Code letter to parents.
- 2nd Offense → Contact parent(s) by telephone and explain dress code.
- 3rd Offense → Send student to the Principal.

The parents/guardians are responsible for dressing his/her child in the mandatory school-wide uniform.

Home Communications

Communications from B.K. Bruce Elementary to parents is a very important informational link. B.K. Bruce Elementary will employ various modes of communication.

The B.K. Bruce Elementary Monthly Calendar will be sent out with students during the first week of each month. Important dates and activities will be posted.

PTO meetings, holidays and other important notices will be sent home to parents with students.

HISD has provided all campuses with an automated phone call system, ConnectEd. The Principal will regularly contact families with updates, important information and reminders with this system. It is very important that B.K. Bruce has the most recent phone numbers of all families.

A copy of all written notices will be available at the Main Office.

Personal Property

Students are cautioned not to bring to school:

- large amounts of money, jewelry
- pagers, phones, lasers
- radios, cameras, toys, electronic games

If it is necessary to bring more money than needed to pay for lunch, students should leave it with the teacher for safekeeping. Students should not leave money or other valuables in the classroom, desk or backpacks.

Students who wear glasses and/or watches are responsible for their care.



After School Clubs/Activities

B.K. Bruce Elementary sponsors several after school clubs and activities. Students are encouraged to participate in any of the activities that interest them.

Club meetings and/or practices will be scheduled in advance via B.K. Bruce Elementary Monthly Calendar and/or Notices to Parents.

Please arrange for student pick up or other modes of home travel for your child. Parents are responsible for the child immediately after dismissal from after school activity. School personnel assume no responsibility for pupil's transportation from the school to their home.

Care of School

We try to instill student's pride and respect in the appearance of B.K. Bruce Elementary. Students should not mark on school furniture, walls, ceilings, floors, textbooks or equipment with pen, pencil, marker, or any other marking tool.

Students should not tamper with plants, trees, fire alarms, fire extinguishers, or any electrical system in the school.

Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. We hope that students and parents will report incidents of destruction to school property.



BLANCHE KELSO BRUCE
MUSIC MAGNET
ELEMENTARY SCHOOL

I have read the B.K. Bruce Elementary Family Handbook very carefully. I understand the rules and regulations required of all students attending B.K. Bruce Music Magnet Elementary. I have also reviewed the student handbook with my parent(s) or guardian(s). The following signatures show that my parent/guardian and I are in agreement with everything written. I understand that this agreement will be kept on file for the 2007 – 2008 school year with my permanent records.

Student Signature

Date

Parent/Guardian Signature

Date