School Colors:
Blue & Orange
School Mascot:
Broncos
2025-2026 Theme:
It's Sweet to be a Bronco…

2025-2026

Brosnahan Elementary

20220 Clay Rd Katy, TX 77449
Phone: 281.855.5480 FAX: 281.855.5481
https://www.cfisd.net/brosnahan
Please keep this information page where you can use it all year.

School Hours:
8:45am – 4:05 pm
Doors open at 8:20 for students

Club Rewind:
AM – 6:30-8:45 PM – 4:00 – 6:30

ARRIVAL AND DEPARTURES

Arrival: All students may enter the building at 8:20 am. There is no supervision available for students who arrive on campus before 8:20 am or remain after 4:30 PM. **PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED OUTSIDE OF THE BUILDING.**

DEPARTURE/TRANSPORTATION CHANGES: If a child's end of 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 changes in dismissal procedures must be in writing and turned in to the front office or emailed to Brosnahan@cfisd.net. Email requests must have an attached handwritten signed note and ID.** There is no supervision for students who remain after 4:30 pm unless they are participating in an after-school event. For information about CFISD's before/after school childcare program, contact Club Rewind at 281.807.8900.

BUS RIDERS: Bus service is limited to students who either live at least a mile from campus or must cross a hazardous area to walk to school. Please check the district website to determine if your child receives bus service. You may 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. Badges must be replaced if lost or damaged. The cost for a new badge is $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.

CAR RIDER DROP-OFF: All car riders must go through the car rider line at the front of the school. Students will lead the way in opening/closing their own car door in a safe staff monitored zone. Parents needing to come inside should park in the lot and check-in at the front office.

CAR RIDER PICK-UP: Parents will be given a number to place in the front window of the car for identification purposes. Parents must stay in their car and go through the car rider line. **Parents are not permitted to walk up and take a child from the car rider line.**

WALKERS & BIKE RIDERS: All walkers and bike riders enter the school through the side gate at Elm Tree Dale. PK, KG & 1st grade walkers must be released to an adult or older sibling. 2nd-5th grade students will be released from this gate without an adult there to receive them. 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. Walkers picked up by individuals in cars will be made car riders the following day. Bike riders must walk their bikes on school property, both to and from school.

SCHOOL VISITATIONS

We welcome your visits to Brosnahan. For the safety and security of our children, you must check in at the front office. Your driver's license or government-issued ID will be scanned, and you will be given a personalized nametag for your visit, including the area in which you are to visit.

Cafeteria Visits: The cafeteria will be open to lunch visitors each Thursday. To eat lunch with your child, parents must use the lunch signup link before their visit. The link will be sent out monthly. ALL non-parent/guardian visitors must be accompanied by the parent/guardian. Other family members must be signed up and have a note from a parent or guardian permitting them to eat with their child. This includes grandparents, other family members, etc. You may bring lunch for your child only. Please sit on the stage with your child only.

Classroom visits: Appointments are required and must be set up with the assistant principal. Visits are limited to 20 minutes. Parents or legal guardians may observe. The principal must approve any other persons observing. (See District Student Handbook)

Playground: For safety reasons, visitors will not be allowed on the playground during the school day (8:45am-4:10pm).

WHO CAN HELP YOU?		
Homeroom Teacher	First Contact	281.855.5480
Nurse	Fiona Burch	281.855.5486
Librarian	Stephanie Keenright	281.855.5489
Counselor: PK, K, 2, 4, ECSE	Forest Barrs	281.855.5483
Counselor: 1, 3, 5, Life Skills	Tania Nero	281.855.5483
Diagnostician	Emily Jones	281.855.5484
Cafeteria Manager	M. Pilar Gonzalez Guevara	281.855.5812
Attendance Secretary	Erika Cantu Baltazar	281.855.5487
Administrative Secretary	Leshana Durant	281.855.5482
Principal's Secretary	Melanie Grubbs	281.855.5485
Assistant Principal: *PK, K, 2, 4, ECSE*	Charlotte Stoker	281.855.5482
Assistant Principal: *1, 3, 5, LS*	Latisha Dorsey	281.855.5482
Principal	Dr. Renee Silliman	281.855.5485

ATTENDANCE: Attendance is taken at 9:15 am. Students who leave school prior to 9:15 am roll time, or students arriving at the 9:15 am roll time or after are marked absent for the entire day. If your child is absent, please send a doctor's note within three days for the absence to be excused. A phone call does not excuse the absence(s). Parents will receive letters about excessive tardies and/or absences that could result in a court warning or fines. Please read the CFISD Handbook/Code of Conduct provided online for further information.

TARDIES: Children who arrive to class after 8:45am are tardy. Tardy slips will be issued from the office beginning at 8:45. Children arriving after 8:45 must be signed in by a parent at the front door using a QR Code and device. Children who are habitually late (10 minutes or more) may receive a court warning letter.

EARLY DEPARTURE: If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and reason. You may also send a handwritten signed note with your ID to the Brosnahan email address. We will make every effort to have your child in the office at the requested time. However, if you are later than 15 minutes your child will be sent back to class to wait on your arrival. If you have someone picking up your child who is not the parent or guardian, please list their name in the note. Your original ID must be presented to the receptionist when picking up the child, pictures will not be accepted. Children who are habitually picked up early (10 minutes or more) may receive a court warning letter. No transportation changes will be made after 2:30pm.

INCLEMENT WEATHER: Inclement weather (heavy rain, thunder/lighting, hail etc.) will only be determined under **severe** weather conditions and will be determined at 3:00pm. Please ensure your child's rainy day transportation plan is on file with the front office.

BIRTHDAYS

*Student birthdays are acknowledged at school during the morning announcements.
*Due to state regulations, cakes, cupcakes, food, favors, etc. are not allowed for any special occasions. Treats may be purchased from the cafeteria with 5 days' notice. Contact the cafeteria manager for details.
*Due to the Privacy Act, homeroom lists may not be provided to individuals.
*Students may not distribute invitations at school to personal parties unless an unaddressed invitation for every child in the class is provided to the teacher.
The delivery of gifts such as flowers, balloons, etc. is not allowed.
*Parents may choose to acknowledge their child's birthday by purchasing a marquee announcement through SchoolCash. The announcement will run for the week of your child's birthday from Saturday to the following Sunday. If your child's birthday falls on a holiday, the announcement will run the week prior to the holiday. Announcements must be purchased no later than the Friday prior to your child's birthday.

FORGOTTEN ITEMS

All items will be dropped off in the grade level assigned basket located in the vestibule. Items will be delivered to the students during their lunch.

PERSONAL ITEMS

To prevent classroom disruptions, we ask that students refrain from bringing personal items to school. Personal items can be defined as, but not limited to: toys, trading cards, sports equipment, cameras, stuffed animals, markers, gel pens, excessive jewelry, makeup, fidget spinners, etc.

BUYING & SELLING ITEMS

Students are not permitted to buy or sell any items at school except for Brosnahan sponsored activities and events.

Let's Work Together

-Please ensure that your contact information is up to date at all times with the front office. We need to be able to reach you in case of an emergency.
-Read notices and newsletters from our school
-Limit TV and encourage reading
-Set a regular bedtime

STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of school. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Please refer to the District Student Handbook for complete information regarding dress code. General guidelines for our Brosnahan students include:

- Shorts, skirts and dresses must be mid-thigh length or longer.
- Students should wear shoes that allow for safe play during recess. Athletic shoes must be worn for P.E. class. Shoes with wheels or cleats are not permitted.
- Hats, scarves, and other head coverings are prohibited unless it is for religious or medical reasons
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to, midriff tops that reveal bare skin on the mid-section of the body while standing or sitting, tanks tops, tops with spaghetti straps, backless apparel, spandex shorts and oversized or baggy clothes.
- A student is prohibited from wearing any form of dress or accessory identifying him or her with a gang or cult.
- Pierced earrings are allowed, but all other body piercing jewelry is prohibited. Noisy, distracting, or excessive jewelry or accessories are prohibited.
- The student's hair style/color must not distract from or interfere with the learning environment.
- Body tattoos, permanent or temporary, must be always covered.
- Students are prohibited from wearing tear-away type apparel, dusters, overcoats and trench coats.

A good rule of thumb: When in doubt if clothing is school appropriate, it's best to make another choice.

Food and Nutrition Guidelines

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only. The exceptions to this policy are three designated days determined by the principal.

MEDICATION POLICY

***All Medicine,** including cough drops and medicated lip balm, must be brought to the clinic in the original container by a parent/guardian or responsible adult.
*Non-prescription medications will be given to students, when necessary, only upon receiving a written request with specific instructions from the parent/guardian.
*Prescription medication must be in the original container properly labeled with the child's name, name of medication and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.
*When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

CAFETERIA

Meal Prices: All student breakfast & lunch: No charge
Adult: Lunch $5.00

*Brosnahan has qualified for free breakfast and lunch for all students through the Community Eligibility Program. Please be sure to fill out the Income Survey Form.

EMERGENCY SCHOOL CLOSINGS

Listen to TV channels 2, 11, 13, 26, 39, 45, 47 and CFTV Comcast 16;
Radio Channels FM 100.3 (KILT), FM 102.9 (KLTN), AM 740 (KTRH).
Visit www.cfisd.net, Facebook, Twitter

Volunteers

You may volunteer in many ways to assure the success of our children. Contact Ashlea MacDonald at Ashlea.Creel@cfisd.net to inquire.

Code of Conduct

The District Student Handbook/Code of Conduct will be available on-line through the district website: www.cfisd.net. You will only be required to sign the acknowledgement form one time in elementary school. You are asked to become familiar with the very important document and to use it as a reference as questions arise. Please make special note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks, and Dress Code. A paper copy of the handbook is available at Brosnahan Elem. for your convenience.