

# Birnham Woods Elementary Handbook Addendum 2015-2016

**Principal:**

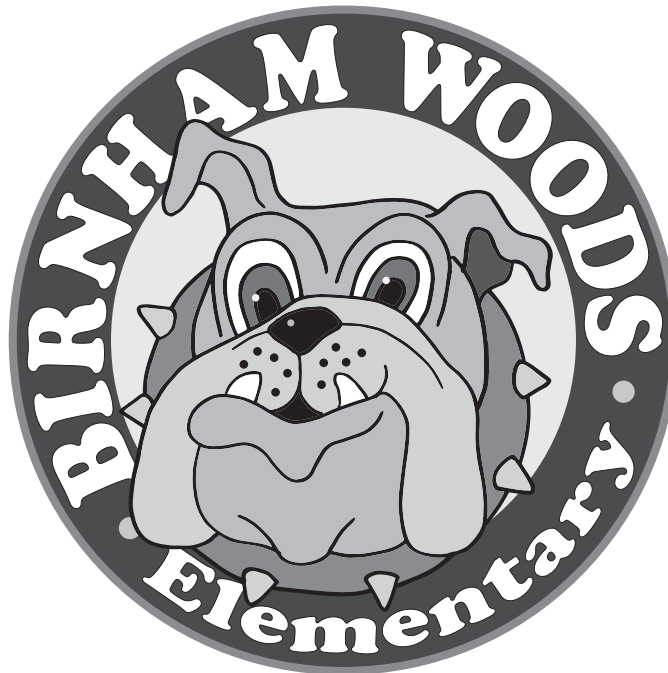
Dr. Christine Butler

**Assistant Principal:**

Natalie Buckley / Stacy LaBruyere

**Counselor:**

Amanda Turco



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31150 Birnham Woods Drive

Spring, Texas 77386

832-663-4200

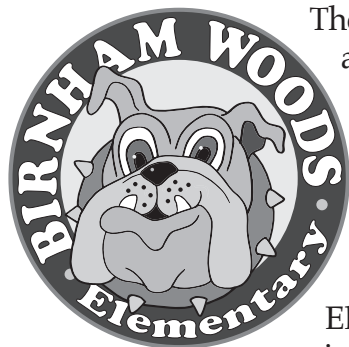
832-663-4299 - fax

Website: <http://birnham.conroeisd.net/>

Email: [birnhamwoods@conroeisd.net](mailto:birnhamwoods@conroeisd.net)

The Conroe ISD Student Handbook includes important information that is relevant to all elementary schools.  
This addendum will have specific information relating to Birnham Woods Elementary.

# Welcome to Birnham Woods Elementary School!



The beginning of a year is always an exciting time, and we are looking forward to another successful year! At Birnham Woods Elementary, we believe that, in collaboration with parents and community members, Birnham Woods Elementary will provide a safe, caring, and positive learning

environment that celebrates diversity and instills a desire for learning while meeting the individual needs of all students. Through motivation and high expectations, every child will achieve personal and academic success today and for a lifetime.

The 2015-2016 Conroe Independent School District Student/Parent Handbook is available to you online at [www.conroeisd.net](http://www.conroeisd.net). Please sign and return the Student Handbook Acknowledgment page as soon as possible or you can log onto parent access and electronically sign.

The purpose of this handbook addendum is to inform you of important information regarding day to day life at Birnham Woods; however, at times it may be necessary to make a few changes during the school year. In this event, you will be notified via letter, email, or website. I want to encourage you to visit our school website at <http://birnham.conroeisd.net> as important information and events will be posted there frequently. In fact, you may want to bookmark this address for easy access.

Please be sure to give us every available phone number and contact we might need in case of an emergency. If your phone number changes throughout the year, please update our records by sending in a note with your child.

I am looking forward to working together with you, and I feel certain that you will enjoy being a part of the Birnham Woods Bulldog family.

Sincerely,

Dr. Christine Butler  
Principal

## Office Staff

Dr. Christine Butler .....Principal  
Natalie Buckley .....Assistant Principal  
Stacy LaBruyere .....Assistant Principal  
Amanda Turco .....Counselor  
Edith Torres.....Receptionist  
Lisa Traylor .....Secretary  
Melissa Hill .....Registrar/ Attendance  
Dana Fisher, R.N.....Nurse

## 2015-2016 Parent Orientations

**PreK, kindergarten, and first grades**  
August 27th at 6:00 p.m.

**Second, third, and fourth grades**  
September 1st at 6:00 p.m.

## School Hours

7:45 a.m. to 2:45 p.m.  
Doors open at 7:20 a.m.

## Birnham Woods PTO

Our organization is committed to the collaboration between parents and teachers in an effort to maximize the education experience.

Volunteerism is a critical component to a successful PTO, and we encourage all parents to join in whenever possible.

**Check our website:**  
<http://birnham.conroeisd.net/PTO>  
**or email:**  
[bwptopresident@gmail.com](mailto:bwptopresident@gmail.com)

## The Bulldog G. R. O. W. L.

**G**enerate a positive attitude  
**R**espect yourself, others, and  
your surroundings  
**O**bey the rules set before you  
**W**ork toward personal excellence  
**L**ive toward your potential

## Arrival

Students should not arrive at school before 7:20 a.m. At 7:20 a.m., the school doors will open for all students. Students will wait in the hallway next to their classroom until 7:30 a.m. when their teacher will welcome them to the classroom.

Car riders are to be dropped off at the front porch no earlier than 7:20 a.m. Safety Patrols are available to assist your child out of the car. Because the traffic becomes very congested, we encourage you to use the school bus if they live further than one mile from Birnham Woods. (*Your children are never marked tardy if they ride the bus.*)

All bike riders and walkers will have a crossing guard on duty to assist them in crossing traffic areas. It is very important that no student attempts to cross without the guard. The crossing guard will arrive at 7:20 am and stay until 7:45 am.

## Attendance

Our children learn an amazing amount while in class. We don't want anyone to come to school ill, but please have your child present daily if at all possible. Make up work only includes written class work and homework. The actual teaching is the most important component that your child misses. Please schedule all vacations during days students are not expected to attend school.

Attendance is officially recorded at 9 a.m. each day. Afternoon prekindergarten attendance is recorded at 1 p.m. When a student is absent, please call the school by 9:00 a.m. and provide a note explaining each absence within three days after returning to school. See the CISD handbook for more information about doctor's appointments, etc. Please make every attempt to schedule appointments outside of school time. However, if your child is absent due to a medical appointment, he/she will be counted present if the student is returned back to school on the same day with a doctor's note that verifies the appointment and a HCP (Healthcare Professional) form is completed at the front office. Pre-Kindergarten and Kindergarten students are subject to compulsory attendance laws.

## Tardies

The tardy bell rings at 7:45 a.m.; students will be counted tardy if they are not in the school building at that time. Students arriving after 7:45 a.m. will need to report to the front office to be signed in as tardy. After 7:55 a.m., a parent should accompany the child into the building to document the reason for the tardy at the front office. It is the parent's responsibility to sign-in the student. Students with excessive tardies or early dismissals may be subject to administrative action.

Students arriving after 9:00 a.m. will be counted absent unless they are brought to school with a note from the doctor verifying the appointment and the parent completes a HCP (Healthcare Professional) form at the front office (*Please see the above section labeled "Attendance"*).

## Security and Visitors

Safety is a top concern, and surveillance cameras are placed at all doors and in the hallways of our school. Each camera records all activity. All outside doors are locked including the front doors which have a call button to notify the front office. All visitors must report to the front office to sign in and receive a visitor's name tag. The receptionist will ask for your driver's license which will be scanned using a system that is connected to the database that provides an alert for any person who may jeopardize the safety of our campus. After your license is scanned, a name tag will be printed for you showing the date and the purpose of your visit.

Please know that every visitor must have a name tag, and anyone without one will be stopped. Visitors must return to the front office before leaving the building to turn in their visitor's tag to be checked out of the building. Even though this is time consuming, it is essential to our children's safety. For your child's protection, parents and visitors are not allowed to go to their child's classroom to pick them up during or at the end of the day. All student check out is through the front office.

If you need to pick up your student, you will be asked for your driver's license. Students will only be released to a parent, guardian, or other designated emergency contact listed on the Emergency Information Card with picture ID. **Emergency contacts** are those persons with whom you give permission to pick up your child from school. By listing their name, you give them the right to sign your child out of school in the event we are unable to reach you. Persons listed are also permitted to sign your child out for any reason with your prior permission in the form of a handwritten note or fax *including your signature*. **The emergency contact's name must be listed on the Emergency Card.** You may list as many persons as you wish.

## Student ID

All students are issued a 6 digit ID number. This number is used in the cafeteria line, library check out, bus registration and Parent Access.

You can find the Student ID on their previous report card from CISD or on the yellow registration form that will come home the first week of school.

If you are a new student to Birnham Woods or have any questions, please contact the front office at 832-663-4200.

## Child Nutrition

Student breakfast costs \$1.15 and student lunches cost \$2.65. You can manage your child's lunch account online by going to [www.myschoolbucks.com](http://www.myschoolbucks.com) and following the registration process. You will need your child's assigned Student ID for this process.

The cafeteria will accept lunch money from 7:20 – 7:45 a.m. or you can send money or checks to school with your child. Checks must be written for \$25 or greater.

To find what is being served in the cafeteria visit the CISD website [www.conroeisd.net](http://www.conroeisd.net), choose "Students/Parents",

“Child Nutrition”, “Ele/Int Lunch Menus”, and selecting “Click Here For List of Schools”.

It is a good idea to keep money in your child’s account in case they forget their lunch or lose it on the way to school. Your child will use their 6 digit student ID to check out in the cafeteria. This avoids all problems associated with lost money, etc. If your child doesn’t have a lunch or lunch money, a free alternative meal consisting of a sandwich and water will be provided.

## Recess/Lunch Schedule

The first 30 minutes is lunch. The next 20 minutes is recess. The final 10 minutes is bathroom.

12:05 – 1:05 .....Kindergarten	11:30 – 12:30 .....3rd Grade
11:10 – 12:10 .....1st Grade	12:30 – 1:30 .....4th Grade
10:45 – 11:45 .....2nd Grade	

### PreK:

<b>AM PK</b> 7:45 – 10:45	<b>PM PK</b> 11:45-2:45
recess: 10:00-10:30	lunch: 11:25-11:45
	recess: 1:30-2:00

*Please do not plan to visit your child during lunch during the first two weeks of school; we will be busy teaching cafeteria rules and procedures. However, starting Tuesday, September 8th, we welcome you to join your child for lunch.*

**Eating lunch and attending school activities** with students is always welcomed; however, if someone other than you plans to have lunch or attend school activities with your child, **the person’s name must be listed on the Emergency Card.** This prevents just anyone from coming in and having lunch or attending school activities with your child.

## Bus Transportation

Buses in CISD are available to every student living more than one mile from the school. We encourage you to use the bus system if possible. New students must request transportation services during the registration process. Returning BWE students have the option of going to the CISD website – [www.conroeisd.net](http://www.conroeisd.net) – to request bus transportation for your child. You can choose “What Bus Do I Ride?” at that site. (*You will need your child’s assigned Student ID for this process.*) Students will only be delivered to the home address that we have on file in the PEIMS office.

Please know that students are not allowed to ride a different bus to go home with a friend. Students are assigned one bus route; this is the only bus they are allowed to ride.

Alternate address transportation forms are used only for permanent daycare type situations and prior approval is necessary. The alternate address form can be printed from the following website <http://transportation.conroeisd.net/>.

As can be expected, buses will not be on schedule for the first couple of weeks until bus routes have been finalized. The transportation department will be monitoring the average number of bus riders per bus prior to making any permanent changes. They are unable to finalize routes if

students are not on the bus. Therefore, we recommend if your child will be a regular bus rider that they begin riding the bus on the first day of school. If after two weeks you have concerns regarding bus transportation, we recommend you contact the transportation department at 832-592-8850.

## Changing Transportation

For the safety of your child, transportation changes are only to be used in an emergency situation. Any necessary changes must be made in writing before 2 p.m. In an emergency, changes can be faxed to 832-663-4299 or emailed to [birnhamwoods@conroeisd.net](mailto:birnhamwoods@conroeisd.net). Please call the office to notify us that you are sending a fax.

**Transportation changes can not be made after 2 p.m. This includes parent walk-ins at the end of the day, so please plan accordingly.** Students will not be called for dismissal after 2:25 p.m.

By following these procedures, dismissal should flow quickly.

## Day Care

If your child is absent or is not using day care that day, please notify the day care facility. Day care drivers will not leave without accounting for all children.

## Dismissal

All **bike riders** and **walkers** will be dismissed by the bike racks. Kindergarten or PK students will not be allowed to walk or bike home without an adult.

**Bus riders** will be walked to their buses.

**Car riders** Parents are not to pick up their children from the porch. All car riders must go through the car rider line. In order to pick up your child through the car rider line, you must have your school issued car rider sign visible at pick up time. If you don’t have a car rider sign, you will be asked to go to the front office and show your driver’s license and wait until the pick-up line has ended (usually by 3:05 p.m.). If you car pool, all car rider names will need to be listed on your car rider sign to pick up students.

## Severe Weather Dismissal

No students will be walkers or bike riders on severe weather dismissals. On severe weather days, the decision to call the dismissal will be made by 2:35 p.m. Severe weather dismissal will be called for thunder and lightning, hail, or other severe weather. It will not be called for only rain. Every teacher will ask you to fill out a severe weather dismissal plan. This is what we will use to make sure your child goes home safely. If your child is a car rider or bus rider, nothing will change. If your child is a walker or bike rider, you need to choose if your child will ride the bus or be a car rider on severe weather days. We do not allow children to walk or ride bikes if there is severe weather. Please communicate this information with your children to avoid any anxiety about their transportation home on extreme weather days.

## Teacher Conference Times

PreK .....	10:30 – 11:30 a.m.
Kindergarten .....	9:00 – 10:00 a.m.
First grade .....	10:05 – 11:05 a.m.
Second grade .....	7:55 – 8:55 p.m.
Third grade .....	12:30 – 1:30 a.m.
Fourth grade .....	1:35 – 2:35 a.m.

All parents will be asked to attend a yearly parent conference with your child's teacher.

## Early Release Dismissal

Conroe ISD has scheduled two early dismissal days this year to accommodate for parent conferences and extended grade level planning. Birnham Woods Elementary students will be dismissed at 11:45 a.m. on October 16, 2015 and December 18, 2015. Regular dismissal procedures will be followed on these days. However, the YMCA After-School Program does not provide day care on early dismissal days; please make other arrangements for your children.

All students will be fed lunch on our early release days; however, lunch will be at a different scheduled time. Students will eat lunch in their classrooms on early release days.

## Special Classes

Specials classes include P.E., Music, Art, Library, and Computer Lab. Appropriate shoes are required for P.E. classes. For safety, no flip flops are allowed. Children may bring a change of shoes in their backpacks if necessary.

## Excused from P.E.

Physical education is an important part of a child's educational experience and is required by State law. A written excuse is required in the event a child needs to be excused from participation in physical education. If he or she cannot participate for a period of more than five days, a doctor's statement must be presented to the school. A note from the physician releasing the student to return to regular participation in physical education will also be required.

## Special Events (*Birthdays, Holidays, etc.*)

**Deliverys to school:** The delivery of food, flowers, balloons, etc. to students at school is not permitted. However, if a student forgets a lunch, an assignment or project, money to pay dues or fines, deliveries may be made to the front office for the student to pick up during the school day. Class instruction will not be interrupted to deliver items or messages to students, unless an emergency, as deemed by a school administrator, exists. All deliveries are subject to search at the discretion of the campus administrator.

## Student Nutrition Guidelines

**All treats provided for birthday celebrations, holiday parties, and school events must be store bought. Homemade items are not allowed due to allergy, safety, and sanitary concerns.**

Personal birthday party invitations can be distributed at school if the whole class is invited. If this is not possible, please mail classmates your child's invitations. Please understand BWE is not able to provide addresses to other families for our students. We are sorry for this inconvenience.

## Communication - *Bulldog Bulletin*

Email is our primary communication tool for all school events and information. In an effort to save time and paper, the *Bulldog Bulletin*, our monthly school newsletter, will be distributed electronically the beginning of each month via parent email and the Birnham Woods webpage at <http://birnham.conroeisd.net/>. You may want to bookmark this address for easy access. Information and events will be posted there frequently. It is vital that parents read the newsletter to be aware of scheduled events and activities throughout the year.

Teacher and staff web pages will be available from the Birnham Woods home page as well as PTO information.

If you do not have access to the Internet and require a paper copy, please let your child's teacher know so that accommodations can be made.

**Friday Folders** will be sent home with your child each Friday. Please check this folder weekly for grades and other important information.

## Damage to Birnham Woods Property

Birnham Woods Elementary provides a variety of furniture, instructional resources and materials that are used throughout our day to enhance our instruction. Teachers and students alike rely on these resources throughout the day in many different ways. Please know that families may be held financially responsible to fix or replace items that are damaged during any inappropriate use of the item.

## Parent Access

Parent Access is a free program available to all CISD parents/guardians. Once you register for a Parent Access account, you will have access to grades, report cards, progress reports, attendance, discipline records, cafeteria accounts, and more. *At some point in the future, progress reports and report cards may only be published in Parent Access, so it is imperative that you register.*

Parents wishing to access Parent Access must have a valid email address on file in the PEIMS office. To sign up, visit the district's website at [www.conroeisd.net](http://www.conroeisd.net) and choose "Parent Access" under the "Parent/Student" tab. You must re-enroll in the program at the beginning of every school year for each child. If you need assistance with the parent access registration process please call 832-663-4200.

## Progress Reports and Report Card Schedule

Progress reports will be sent home with your child in their Friday folder at the mid point in each nine-week grading period.

Report cards will be sent home on October 23, January 3 and March 24. End of year report cards will be mailed home by June 17th. Please look closely at the information on your child's report card. According to CISD School Board policy, "promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (*essential knowledge and skills*) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, and either science or social studies".

## Curriculum

Every parent is encouraged to visit the Texas Education Agency website at [www.tea.state.tx.us](http://www.tea.state.tx.us). Curriculum for each grade level comes directly from the Texas Essential Knowledge and Skills available at this site. Curriculum taught in each classroom is the same, though activities may vary.

## Assessment and Testing

### STAAR

Texas has a state assessment, STAAR (State of Texas Assessments of Academic Readiness). Fourth graders are required to participate in the STAAR test in writing, reading and math. Third graders are required to participate in the STAAR reading and math tests.

STAAR writing is March 29th and 30th,  
STAAR math is May 9th, and  
STAAR reading is May 10th.

### TELPAS

All limited English proficient (LEP) students are required to participate in the Texas English Language Proficiency Assessment System (TELPAS). This assessment includes a variety of subjects tested throughout several testing windows during the spring semester. More information will be sent home to students involved in this assessment closer to time.

## Birnham Woods PTO

Please refer to your PTO packet for information on joining PTO, ordering Birnham Woods spirit items, and how to become involved in supporting your school. Our PTO offers parents many opportunities to volunteer at our school.

## Miscellaneous Information

Please send a water bottle to school with your child. We want students to have access to water at all times.

## Transportation of Medication

In the interest of safety for all students, medications cannot be transported to or from school on the school bus. Should your child need to have medication at school please bring or make arrangements for the medication to be brought to the clinic by the parent or guardian. Students may not bring medications from home in their backpack for delivery to the nurse. All medications must be signed into the clinic by the adult parent or guardian. For your convenience, many of the local pharmacies will provide a second labeled container for medications needed at school. Please note: If a medication is required daily or twice-a-day, please administer at home. Many three-times-a-day orders may also be given at home unless the doctor requests specific time during school day. All medication must be kept in the clinic during the school day.

Over-the-counter medication dosage must not exceed the dose recommendation listed on the bottle. Exception: If your physician, dentist, or orthodontist has directed a certain dosage to be given that is greater than that recommended on the bottle, a written order will need to be included with the written permission from the parent.

The school must receive a written and dated request from the parent or legal guardian to administer any medication. This permission must include the name of the drug, the exact dosage and reason or purpose the student is to receive the medication. Prescription and non-prescription drugs must be in the original container and properly labeled. Medications given at school must be approved by the Federal Drug Administration (FDA). Only the guidelines printed on the container will be followed unless a physician order is present.

## Deliveries

Delivery of distracting items such as flowers, balloons, etc. to students at school is not permitted. If you need to drop off of any items for your child, please label with the student's name and teacher and leave it at the front office. Deliveries are made to the classrooms at 10:00 a.m. and 2 p.m.

## Lost and Found

It is advisable to label all lunch kits, sweaters and coats that are brought to school. In cooler weather, the children tend to wear these to school and take them off as the day grows warmer. If you are missing an article of clothing, please ask in the front office for the Lost and Found location. All unclaimed items are donated at the end of each month.



**CONROE**

INDEPENDENT SCHOOL DISTRICT

*Committed to Excellence*

# 2015-2016 School Calendar

4/2/15

## Days of Instruction

	Students	Teachers
1st Semester	79	86
2nd Semester	99	101
<b>Total Days</b>	<b>178</b>	<b>187</b>

## Grading Periods

### 1st Semester

Grading period	Ends
1st	October 16
2nd	December 18

### 2nd Semester

Grading period	Ends
1st	March 11
2nd	June 2

## Students

Starting date ..... August 24  
Ending date ..... June 2

## Staff

Starting date ..... August 14  
Ending date ..... June 3

## Student Holidays

Labor Day.....September 7  
Thanksgiving .....November 23-27  
Winter Break.....Dec 21 - Jan 4  
Martin Luther King.....January 18  
Presidents' Day.....February 15  
Spring Break..... March 14-18  
Holiday..... March 25  
Memorial Day.....May 30

## Teacher Work Days

August 21, January 4, June 3

## Staff Development

August 14-20, February 15

## Student Early Release

October 16, December 18

## Inclement Weather Days

February 15, June 3

## Make-up Days

Make-up days for inclement weather (if needed), are:

**Students:** February 15  
June 3

**Staff:** June 4  
Flex

August 2015						
S	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
S	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
S	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Report Cards** Individual campuses will report distribution date for report cards after each grading period.

<b>Holiday</b>	<b>Workday for staff</b> (Student holiday)	<b>Staff development</b> (Student holiday)	<b>Inclement weather day</b> (Workday)	<b>Inclement weather day</b> (Staff development)	<b>Early release</b> (Students)

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3005 W. Davis, Conroe, TX 77304; (936) 709-7752.