

Braun Station Elementary

2023-2024 PRIDE Guide



8631 Tezel

San Antonio, TX 78254

Phone: (210)397-1550 Fax: (210)706-7463

www.nisd.net/braunstation

Administration:

Jack Funkhouser, Principal

Nancy Garcia, Assoc. Principal

Office Hours: 7:15 AM - 3:45 PM

WELCOME TO BRAUN STATION ELEMENTARY

Our Bobcat Pride is Deep Inside!

August 2022

Dear Bobcat Families,

We strive to provide your child with a high quality education in a caring, friendly atmosphere. We work hard to meet the needs of every child and to ensure that all succeed. Our teachers and staff are well-prepared to lead your child on a road to success.

Your family is important! We believe that working together as families and educators ensures that your child receives the best possible education. We invite you to participate actively in your child's education. This can be done simply with a few crucial steps. Check your child's homework for completion. Provide time for your child to read each day – better yet, read to your child each night, even 5th graders benefit from their parents reading to them. Use the Parent Portal system to help you monitor your child's grades. You can set it to send you e-mails when your child is absent, tardy, or drops below a certain grade in a subject. Keep in contact with your child's teacher. Bring to their attention any concerns you may have. Respond promptly to teacher's notes or calls. Working together we can ensure your child will have the best year possible.

We have developed this handbook with your questions and concerns in mind. It is designed to answer questions about how things work here at Braun Station. We hope that you find it useful.

I wish you and your family a great year!

Sincerely,
Jack Funkhouser
Principal

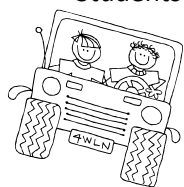
SCHOOL INFORMATION

A LOVE AND LOGIC/ PBIS

Braun Station utilized Love and Logic as a guiding structure for how we interact with students. It sets the tone to help students learn to problem solve their own situation. PBIS has provided teachers and students the structures for what to do in the hallways, cafeteria, restroom and the playgrounds. These lessons will be taught at the beginning of the year and reinforced throughout the school year. Both of these structures have proven to encourage a positive culture at Braun Station.

ARRIVAL

We are always striving to make Braun Station a safe place for everyone. With this in mind, I have directed all teachers and staff to park in the bus loop leaving the entire front loop for parents. Parents should use the front loop to drop off students. Parents may enter the building before school with a BSE Fast Pass or a badge issued from the office.



Students may arrive at school after 7:00 AM. Starting the 2022-23 school year only the main entrance will be unlocked. Braun Station Staff are on duty beginning at 7:00 AM Please DO NOT drop your child off before 7:00 AM as supervision is not provided. Students arriving at 7:00 AM should report the cafeteria until 7:15 AM. Once the building officially opens at 7:15 AM, the students may report to their assigned waiting area. The first bell rings at 7:40 AM. Students arriving after the first bell should report directly to their classroom. Students must be in their classrooms at 7:45 AM, when the second bell rings, or they will be counted as tardy/absent. Children arriving after 8:00 AM should be walked in by a parent or guardian and must get a tardy slip from the office before reporting to their classrooms. Please see NISD Student-Parent Handbook for more information.

DISMISSAL

Students are required to go home as written by parents on the Dismissal Form unless otherwise notified by parents. Parents must inform the child's teacher in writing if your child has permission to go home with someone else, or if they are making a change in what they do on a regular basis. If written notification cannot be provided, parents must notify the office **before 2:00 PM**. Please do not leave messages on voice mail. We want to keep all of the children safe.

Parents wishing to pick up their student before school dismissal must sign them out in the office. All students need to be picked up promptly after school. We insist on all students and parents using the crosswalk to cross the circle drive. We also insist that all students needing to cross Tezel Road do so at the supervised crosswalk. Students on bikes must walk their bikes while on campus. Students waiting on rides after school will wait on the sidewalk in the circle drive. Any students not picked up by 3:25 PM will be brought into the school to call parents. Please keep our halls clear for student dismissal by waiting outside the entrance doors. All students dismiss out the main front doors.

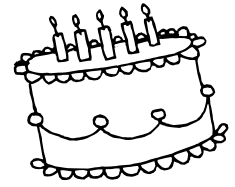


The only students who may play on the primary playground equipment after school are those who are accompanied and closely supervised by a parent. Parents must be **PHYSICALLY WITH** their children on the playground, not sitting in cars waiting. It will be expected that parents will resolve any issues arising from after school play.

BIRTHDAYS

Students may pass out birthday invitations at school provided they meet the following criteria:

1. Every child in the class receives an invitation
2. If just girls are invited, all girls in the class receive an invitation
3. If just boys are invited, all boys in the class receive an invitation.



Students may bring cupcakes for the class for their birthday. Parents may bring the cupcakes at any time during the day but they cannot be eaten before 2:30 PM (1:30 PM for 5th grade). Please **DO NOT** bring, nor distribute them during lunch. NISD can suffer huge monetary fines for this and teachers/assistants will not allow any birthday cupcakes to be eaten during lunch or any other time except 2:30 PM (1:30 PM for 5th grade).

Birthday treats purchased through the cafeteria may be served at lunch. The cafeteria cannot be decorated for birthdays.

Delivery of flowers and balloons to students is not permitted per the NISD Student-Parent Handbook.

ILLNESS

Parents/Guardians are asked to keep ill students at home. Examples of illnesses that should keep your student home may include, but are not limited to:

- 1) Contagious diseases – such as measles, mumps, chicken pox, pink eye, strep throat and influenza.
- 2) Skin rashes – especially if the cause is unknown or if accompanied by fever or drainage.
- 3) Head lice infestation.
- 4) Fever – students with a temperature of greater than 100 should be kept home until they have been fever free for 24 hours.

Please notify the school if your student is experiencing any of these health problems so the school nurse is aware of the problem.

When a child becomes ill at school we will attempt to contact the parent or legal guardian. If we are unable to contact you, we will use the emergency contact information you have provided. Please notify the school of all employment changes, household moves or changes in emergency information as soon as possible so our school records are kept current.

Students who become ill during the school day must check out with the school nurse or school office before leaving school. Ill students will need to be picked up in a timely manner after receiving our call.

If a student returns to school after an illness/surgery or if a student comes to school with a disability that will prevent him/her from participating in the daily activities, please contact the school nurse before the return date to discuss accommodations that may be needed.

A doctor's note or hospital discharge orders stating the diagnosis, treatment and restrictions will be required.



For more information on student health, please see the NISD Student-Parent Handbook Page D-8.

MEDICATION

Please read the NISD Student-Parent Handbook Page D-10 regarding medication. Students are not to possess any kind of medication at any time, including over the counter medicines like throat lozenges or vitamins. Parents must bring and pick up medications.

AIR QUALITY ALERT DAYS

When our air quality level is at orange it means that pollution is greater. This means it may cause some sensitive groups like the elderly and those with asthma to experience coughing, wheezing, and sneezing. Students who have asthma must have provided the nurse with an action plan for air quality alert days. Students with asthma will be kept inside on these days for indoor recess unless otherwise directed by a doctor.

STUDENT CELL PHONES

Cell phones must be turned off before entering the building and remain in their backpack until they leave the building at dismissal unless otherwise directed by the teacher. Students found using their phone without teacher permission during school hours will be required to check their phone into the office at the start of the school day and a parent will be required to pick it up. For more information on cell phones, see Telecommunication Devices in the NISD Student-Parent Handbook Page C-7.

NEWSLETTERS

Newsletters from each class will be sent home on a weekly or biweekly basis, depending on the individual teacher. Units of study and important dates and information will be included, so look for these on Monday or in your child's Tuesday Folder.



SCHOOL SPIRIT

Every Friday is school spirit day. Students are encouraged to wear school t-shirts or the school colors of maroon and white. T-shirts can be purchased in the office.

DRESS POLICY

Please see the NISD Student-Parent Handbook Page D-7 for more information on the dress code. Things to notice in the dress code policy:

- Shorts and skorts may be worn at the elementary school level. In grades three through five, they should be no more than four inches above the top of the kneecap.
- In grades three through five, skirts, dresses, and culottes must be no more than four inches above the top of the kneecap.
- Appropriate footwear must be worn. For P.E. students must wear rubber soled shoes. For safety reasons, we discourage the wearing of flip-flops.
- Hair must be neat and clean. Unconventional colored, multi-colored, spiked, Mohawk hair styles or other styles that cause a distraction are not permitted.
- Headwear must not be worn in buildings
- Oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.

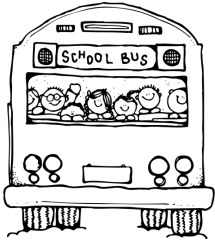
Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive or indecent, or as bizarre and unusual as to detract from the classroom environment.

VISITS TO SCHOOL BY PARENTS

Parents are encouraged to visit the school. During school hours, all visitors are required to show identification, sign in and get a visitor's badge at the office. When the visit is over, visitors are required to sign out and return the pass to the office. Lunch time is the best time to visit your child at school.

If you need to meet with the principal or the teacher, please schedule a meeting in advance. We want to give you our full attention and that cannot always be the case during a "drop in" visit. Classroom visits/observations need to be approved by administration and arranged in advance. Visitors 17 years old and younger need to be accompanied by an adult. Visitors are not allowed to go in student restrooms.

VOLUNTEERS & FIELD TRIPS



Volunteers are welcomed and encouraged at Braun Station! Parents, grandparents, relatives, or community people are needed to help in our school. Don't hesitate to come spend time in your school. Among other expectations, volunteers are not allowed to go in student restrooms. All Volunteers MUST sign in and out at the office and wear a Braun Station sticker/badge.

Northside requires that criminal history checks be conducted on any volunteer who has one-to-one contact with a student or who will be working with a student unsupervised.

This must be done annually. The criminal history form can be filled out electronically from the Northside webpage.

RESOLVING SCHOOL CONCERNS

Parents are encouraged to first visit with their child's teacher in order to resolve any school concerns. If further discussion is needed after conferring with your child's teacher, the parent or guardian may make an appointment to visit with the administration.

ACADEMIC INFORMATION

GRADING PERIODS

We are on a nine-week grading period. Report cards are issued one week following the end of the grading period. The last nine-week report card is issued on the last day of school.

Progress Reports are issued the 4th week of a grading period. Any student with an average 75/N or below in any subject will be given a progress report to be signed by the parent.

Parents can access their child's grades any time via the Home Access Center link found on NISD website. If you have any questions regarding your child's progress, please feel free to contact the teacher at any time.



CITIZENSHIP/WORK HABIT GRADES

Citizenship/Work Habit grades will be noted to parents at the discretion of the teacher. All students begin each quarter with an E in Citizenship/Work Habits. Infractions of class or school rules or procedures are noted and added.

Any citizenship/work habits grade of N or U on the report card will prevent a student from obtaining Honor Roll status.

PROGRESS REPORTS

Progress reports will be issued the fourth week of the nine weeks to students if their grades are in need of improvement. Even though a progress report has not been issued, a student may still receive a failing grade. Occasionally a poor grade received at the end of a grading period can cause a student to fail. We advise you to keep tabs on your child's grades via the parent portal.

HOMEWORK

Each teacher has the responsibility to determine the need for and the amount of homework, taking into consideration the individual differences among students. Homework contributes to the development of independence and responsibility on the part of the student. The amount, length and type of homework will vary according to the individual needs of your child.

Homework is given Monday through Thursday. Homework is meant to be a learning experience and is given to reinforce skills taught in class. Parents should review homework. Students who do not have homework will receive a mark for work habits which could affect their Citizenship/Work Habits grade on their report card. We understand emergency situations may arise and will address each situation individually.

Braun Station recommends the following minimum amounts of time to be spent reading or be read to four or more days per week:

K	10-15 minutes
1st	10-15 minutes
2nd	20 minutes
3rd	30 minutes
4th	40 minutes
5th	45-60 minutes



If your child is spending unusual amounts of time on homework each night, he/she may be experiencing some difficulty and it would be advisable to contact the teacher.

Homework Lab – The homework lab is housed in the library before school and is staffed by a teacher from 7:15-7:45 AM. Students are invited to come.

HONOR ROLL AND AWARDS

Students who make all A's or E's on their report card during the nine-week reporting period will be eligible for All A/ All E Honor Roll. Students who make all B's or S's and at least one A or E on their report card during the nine-week reporting period will be eligible for the A/B or E/S Honor Roll.

Students earning all E's in behavior for P.E., Art, Music, and Citizenship will be recognized as a Great Behavior Award. Students having perfect attendance with only 1 tardy or partial day absence (excluding health appointments with a doctor's note) for the nine-week reporting period will be eligible for the Perfect Attendance Award.

Teachers will select 1 student from their class each month from October through March for the Pillar of Character Award. Students with an N or U in the nine-weeks are not eligible for the award.

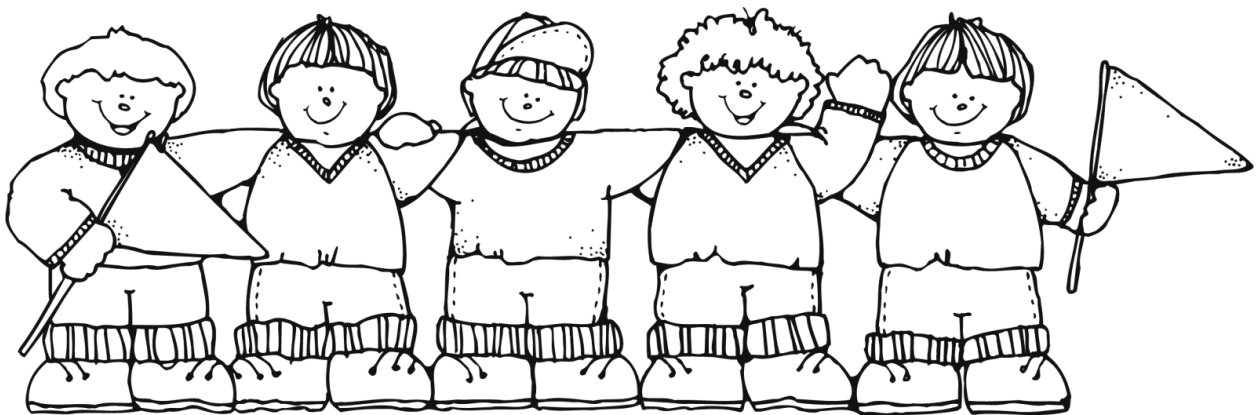
TUTORING

Tutoring will be provided as determined by the teacher. Tutoring may occur before school, after school, and during school. You will be contacted if your child would benefit from any of the tutoring being offered.

PARENT TEACHER CONFERENCES

During the first nine weeks of school, the teacher will invite every parent to a student led conference. Every effort should be made to attend this conference. If you wish to have a subsequent conference at a later date, please contact the teacher to schedule one.

For more information on academics in Northside, please read section B of the Student-Parent Handbook.



FOOD SERVICE INFORMATION

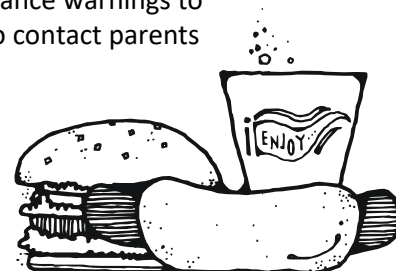
All students are encouraged to make use of the cafeteria services provided by their school. We ask that students conduct themselves as ladies and gentlemen and observe the behavior expectations set forth by the school at all times. If a student prefers to bring lunch from home, milk or juice may be purchased separately.

Students will need to memorize their ID number to be provided to the food service personnel as each student purchases a meal or an item from the cafeteria. The ID numbers should be kept private and should not be shared with other students. After the student has made their selections, the appropriate amount is deducted from the account which is managed by a computerized cashier program. Only students are allowed to charge against their account. Other family members cannot use a student's account to purchase meals or other items.

The lunch program accounting system is a debit system, which means that you deposit money into an account and as the student eats, the meal charge is deducted from the account balance. Students will only be allowed 5 lunch charges against their account if the account has a zero or negative balance.

The food services department does not extend credit to families for purchase of meals or a la carte food items. It is necessary to keep money in the account so students can continue to purchase against it. When the account starts to get low, your child may be given a verbal and/or written notice when he/she goes through the lunch line. It is important for the student to communicate low balance warnings to parents so that students can continue to purchase against the account. Attempts to contact parents will be made by letter and phone when balances start to get low.

Parents will be asked to designate how the student may use money in the account, meals only or meals and dessert purchases. Parents may also request restrictions to what a child may choose for breakfast or lunch such as flavored milk.



Payment of lunches can be paid in the cafeteria, sent in children's folder, or paid online. We are NOT responsible for any cash money sent to school with children. If at all possible, please pay by check or money order with reference to your student's name and ID number. Your first payment for meals needs to be made prior to the first day that meals are served so that there is money in the account. Please DO NOT combine lunch money payment with other school type payments (i.e. enrollment fees/fines/cash etc.) Meal payment envelopes are available in the cafeteria and the school offices. At the end of the school year, no refunds will be made on the account unless you are leaving the district. The balance in your account will be forwarded to the next school year even if your child is attending a different school.

Families have to reapply for free/reduced meal benefits every year. You will be responsible for purchases unless you have a current approved application on file in the food services office. Children with current applications on file and have a signed dessert permission form can purchase items (including extra milk) but will require money to be deposited into the account.

For more information on Food Services, please see the NISD Student –Parent Handbook Page D-8 under Cafeteria.

Quick Reference Phone List



Main Office: 397-1550

Fax: 706-7463

VI/AI Program: 397-1580

Cafeteria: 397-1585

Nurse: 397-1559

Layla Putrus, Counselor: 397-1576



PTA Board Members

Tasha Eichorn, President

Monique Gonzales, 1st Vice-President

Rachelle Bauernfeind, 2nd Vice-President

Jessica Mitchell, Treasurer

Kelly Villagrana, Secretary

Stacy Thompson, Parliamentarian



What's Happening?

Important Dates to Remember

School Pictures:

September 19, 2023 Individual *Fall* Pictures

November 28, 2023 *Fall* Retakes

February 21, 2024 Individual *Spring* Pictures

February 21, 2024 Classroom/Group Pictures



Parties: (Times TBD)

December 15, 2023 Winter Party

April 25, 2024 Fiesta Party



Special Events: (Times TBD)

October 10, 2019 STEM/Math/Science Academic Night

October 20, 2023 Bike Rodeo

November 10, 2023 Veteran's Day Program & Parade

November 13th–17th 2023 Fall Book Fair

March 4th – 8th 2024 Spring Book Fair

March 18, 2024 Field Day

May 6th - 10th 2024 Teacher Appreciation Week

June 6, 2024 5th Grade Promotion Ceremony &

Last Day of School

PTA General Meetings at 6:30 p.m.: (Dates Subject to Change)

September 12, 2023

December 12, 2023



February 13, 2024

March 5, 2024

May 14, 2024

PTA Wagon Wheel

November 4, 2023

