Brookwood Elementary

Parent Handbook 2026-2027

Brookwood Elementary
16850 Middlebrook Drive
Houston, TX 77059
281-284-5600
281-284-5605 (Fax)
brookwood.ccisd.net

What this Book is About

Our goal in creating this guide is to provide you with answers to the most common questions parents have about our school and PTA. We believe that the best education for all our children depends upon strong parental support and participation. We hope the information in this guide will help you understand just how important you are to the success of our school. It will give you the starting points you need to understand how our school operates and how to join in.

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Mission Statement

The mission of Brookwood Elementary, a model of academic success embedded within a multicultural community, is to develop well-rounded, respectful, compassionate, confident students who reach their full potential through a supportive system distinguished by shared responsibility, meaningful relationships, integrity, and high expectations for all.

School Hours

7:45 Front Doors Open
8:00 Breakfast Serving Line Closes
8:05 Pledges/Announcements
8:10 Tardy Bell
8:10 Instructional Day Begins
3:20 Dismissal

Traffic Safety

Nothing is more precious than our children, and we must all work together to ensure their safety. Rules and procedures are in place to protect our children. Everyone is expected to follow these rules at all times. Thank you for working with us to keep our Brookwood Bears safe.

Dropping Off and Picking Up Students

Parents wishing to drop-off (arrival) or pick-up (dismissal) their child by vehicle, will pull up to the last staff member at the curb and then exit back onto Middlebrook Dr. once ready to leave according to map below.



Traffic Rules

- An adult **must** escort children to and from parked cars.
- Do not park your car and leave it unattended in loading zones, bus zones, or fire lanes.
- Observe the 20 MPH school zone speed limit. The Police Department does issue tickets.
- No cell phones (no calls or texting in school zones, including the car rider line).

Arrival: Brookwood doors open at **7:45 AM**

- School staff will only unload students on the passenger side of your vehicle. Please do not unload students on the driver side of your vehicle.
- **Do not drop off your child on Middlebrook Dr. Do not go around the car line and stop on Middlebrook Dr. to drop off your child.**
- **ONLY school buses, day care buses, and school staff can use the entrance off Walnut Pond (teacher parking lot).**
- **Be aware of students crossing at designated crosswalks.**

Student entry points after arrival:



- **PreK – 5th Car Rider drop-off:**
  Students enter through the front entrance
- **Bus drop-off:**
  Students enter through the gym
- **Day Care drop-off:**
  Students enter through the gym
- **Bike Riders:**
  Students enter through the gym or through the front entrance

Dismissal

- **Afternoon transportation changes:** It is very important that our teachers know how each student gets home. Parents are encouraged to make any necessary transportation changes prior to the start of the school day. Email **brookwoodtransportation@ccisd.net** if a change is required during the day. This change must be made before **2:00pm.**
- **Car Rider:** Parents will receive a blue car rider sign to display on the side window or dashboard when picking up students. If you do not have the blue car rider sign, you will be asked to park and go into the front office to pick up a transportation verification slip.
- **Front Porch Walker:** Parents will receive a green front porch walker sign to show staff members when picking up their child from the two side doors at the front of the school *(K -5th door and PK door).*
- No student checkout out after 2:30pm.
- Dismissal is at 3:20pm.

The above-mentioned dismissal procedures will also be followed during early release days at 12:15pm.

Absences and Tardies from School

It is the responsibility of the parents to see that students are in attendance each day, unless lawfully excused. In accordance with state guidelines, a student who is not in school at 10:00am is reported absent for that day. If a student arrives after 10:00am due to a medical/dental appointment that morning, he/she will not be marked as being absent for that day **if written verification from the health professional is provided.** A student must be present for a minimum of 90% of the school days to be considered for promotion. **If for any reason (EXCUSED or UNEXCUSED),** students are not present 90% of the school days, the parent or guardian must submit a written appeal at the end of the school year in order for the student to be considered as eligible for promotion to the next grade.

Students returning to school after an absence must submit an absence note through Skyward or via email to brookwoodattendance@ccisd.net within three (3) days of the absence(s).

The District categorizes attendance into the following 4 Tiers:
Tier 1 = 0 – 7 absences (Satisfactory)
Tier 2 = 8 – 14 absences (At-risk)
Tier 3 = 15 - 19 absences (Chronic)
Tier 3S = 20+ absences (Severe)

Once a student has missed 8 or more days of school, automated letters from the District are sent each month to the parents reminding them that their child's attendance has reached the At-risk, Chronic, or Severe level.

School principals do not issue discretionary absences for vacation time. If a student is absent due to an out-of-town trip or vacation, the absence(s) will be recorded as unexcused. Please note that automated letters are sent to parents when a student misses 3 or more unexcused days of school in a 3-week period.

The instructional day starts promptly at 8:10am. Students who are not in their classroom at 8:10am are considered tardy. Parents should drop off their child in the car rider line no later than 8:05am so that students can be in their classroom by 8:10am. When your student is tardy, they miss valuable class time.

Birthdays

Birthday party invitations may not personally be handed out by your child in the classroom unless each child is given one. Teachers can assist in discreetly getting invitations into students' Friday folders if the invitations are only for certain students.

At Brookwood, cakes and cupcakes are prohibited for birthday celebrations since the treat is not eaten at school (rather sent home). Please feel free to send a non-edible treat to school with your child to celebrate his or her birthday. You may send candy or other edible items if the items are individually wrapped and can easily be sent home in a backpack.

Bus Transportation

All students, except for those students who live in Brookwood, are eligible for CCISD bus transportation. For the entire school year, students will have a yellow-colored tag (PK & K) or a white-colored tag (1^{st}-5^{th}) on their backpack with bus number information. **Please make sure that your child DOES NOT remove this transportation tag from their backpack.**

Students in PreK and Kinder **WILL NOT** be allowed to get off the bus unless the receiving parent or assigned adult is there with a corresponding bus card to receive the student. The student will be brought back to Brookwood if the receiving parent or assigned adult is not at the bus stop. Loss of transportation privileges will result if a student is returned two times. ***If you would like an older sibling to be able to get off the bus with the PreK/K student without a parent or assigned adult present, please contact the front office.*** *Tip: Take a picture of the bus card in case you lose the card.*

Also, all students riding the bus will be given a hard plastic bus badge which they use to "tap in" when getting on the bus. This bus badge must not be removed from the student's backpack. It will be collected at the end of the school year. *There is a **$5.00** fee to reprint lost badges or those damaged on purpose.*

Parents whose students are provided with bus transportation will receive Clear Creek ISD's Transportation Bus Rules and Student Discipline/Consequences on School Buses.

Bicycle Rules

Students may ride bicycles to school. Bicycle racks are provided and should be used. Students are to **walk** their bicycles while on campus sidewalks. Bicycle safety is very important; therefore, students **MUST** wear a bike helmet to and from school. Please discuss bike rider safety with your child. Students will park their bikes in the bike racks located at the side of the school by the gym. Students are encouraged to lock their bikes.

Breakfast and Lunch

Adult meal prices are as follows:

- Student Breakfast: $1.25; Adult Breakfast: $2.35
- Student Lunch: $2.35; Adult Lunch: $4.15

Knives and glass containers are prohibited.
Make sure that your child can open his/her own lunch items brought from home.

Students are provided with a lunch badge that they use to scan in the cafeteria. This lunch badge is collected by the teacher daily (lower grades). All lunch badges will be collected at the end of the school year. *There is a **$5.00** fee to reprint lost lunch badges or those damaged on purpose.*

School Café

- Download this app from the app store *(Contact the front office or your child's teacher to obtain their Lunch PIN to complete registration)*
- Add money to your child's lunch account
- See your child's lunch balance
- Add purchase restrictions
- See school menus

Cell Phones (Texas Cell Phone Law)

Personal devices must be turned off and put away during the school day. Devices must be stored in a backpack, bag, or purse. Devices cannot be stored in clothing pockets.

This law applies to:

- **Cell phones**
- **Non-district issued electronic devices**
- **Smartwatches**
- **AirPods and all Bluetooth-enabled headphones or accessories**

Dogs on Campus

Parents, as tempting as it might be to walk your dog up to school, pets are to remain off campus. If you must bring your dog up to campus for any reason, please keep him/her on a leash away from the front porch or near students. Be considerate of children and adults who might be allergic and/or who might be uncomfortable around animals.

Dress Code

The Clear Creek ISD Dress Code is established to teach grooming, hygiene, instill discipline and modesty, prevent disruption, avoid safety hazards, teach respect for authority, and prepare our students for the future. Students whose religious beliefs require exemptions from the District's Dress Code in any way may be granted an exemption, provided the student presents a written statement, expressing a religious objection to the Dress Code that the District determines is bonafide.

Accordingly, the following shall apply:

- For students in Pre-Kindergarten through 8th grade, no visible body piercing other than a student's ears will be allowed (e.g., no tongue piercing).
- Appropriate clothing and shoes in good repair are required.
- Appropriate clothing shall cover midriff, shoulders and upper chest.
- No pajamas or undergarments shall be visible at any time.
- Inappropriate shoes include, but are not limited to, shower shoes, house slippers, and "heelies" (roller shoes).
- Any garment such as shorts or skirts, regardless of what they are called, must be worn no shorter than mid-thigh.
- Pants or shorts shall be appropriately sized and worn at the natural waistline and shall not

expose skin above mid-thigh.
- Shirts may be required to be tucked in unless they are designed to be worn over the waistline and do not exceed four inches below the waistline
- For students in Pre-Kindergarten through 8th grade, tights, form fitting pants, leggings, jeggings, spandex, exercise pants, and yoga pants must be covered by mid length shorts, skirts, or long shirts which cover the bottom.
- Students may not wear clothes, jewelry, and other accessories that contain suggestive, inappropriate, or vulgar slogans or images, or which advertise or depict tobacco products, alcohol, drugs, or any other items prohibited at school (such as weapons or explosives).
- Spiked and/or leather accessories and/or chains are not permitted (wallets, etc.).
- Any non-religious head coverings (including but not limited to hats, caps, and jacket hoods) are not allowed to be worn on campus during school hours.
- Trench coats or oversized jackets are not allowed on campus during school hours.
- Sunglasses may not be worn in the building.
- Clothing/hair styles, which in the judgment of the building administrators, pose a health or safety hazard and/or disrupt the educational process are not permitted.

Emergencies

It is extremely important that the office & nurse can reach a parent in case of an emergency. When your mailing address and/or telephone numbers change, be sure to update this information online through Skyward/Family Access. Please be sure you have provided telephone numbers for individuals who may be contacted in case the parent cannot be reached.

Homework

Homework is an effective tool in developing responsibility, study habits, and skills. It extends the learning time and involves the home in the child's curriculum. Specific homework requirements are determined by each teacher. The teacher will communicate expectations for homework.

Recommendations for the parent:

1. Establish a specific time, place, and manner for homework to be completed.
2. Monitor as needed, but do not do homework for the student.
3. Be aware of and assist student to plan a time schedule for long term assignments.
4. *Initiate communication with the teacher when concerns arise. If students take longer than the minutes listed below, please talk with the teacher so adjustments can be made.*
5. Provide the supplies, materials, and an appropriate place needed to do homework.

Responsibilities of student:

1. Complete assigned work on-time and return it to the teacher.
2. Plan to schedule work on long-term assignments so assignments will be completed on time.
3. Initiate communication with the teacher when he/she does not understand the assignment.

Homework will not be assigned for the weekend (Mon – Thurs only) and when assigned, should not exceed the following times by grade level:
PreK/Kindergarten: 15 minutes
1st and 2nd Grade: 20 minutes
3rd Grade: 30 minutes
4th and 5th Grade: 40 minutes

Each student is expected to read, or be read to, at least 15 minutes each school night in addition to assigned homework.

Lost and Found

There is a lost and found area near the gym for misplaced items. Small items and valuables are kept in a box in the office. If your child is missing something, please encourage him/her to check these areas. Items are donated before Winter Break, Spring Break, at the end of the school year and/or when the lost and found area is full.

Medication/Illness

Elementary school students may not carry medication nor administer it to themselves. Prescription medication and non-prescription medicine must be in the original, labeled container and be accompanied by a note from the parent. The note must contain the student's full name, date of birth, grade, and teacher's name. Notes for non-prescription medication should also include the name and strength of medication and specific directions for administration. Each prescription and non-prescription medication needs a note.

Parents of elementary school students requiring medication on a long-term basis (more than 10 school days) should be advised as follows:

1. Each student must have on file a completed medication permission form signed by the parent and a directive signed by the physician. This must be renewed each year.
2. Each student's medication must be supplied in a pharmacy container with a label containing the student's full name; name, strength, and dosage of medication; and the name of the physician prescribing the medication.

Keep your child home if they have the following symptoms:

1. Temperature over 100 F. Students must be fever-free without the use of Motrin or Tylenol for 24 hours before returning to school.
2. Vomiting or has vomited during the night.
3. Diarrhea
4. A rash other than poison ivy

If your child shows any of the above symptoms while at school, we will call you so that you can come and get your child. Notify the school nurse if your child becomes ill with a communicable disease, strep, chicken pox, measles, or head lice.

Physical Education Class

Students in grades PreK-5 will have physical education during the 6-day block schedule. For your child to participate safely and comfortably, the following is encouraged:

- Students need to wear tennis shoes.
- Girls wearing dresses or skirts should wear long pants or shorts underneath. The shorts or pants can be slipped on right before P.E. and slipped off right after P.E.
- All jewelry and money should be left in the student's classroom.
- If your child is sick or injured, and cannot participate in P.E., please send a note to the nurse. District policy states that the note will be honored for 3 days, and after that, a doctor's note is required.

School Phone

The school phone is used for official school business and emergencies ONLY. Students are not allowed to use the phone for making arrangements to go home with a friend or to find out how they are getting home. These arrangements should be made prior to arriving at school in the morning. Establish a rainy-day procedure for your child. Remind them of this procedure during inclement weather before the school day begins.

MASTER SCHEDULE

Grade	Teacher	Lunch Table	Lunch Arrival	Lunch End	Block	Recess
PK	Cunningham	1	10:30	11:03	12:45 – 1:20 (allows for extra transition time to and from block)	Small: 2:20 – 2:40 Large: 8:20 – 8:40
	Garza	2	10:33	11:06		
	Trevino	3	10:36	11:09		
Kinder	McBride - AA	11	10:27	11:00	1:30 – 2:15	9:30 – 9:50
	Acosta	4	10:39	11:12		
	D. Sanchez	5	10:42	11:15		
	Wiley	6	10:45	11:18		
	Rodriguez	7	10:48	11:21		
	Falcon	8	10:51	11:24		
	Cuellar	9	10:54	11:27		
1st	Coker	10	11:03	11:36	2:20 – 3:05	9:55 – 10:15
	Engel	1	11:06	11:39		
	Garza	2	11:09	11:42		
	Abreu	3	11:12	11:45		
	Garcia	4	11:15	11:48		
	Galvan	5	11:18	11:51		
2nd	Jimenez	6	11:27	12:00	10:30 – 11:15	1:15 – 1:35
	Reyna	7	11:30	12:03		
	Tome	8	11:33	12:06		
	Woolery	9	11:36	12:09		
	Jackson	10	11:39	12:12		
	Gustafson	1	11:42	12:15		
3rd	Gonzalez	2	11:45	12:18	9:40 – 10:25	1:40 – 2:00
	Jarazo	3	11:54	12:27		
	Barreda	4	11:57	12:30		
	Zavesky	5	12:00	12:33		
	S. Torres	6	12:03	12:36		
	Wye-Rodney	7	12:06	12:39		
4th	Fonseca	8	12:09	12:42	11:20 – 12:05	2:05 – 2:25
	Ramos	9	12:12	12:45		
	Campbell	10	12:21	12:54		
	Smith	1	12:24	12:57		
	McAllister	2	12:27	1:00		
5th	Stephens	3	12:30	1:03	8:50 – 9:35	2:45 – 3:05
	Tieman	4	12:33	1:06		
	Nunmaker	5	12:36	1:09		
	Bass	6	12:39	1:12		
	Noguera	7	12:42	1:15		
	Sanchez	8	12:45	1:18		

Administrators, Specialty Teachers and Support Staff

Principal	Kathy Gouger
Asst. Principal	Fernando Ruiz
Secretary	Traci Hrabovsky
Counselor	Erlinda Rosas
Data Specialist	Irene Espinosa
Receptionist	Ana Mejia
Nurse	Angelica Christian
SpEd Team Leader	Erin Lafferty
Diagnostician	Courtney Tindale
Librarian	Jennifer Campbell
Dyslexia	Leah Moore
GT	April Mallick
GT	Cristyn Moreno
Instructional Specialist	Maria Perez
Instructional Specialist	Julie Mills
EB/LPAC	Nancy Gammon
Café Manager	Alma Rodriguez
Building Manager	José Muñiz
Cafeteria Monitor	Erika Khadka
Cafeteria Monitor	Natalee Crianza
Cafeteria Monitor	Irene Garcia

Occupational Therapy	Sarah Goit
Speech	Barby Gomez
Speech	Melissa Garza
SPED	Michele Smalligan
SPED	Mariana Gaona
Art	Julie Landry
Music	Margaret Dennis
P.E.	Kimberly Daley
P.E.	Doyle Fletcher
P.E. Para	Luisette Rivera Colon
Lead Interventionist	Linette Suarez
EB Para	Sylvia Jimenez
Paraprofessional	Yenifer Alfaro
Paraprofessional	Heidi Estrada
Paraprofessional	Erika Somoano
Paraprofessional	Regina Munoz
Paraprofessional	Silvia Cobb
Paraprofessional	Kendall Dollar

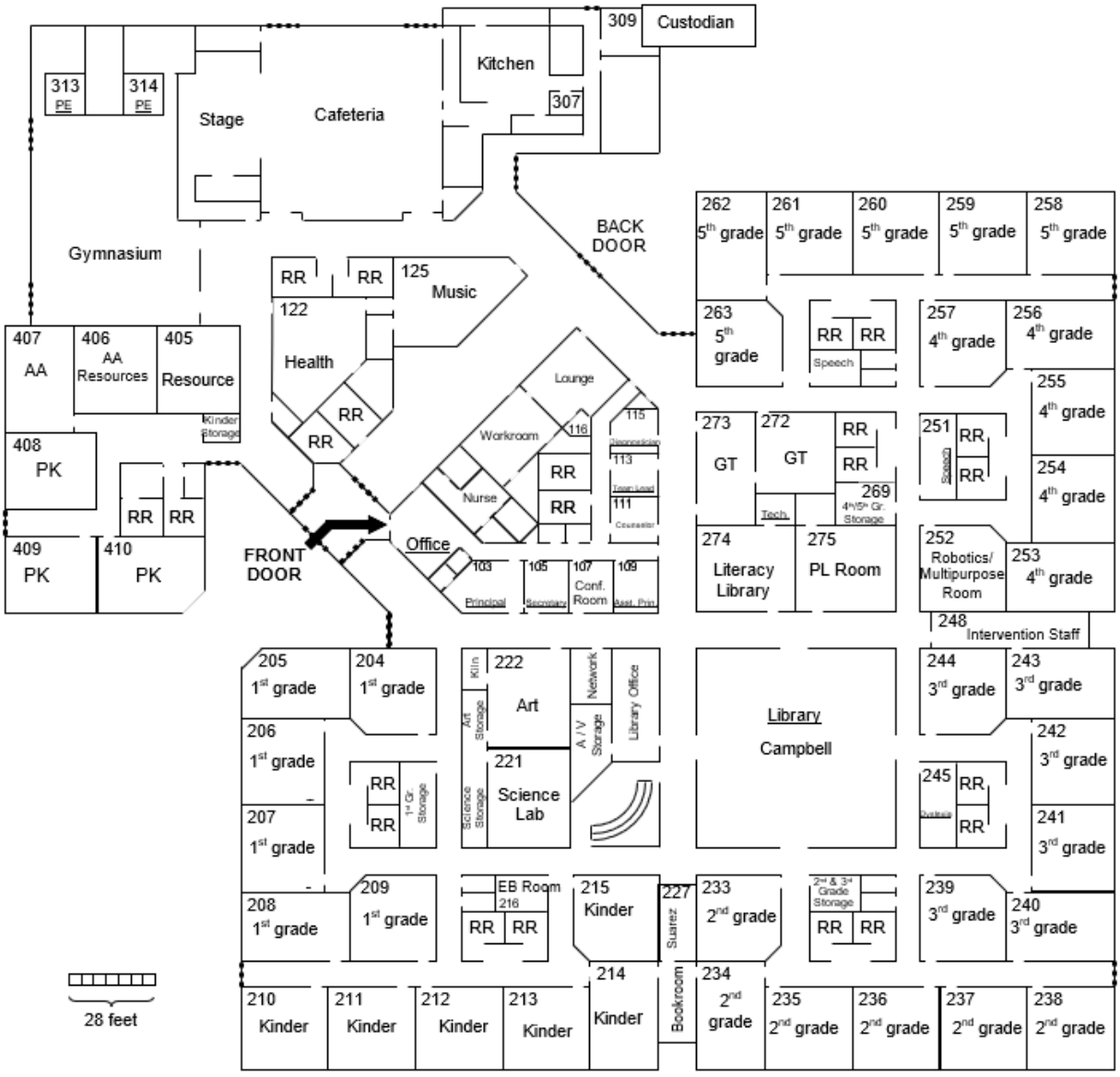
Clear Creek Independent School District

Dr. Karen Engle, Superintendent of Schools
CCISD Education Support Center
2425 E. Main Street, League City
Phone: 281-284-0000
Fax: 281-284-0005
Bus Barn: 281-284-0600
www.ccisd.net

MAP OF BROOKWOOD ELEMENTARY

BROOKWOOD ELEMENTARY SCHOOL

2026-2027



PTA's Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

The Purposes of PTA

- To ***promote*** the welfare of children and youth in home, school, places of worship, and throughout the community;
- To ***raise*** the standards of home life;
- To ***advocate*** for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To ***promote*** the collaboration and engagement of families and educators in education of children and youth;
- To ***engage*** the public in united efforts to secure the physical, mental, emotional, spiritual and social well-being of all children and youth; and
- To ***advocate*** for fiscal responsibility regarding public tax dollars in public education funding.

The Values of PTA

- ***Collaboration***: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- ***Commitment***: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- ***Diversity***: We acknowledge the potential of everyone without regard, including but not limited to age; culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- ***Respect***: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- ***Accountability***: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward achievement of our association's strategic initiatives.

What is the Brookwood PTA?

We are a 501(C)(3) non-profit, volunteer organization dedicated to promoting the Purposes of the PTA listed above. Membership is open to anyone – parents, teachers, community members, etc. – who shares our goals. Membership in the Brookwood PTA also gives you membership in the Texas PTA and the National PTA.

The **Texas PTA** (www.txpta.org) is one of the largest state PTA organizations in the country and provides many resources to our local PTA and its members such as training and advice for our members. It is also a strong lobbying force for children's issues in the Texas Legislature. The Texas PTA has also designated 18 geographical divisions called Areas which provide field services to local PTAs and Councils. Our PTA belongs to Area 10.

The **National PTA** (www.pta.org) is the oldest and largest volunteer association in the United States working exclusively on behalf of children and youth. Founded in 1897, it has been promoting the education, health and safety of children and families for over 100 years.

Although councils are not part of the direct PTA hierarchy, our PTA is a member of the **Clear Creek Community Council PTA (**www.ccccpta.org). It is a conference body composed of all the local PTAs in Clear Creek ISD and Dickinson ISD. It provides information and support for the local PTAs, and parent education opportunities for all parents in our area.

How our PTA Works

As a PTA member, you are eligible to

- speak and vote at PTA meetings;
- run for office in our PTA;
- serve as an appointed committee chairman;
- access resources of the State PTA and the National PTA; and
- receive special member discounts at various retailers.

PTA is governed by the *Bylaws of the Brookwood Elementary Parent-Teacher Association* and *Brookwood Elementary PTA Standing Rules.* These documents establish the framework within which we operate. Changes to our bylaws must be approved at a PTA meeting and by the Texas State PTA. Members may request a copy of the Bylaws and Standing Rules by contacting our PTA President.

PTA General Meetings are for all members and are scheduled five times a year (Sept., Nov., Jan., Mar., and May). Details on the dates and times are published in the monthly PTA newsletter and our Facebook page.

PTA Executive Board (EB) members are composed of elected officers, appointed committee chairmen and the principal. The EB meets once a month to approve committee plans and decide on recommendations to be presented to the members at PTA General Meetings.

Budget is approved by a vote of PTA members at the General Meetings. The budget report shows expected income and sets spending limits for committees.

Membership Dues

- are collected in the fall (or any time after August 1st);
- are $9.00 per individual member (membership forms can be obtained in the front office, join online at www.joinpta.org, or contact membership@brookwoodpta.com); and
    - ***Breakdown of funds:*** $3.25 of the membership dues stay with our PTA and $5.75 goes to the Texas and National PTA
- provide funds for the PTA committees to offer programs and activities for students and parents at our school.

Volunteer Opportunities

We are always looking for new ideas to bring parents and families together. Bring your ideas and get to know other Brookwood parents by volunteering to help organize family nights or supporting our various other events throughout the year. There are so many opportunities to volunteer! Please contact our Volunteer Coordinator for more information at volunteer@brookwoodpta.com

***Friendly reminder!** All volunteers are required to apply through CCISD to volunteer at the school. Please apply using the link below:
https://apps.raptortech.com/Apply/NTU4NTplbi1VUw==

*** Must be done every year**

Carnival **–** The Carnival is PTA's largest fundraising event and provides the majority of our funds for special purchases. Carnival features games, decorations, food, silent auction, and basket drawings. As our largest event, it requires many volunteers to make this successful and run smoothly. Each year, we strive to underwrite the cost of hosting carnival through sponsor donations.

Committee Chair: Kathryn Holmes, carnival@brookwoodpta.com

Book Club **-** Do you want to share the love of reading with students? Volunteer to host book club sessions once a week (Jan-April) during lunch periods for a small group of students in either 2nd, 3rd, 4th, or 5th grade. You choose the day best suited for your schedule. Training, resources, and books provided.

Committee Chair: Karen Wittenburg, bookclub@brookwoodpta.com

Corporate Sponsorship - We work with local businesses community to coordinate PTA fundraising opportunities including Spirit Days/Nights and business sponsorship of carnival. We welcome ideas for business sponsors!

Committee Chair: Samara Terrill, samara.terrill@yahoo.com

Field Day **–** Help make BWE field day a huge success by volunteering to set-up and carry out the events of the day and also help keep our little athletes hydrated by handing out water and serving treats.

Committee Chair: Katie Schaefer, katieschaefer008@gmail.com

Makerspace – Volunteers needed from every grade level to help execute the logistics and lesson plans for Makerspace, which is a Science, Technology, Engineering, and Mathematics (STEM) program that provides hands-on, creative ways to encourage students to design, experiment, build and invent as they deeply engage in science, engineering and tinkering.

Committee Chair: Liane Soukup, makerspace@brookwoodpta.com

Room Representatives **–** Parents are needed to support their child's classroom and assist with classroom activities such as class parties, special projects, and assist with carnival baskets and games.

Committee Chair: Lauren Frere, lauren.frere33@gmail.com

Red Ribbon Week **-** Promote health and safety throughout the BWE community by working together with fellow volunteers. Red Ribbon week is held in October; this program touches all grade levels to emphasize the dangers of substance abuse. Volunteers needed to help decorate the school and plan daily activities for the week.

Committee Chair: Yesenia Sanchez-Trevino, redribbon@brookwoodpta.com

Teacher & Staff Appreciation **-** Volunteers are needed to help with the setup and planning of special celebrations for our wonderful teachers and staff.

Committee Chair: Marissa Monjazeb, marissayg13@gmail.com

Watch D.O.G.S. (Dads of Great Students) **-** This program invites dads,grandfathers, uncles and other role models on campus to assist the PE classes, the lunchroom, the library, help with traffic flow, and inspire the students.

Committee Chair: Aaron Colunga, watchdogs@brookwoodpta.com

Yearbook - Each year, PTA publishes a yearbook filled with class pictures, teacher and staff pictures and fun candid shots from events throughout the year. Volunteer photographers are needed for each grade level to take pictures at school events, assemble the collage pages, and proof the yearbook.

Committee Chair: Hana Taylor, yearbook@brookwoodpta.com

5th Grade Programs **-** Do you have a 5th grader this year or do you enjoy party planning? Interested parents can get involved in the planning and set-up of the 5th Grade Pool Party farewell send-off. This fun-in-the-sun day takes place during the last weeks of school at the neighborhood pool.

Committee Chair: Cristina Lockwood, cristinalockwood@yahoo.com

If you are interested in filling any of our ***OPEN*** positions, please contact Melissa Tausend @ Wmtausend@gmail.com.

Brookwood PTA Activities and Programs

The PTA hosts several events throughout the year. Many details will be provided in our monthly PTA newsletter and our Facebook page (see below). Please join to stay current with the latest news!

www.facebook.com/bwpta

Brookwood PTA Executive Board 2026-2027

Officers	Name
President	Melissa Tausend
1st VP - Membership	Kelsey Ortiz
2nd VP - Programs	Christine Foster
Secretary	Kathryn Wedgeworth
Treasurer	Casie Wilcox
Parliamentarian	Katherine Mason
Standing Committees	
5th Grade Programs	Cristina Lockwood
Advocacy	Channah Murphy
Arts in Education	Beatriz Pazmino
Book Club	Karen Wittenburg
Carnival	Kathryn Holmes
Corporate Sponsorship	Samara Terrill
Digital Media	Miriam Wahby
Field Day	Katie Schaefer
Language Liaison	Rachel Acevedo
Library Coordinator	Tasia Kazi
Makerspace	Liane Soukup
Newsletter	Andrea Miller
Red Ribbon Week	Yesenia Sanchez-Trevino
Room Rep Coordinator	Lauren Frere
Scholarships	Natalie Yates
Special Purchases	Monica Sheth
Supply Packets	Elizabeth Fredericks
Teacher/Staff Appreciation	Marissa Monjazeb
Watch D.O.G.S.	Aaron Colunga
Yearbook	Hana Taylor

Frequently Asked Questions

Does our school have a mascot or symbol?
Yes, we are the Brookwood Bears, and our colors are maroon and blue. We have a School Song and Character Pledge.

What intermediate school and high school will my child attend?
Brookwood Elementary students currently feed into Space Center Intermediate School and Clear Lake High School. Students in our GT program are eligible to attend Westbrook Intermediate for the WAVE program. Students who are accepted into the Science Magnet program would attend Seabrook Intermediate.

Is there a special day for my child to wear the Brookwood T-Shirt?
Although it is not required, it has become customary to wear school shirts or school colors (maroon and blue) on Fridays. You may also be asked to have your child wear a class shirt for events such as field day or class field trips.

Can I do anything special for my child's birthday at school?
Birthdays are announced on the loudspeaker at the beginning of the school day and students come down to the office to receive a birthday pencil and sticker. Students that arrive by 8:00am can come to the office to participate in reciting the pledges. There are no official in-class birthday celebrations, but parents may bring a bagged treat for the whole class that can be passed out at the end of the day (pencils, erasers, stickers, snack, etc). Cupcakes and cakes are prohibited as they do not easily go home in the backpack.

Does the school provide afterschool childcare?
Yes, the YMCA does provide afterschool childcare for a fee. If you are interested, you may contact them at:

EA Family YMCA
(281) 486-9622
www.ymcahouston.com

Is my child dismissed from school at the same time every day?
Dismissal is 3:20pm, however there are some early release days scheduled throughout the year. These days are noted on the CCISD school calendar and dismissal is at 12:20pm.

What if I need to change the way my child goes home?
Please note that you cannot change the way your child goes home after 2:00pm. If you know of the change before the start of school, please send a note to your child's teacher (do not rely on an e-mail as the teacher may not see the e-mail in time). If the school day has started, please email the font office at brookwoodattendance@ccisd.net and they will make sure that communication is given to the teacher by dismissal.

Does my child have PE every day?
No. PE is a block class and rotates with Art and Music. Your teacher will give you a list of days your child attends each class. Your child's block time can be found on the Master Schedule found in this packet.

Are there special procedures in place to help with the safety and security of my child if they are a walker or a car rider?
Yes. Parents of car riders are given a blue car rider sign to show school personnel at pick up. Please write your child's first and last name and grade on the sign using a thick, black marker to be easily seen by the staff. When you come through the car rider line, please have the sign visible. If it is not visible and/or the teacher on duty does not recognize you as the parent of the child, you must report to the office for your child to be released.

What's the best way for me to return forms to the PTA?
PTA forms are usually sent to school with students who give them to their teacher. If you are concerned about the reliability of this method, you can turn forms in directly to the front office. For safety, it is best to send a check rather than cash.

Can I eat lunch with my child?
Yes. Sign in and meet your child's class near the gym foyer. There are tables inside the Great Hall and picnic tables outside for your use. Do not invite friends of your child to eat with you unless you are specifically listed in Skyward for permission to do so. Parents may only eat with their child at school once per week. *Eating lunch with your child is not permitted on state testing dates.*

What if my child is having a problem at school?
It is best to talk with your child's teacher first. Most of the time conflicts can be resolved this way. If you still have some concerns, you may want to talk to the school counselor, assistant principal or principal. The office staff can help you determine who you need to see.

Does my child have regular recess time every day?
Yes. Each class has a regularly scheduled 20-minute recess every day. Weather permitting; recess is outside on the playground area. In bad weather, the class will have a recess period in the classroom.

What happens if my child forgets to bring lunch money to school?
If you are unable to bring lunch or money to school before lunchtime, your child will be given a deli sandwich. The school never knowingly allows any student to go without lunch.

What if my child needs to leave school during the day?
You will need to sign your child out through the front office. Please send a note to your child's teacher if you know in advance your child will be leaving. Allow enough time for the office staff to track down your child in case the class is not in the classroom. There is no student checkout after 2:30pm.

Does the school have a "Lost and Found?"
Yes. It is located near the gym. Lost items are hung on hooks along the wall. Small items and valuables are collected in the front office. If your child has lost something at school, have them look in the classroom area first, then the lost and found area. Unclaimed items are donated to charity periodically.

What are PALs?
PALs is a highly selective high school volunteer program. PALs are high school students that do a variety of things, which include helping students with academic reinforcement and working with students to boost self-esteem.

What is STAAR?
The State of Texas Assessments of Academic Readiness Test (STAAR Test) is given to students in grades 3–5. This test is used by the state of Texas to evaluate how effective our schools are in teaching the required curriculum. All three grades take math and reading tests. Fifth grade also takes a science test. Test results are sent to parents as soon as they are available.

What is TELPAS?
TELPAS, or the Texas English Language Proficiency Assessment System, is an annual assessment program for English language learners in Texas public schools. It measures how well emergent bilingual (EB) students in grades K–12 are progressing in their academic English skills. TELPAS assesses four language domains: listening, speaking, reading, and writing. This assessment is administered to students in K–12 that are considered Emergent Bilingual students.