



Parent Handbook

School Hours: 8:45 a.m. - 4:10p.m.

Office Hours: 8:00-4:30 p.m.

**20220 Clay Rd.
Katy, Texas 77449
281-855-5480**

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Office Procedures:

- All parents/visitors must sign in the office for every visit.
- Photo ID must be presented at every visit. A physical ID must be given. Photos of IDs on phones will not be accepted.
- Parents must use the QR code at the entrance to sign in their child if arriving after 8:45 a.m.
- Only professional, courteous and positive communication will be allowed in the front office. Those not following expectations will be asked to leave and could possibly result in removal from campus property for an extended period of time.
- Please be patient when waiting to be buzzed into the front office area; as safety and security is our number one priority.
- Please ring the bell and wait for someone to buzz you in. Do not walk in with someone else when the door is opened.

Daily Schedule:

- 8:45–9:00 Morning Announcements / Morning Meeting / Breakfast
- 9:00–9:25 Campus Wide Closing the Gaps Intervention Time
- 9:25–4:10 Grade Level Specific Instruction
- 4:10 Dismissal

| Grade | Recess | Lunch | Large Group |
|-----------|------------|------------|------------------|
| PreK/ECSE | 10:00 a.m. | 10:30 a.m. | 12:30 (nap) |
| Kinder | 10:30 a.m. | 11:00 a.m. | 12:40–1:30 p.m. |
| 1st Grade | 11:00 a.m. | 11:30 a.m. | 1:35–2:25 p.m. |
| 2nd Grade | 11:30 a.m. | 12:00 p.m. | 2:30–3:20 p.m. |
| 3rd Grade | 1:00 p.m. | 1:30 p.m. | 11:15–12:05 p.m. |
| 4th Grade | 12:30 p.m. | 1:00 p.m. | 10:20–11:10 p.m. |
| 5th Grade | 12:00 p.m. | 12:30 p.m. | 9:25–10:15 a.m. |

Transportation Changes:

- If your child's end of the day transportation needs to be changed, the parent/guardian must send a note with the date of the change and a signature.
- No changes in your child's after school transportation will be made after 2:30 p.m.
- All transportation changes must be in writing and turned in to the front office.
- Changes will not be accepted over the phone.
- You can email Brosnahan@cfisd.net with a change before 2:30 p.m. with a picture of your ID and a signature attached to the email.
- Rainy day transportation will be communicated via Remind.

Emergency Contacts:

- Be sure the names and phone numbers of your emergency contacts are updated often.
- Emergency contacts are not allowed to check your child out, unless they have been called by the school requesting they be checked out.

Court Papers:

- If you have any court papers on file that involve the custody of your child and/or restrictions of someone being able to visit, pick-up or withdraw your child, please be sure we have a copy with a judge's signature.
- We follow what we have on file when it comes to school visits, parent contact, school communication etc.
- If needed, our district legal department will be contacted for consultation.

Leave Early:

- Students with a blue leave early sticker will come to the front office 5 minutes before the indicated leave early time.

- After 15 minutes of waiting based on the indicated leave early time, the student will return to the classroom.
- Maximizing instructional time is a priority so we ask that you minimize the amount of times you pick your child up early. Minutes and hours picked up early add up to instructional loss.
- We encourage you to keep your children at school after field trips and events to finish out the school day.
- To save time, please send a note to school with your child or an email with a signature and ID prior to check outs. Check outs will not be allowed after 3:00 without a prior written request.

Arrival / Car Rider:

- Parents are to drop off students in the front driveway of the campus. Please wait in the line to drop off your child.
- Do not pass other cars, even if there seems to be room ahead.
- There is a specific procedure in place, and we ask that you follow that procedure daily. This is a huge safety concern.
- You can greatly assist in an efficient drop-off procedure by making sure that your child is ready to exit the car with lunch, backpack, jackets etc. packed and ready!
- If your child needs assistance to exit, please park in a designated parking spot and walk your student to the campus entrance.
- Cars should not be left unattended in the front driveway.

Dismissal / Car Rider:

- Cars must have a car rider tag - school issued.
- If you do not have a car rider tag, you will be asked to park and come inside to check your child out. You will be asked to provide your ID.
- Please wait in the designated line. Do not pass other cars. We have a process in place. The few extra seconds it takes to follow our procedures could prevent a tragic accident.

- Please note – the car rider line can be long and the wait can be lengthy. We will not make exceptions to dismissal procedures to scheduling concerns or appointments.
- After three late pick-ups (as documented on the pick-up card), students will be placed on the bus. Reminders and notices will be documented on the pick-up card.
- Please always be kind and respectful to our car rider staff. They are here to ensure the safety of your children.

Who Do I Contact?

- Always start with your child's teacher if you have a concern or question about classroom instruction, your child's progress or a situation that took place. Please remember that teachers have 24 hours to contact you after your initial communication was delivered.
- Any other questions can be directed to the campus receptionist and she can forward your call or deliver your message to the appropriate staff member.
- If your concerns were not addressed with the child's teacher, please email or contact the grade level assistant principal.

Bus Riders

- Students who live at least a mile from the campus receive bus service or have to cross a hazardous area to walk to school. Please check the district website to determine if your child receives bus service.
- Contact CFISD Transportation at (713 692-3287)
- The bus circle, located on the side of the building, is reserved for buses only. It is closed to cars for drop-off and pick-up at any time of day.
- This closed area includes all red zones on the side of the building, as the buses need this full area to maneuver.
- Students must have a transportation badge to ride the bus. It needs to be replaced if lost or damaged for a cost of \$5. If money is not received to replace the badge, student will be charged in SchoolCash and will be restricted from participating in paid events and lunch extras.

Walkers/Bike Riders

- PreK, Kinder and 1st grade walkers must be released to an adult or older sibling. 2nd grade–5th grade students may be released to walk home alone with parent permission.
- Students on transfers cannot be walkers.
- Walkers cannot be picked up by a person in a car. There should be no cars parked on Elm Tree Dale Dr. This blocks traffic and our buses. Walkers picked up by individuals in cars will be made car riders the following day.

Attendance

- Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual.
- Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.
- Please avoid late drop offs and early pick-ups, as these minutes turn into hours of missed instructional time.
- Additional information regarding attendance can be found in the CFISD student handbook found online on the CFISD webpage.
- If a student is absent on the day of an event or program, they will not be able to participate or attend the event or program.

Birthdays

- All students' birthdays are recognized over the loudspeaker with each student being allowed to choose a birthday book.
- Parties are not allowed in the classroom. Outside food is not permitted.

- Parents are able to contact the cafeteria manager to order cookies or ice cream for the entire class.
- Party invitations can only be passed out at the campus if ALL students in the classroom receive an invitation.
- Staff is not permitted to provide addresses or any personal contact information.

Communication

- Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the campus.
- Additionally, please feel free to contact any staff member through email. Please remember they have 24 hours to respond to your call or email.
- The school uses many methods to communicate with our Brosnahan families:
 - Monthly Bronco Bulletin sent out via School Messenger (please make sure your email address is updated in HAC)
 - Report cards and parent conferences
 - Newsletters and/or e-communications from teachers/administrators to parents
 - Resources to support your child at home
 - Sending home samples of student work
 - School events scheduled throughout the year
- Teachers conference with all parents during conference days. Conferences can be arranged at any other time during the year when/if they are necessary.
- Please join the Brosnahan Remind group by texting @6d8h3dh to 81010.

Emergency Plans

- In addition to conducting fire, shelter-in-place, and lockdown drills, Brosnahan Elementary has specific plans for dealing with campus emergencies.

- These plans include constant supervision of children. The school is in a safe location, and it has a high priority for receiving emergency services. This means that the children will be in the best situation possible.
- We request that in an emergency, parents not come to school to pick up students until asked to do so by emergency or administrative authorities.
- In any case, the school will release children only to parents or others whom the parents have authorized on the emergency card.

Parent Events

- Parent events are great opportunities for parents to be a part of our Brosnahan community.
- We encourage parent involvement, as we are a partnership with our families for the success of our Broncos.
- Notice of these events will go out in the monthly Bronco Bulletin and notices on the marquee and through School Messenger.
- Certain staff member restrooms will be designated for parent restrooms during these events, if the event is in-doors. Parents will not be allowed to use student restrooms during these events.
- If the event is solely outside, we will not allow parents inside the building to use the restroom.
- Bringing siblings or school-aged children to events during the day is not allowed.
- Most parent events will be limited to only 2 guests due to space limitations.

Field Trips

- Each grade level and program will attend a field trip to a location around the Houston area.
- Dates for these field trips will be communicated with parents well in advance.

- There will be opportunities for parents to volunteer as chaperones. However, not all parents will be able to attend. It will be a lottery system.
- Parents that are volunteering to chaperone must follow the bus. Parents are not allowed to ride the bus with the student.
- Parents that volunteer must act in accordance with campus expectations – professional, positive, and supervising students at all times.
- Parents will only be approved to chaperone if they have had their ID scanned in the front office prior to the field trip.
- A signed permission slip must be obtained in order for the student to participate on the field trip.
- Specific information regarding that particular field trip will be included with the permission slip.
- Chaperones will not be allowed to bring siblings or school-aged children with them on the field trip.

Grading Procedures

- The key to student success is consistent and open communication between parents and teachers.
- To help keep you updated on your student's achievement, teachers send home weekly folders on Tuesday with graded assignments and other important information regarding your child's progress.
- Grades (report cards) are issued every nine weeks. Interim progress reports are issued at the midpoint of the nine week period.
- A redo assignment can only receive a 70 in the grade book.
- We encourage parents to participate in the CFISD Home Access Center. This is a wonderful way to stay informed about your child's current academic performance.
- Home Access Center allows parent and students to view student registration, scheduling, attendance, classwork assignments and grade information.

- If you have any questions, please call the Customer Care Center at 281-897-4357.
- HAC link – <https://launchpad.classlink.com/cfisdparents>

Homework

- Homework assignments will vary from class to class and are not required to be given by the teacher.
- If given, homework assignments are for practice purposes only and will be based on content previously taught.
- We do recommend that students read at least 30 minutes each night.

Student Illness:

- When your child is ill, please contact the school and let us know he or she won't be attending that day.
- It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified by state guidelines and district policy.
- If your child is running a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications.
- If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse.
- If the nurse determines that the child should go home, the nurse will contact the parent.

Food Allergies:

- The school requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food.

- It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction.
- Please contact the nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.
- When the campus receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

Medicine at School:

- Medication that must be administered to a student during school hours must be provided by the student's parent.
- All medication, whether prescription or nonprescription, **MUST** be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy.

PBIS:

- Brosnahan Elementary follows PBIS as its campus discipline management system. We have positive behavior procedures in place which are conducive to learning, consistent and mutually agreed upon by staff, students and their families.
- Adults at the school model appropriate behavior, which both demonstrates and creates an enjoyable, positive climate for learning.
- Discipline is reasonable and appropriate, following the Student Code of Conduct.
- The Brosnahan matrix is TOUGH (Tenacious, Ownership, Upstanding, Gratitude, Honest) – these core values are reviewed consistently so that expectations are clear.
- In an effort to acknowledge and encourage positive behavior as well as to promote financial literacy skills for our broncos, a school-wide "Bronco Bucks" system is in place. Students who are caught following the matrix by

a school adult are given Bronco Bucks. Bronco Bucks can be used in our Bronco Market to purchase prizes.

- Additionally special events will be scheduled throughout the year where students are allowed to buy admission using their earnings.

Volunteering:

- There will be many volunteer opportunities at Brosnahan Elementary. We ask that you join the Brosnahan Volunteers Remind group to always be in the know when opportunities arise.
- Join the Brosnahan Volunteers Remind group by texting @7d3hf4 to 81010.
- We are always grateful for our parents/guardians' time and support!

Lunch Information:

- Lunch visitors must be listed in eschool or the parent must send a note for approved exceptions (ex. Out of town grandparents).
- Uber eats or door dash deliveries for students are not allowed. Lunch or snack drop offs must be in a lunchbox – label must be placed on the lunchbox.
- Any lunch drop off must be dropped off at least 5 minutes before the student's lunch time. If late, student will receive a lunch from the cafeteria.
- There will be no lunch drop-offs on event days or testing days.

Student Technology:

Student Technology

With parent permission in Home Access Center, each Brosnahan student is allowed to borrow a CFISD chromebook and charger for educational use during the school year.

-Students are responsible for the care of campus technology equipment. Do not remove cases or identifying CFISD labels.

-Students may not attach personal stickers/labels to the case or chromebook.

-Students may only use the chromebook and charger that they are assigned.
-Students are responsible for charging their computers at home every night.
Chargers will be left at home.
-Students must keep their password private. To reset your student's password, visit <http://stugo.cfid.net> and click on "Student Password Reset".

-Use of the equipment, including email transmissions and internet usage are not private and may be monitored at any time by District staff to ensure appropriate educational use.
-Each student's CFISD G Suite for Education account is monitored and filtered.

-When a student withdraws from Brosnahan, the laptop and charger must be returned in good condition before leaving. If not returned, the items will be reported stolen within 10 calendar days after the last day of enrollment in CFISD.

To report issues with your chromebook or charger, please visit my.cfid.net.
Log in with your student's school username and password.
Click on the icon for "LTE Central" to enter a repair ticket.

Items that are misused, intentionally damaged, stolen, or lost will incur a replacement fee in your CFISD School Cash account.

Replacement Fees: <https://www.cfid.net/Page/7267>

Other fees may be charged based on investigation and principal approval.

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| Chromebook | \$579 |
| Chromebook Case | \$30 |
| Chromebook Charger | \$30 |