



Briscoe Elementary School

Where Ambition + Success = THE BEST!
Achievers of Excellence

PARENT AND STUDENT HANDBOOK POLICY AND PROCEDURES 2022 -2023

Carlos Rodriguez – Principal
Martha Torres – Assistant Principal
Cecilia Saldana – Teacher Specialist

Table of Contents

ROLES AND RESPONSIBILITIES	
STUDENT DISTRIBUTION LIST	
STUDENT DISTRIBUTION ROSTERS/PACKETS	
ACADEMIC AWARDS CEREMONIES	
ATTENDANCE (STUDENT)	
BELL SCHEDULE.....	
BREAKFAST	
CLASSROOM CELEBRATIONS	
DAILY PROGRAM.....	
TEACHER-ISSUED AFTER SCHOOL DETENTION.....	
DISCIPLINE	
DISMISSAL/TRAFFIC PLAN.....	
DISASTER DRILLS PROCEDURES	
FIELD LESSONS	
FIRE DRILL PROCEDURES.....	
GRADING GUIDELINES	
BRISCOE ELEMENTARY GRADING POLICY	
HOMEWORK.....	
LUNCHROOM CONDUCT	
MEDICAL/EMERGENCY CARE	
FIRST AID IN THE CLASSROOM.....	
DISPENSING MEDICINE	
SECURITY.....	
SAFE AND VIOLENT-FREE ZONE	
IAT/ SPECIAL EDUCATION REFERRALS.....	
STUDENT ABSENCES/TARDIES/WITHDRAWALS	
STUDENT DRESS CODE	

CELL PHONES

APPENDIX 2 (DAILY PROGRAM SAMPLES).....

APPENDIX 3 (EARLY SCHOOL WIDE STUDENT RULES)

APPENDIX 4 (NURSE REFERRAL FORMS).....



Andrew Briscoe Elementary School

Mascot: Armadillo

Motto: *"Ambition + Success = The Best". Achievers of Excellence*

Colors: Maroon and White

Built: 1928

Briscoe Elementary School was built in 1928. The school opened in March, 1929. This school was named for a patriot, merchant, rancher, and businessman of this, the Harrisburg, area.

Andrew Briscoe was born November 25, 1810, in Mississippi in Claiborne county. He made several trips on horseback to Texas before coming here to live in 1833 where he registered as a citizen of Coahuila and Texas. He opened a store in Anahuac in 1835. He opposed the irregular collection of customs with Mexican officials and had trouble with them.

He came to Harrisburg next and again he had trouble with the Mexican officials. Andrew was captain of the Liberty Volunteers at the Battle of Conception. He was elected delegate from his municipality to the convention of 1836 at Washington on the Brazos. He signed the Declaration of Independence but before the convention was over, he left to take up his pressing military duties.

At the Battle of San Jacinto, he was captain of Company A infantry regulars. Sam Houston thought so well of Andrew Briscoe that he appointed him Chief Justice of Harrisburg. When his term expired in 1839, he left public life and spent his time dealing in cattle and trying to promote a railroad from Harrisburg to Houston. The railroad was not a success.

In 1837, he married Miss Mary Jane Harris, a daughter of John R. Harris. They later had four children. In 1849, he moved his family to New Orleans where he engaged in banking and brokerage until his death in 1849. He was buried in a family burial ground in Mississippi but later his body was brought to Austin, Texas, and laid to rest in the state cemetery.

Core Value

Collaboration, Empathy, Integrity, Accountability

School Vision

The Briscoe Elementary community is committed to serving the whole child in a nurturing environment to achieve success as creative thinkers in pursuit of making a positive impact in our community for years to come.

School Mission

The mission and commitment of Briscoe Elementary School is to provide our students with high-quality teachers, who deliver rigorous, relevant, and challenging lessons in all subjects, which will prepare them for the College/Career Readiness path.

Briscoe Elementary Pledge

We have several options:
Failure is not one of them.
We respect each other.
We leave excuses at the door.
We push on, we succeed.
I am free to make choices,
I am accountable for the results.

School Calendar

HOUSTON INDEPENDENT SCHOOL DISTRICT

2022-2023 ACADEMIC CALENDAR

JULY 2022						
S	M	T	W	T	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						

AUGUST 2022						
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SEPTEMBER 2022						
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OCTOBER 2022						
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NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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APRIL 2023						
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MAY 2023						
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JUNE 2023						
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Key  Holidays  Teacher Preparation Days (no students)  Teacher Service Days (no students)	Holidays September 5, 2022 October 5, 2022 November 21-25, 2022 December 22-January 4, 2023 December 22-January 6, 2023 January 16, 2023 March 13-17, 2023 March 31, 2023 April 7, 2023 April 21, 2023 May 29, 2023		Labor Day Fall Holiday Thanksgiving Break Winter Break for Teachers Winter Break for Students MLK Day Spring Break Chavez-Huerta Day Spring Holiday Spring Holiday Memorial Day
	School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School		
Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers	Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31	Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)	
<i>Last Updated 02/15/22</i>			

Contact Information and School Hours

**Andrew Briscoe Elementary School: Houston ISD
321 Forest Hill Blvd
Houston, Texas 77012**

Principal	Carlos Rodriguez	crodr12@houstonisd.org
Assistant Principal	Martha Torres	mtorres32@houstonisd.org
Teacher Specialist	Cecilia Saldana	cecilia.saldana@houstonisd.org
Administrative Assistant	Amelia Escobar	aescobar@houstonisd.org
SIMS/ Attendance Clerk	Margarita Arellano	marellan@houstonisd.org
Nurse	Vincentia Parker, R.N.	vparkerr@houstonisd.org
Plant Operator	Maria Banda	mbanda2@houstonisd.org
Cafeteria Manager	Jancy Villatoro	JVILLATO@houstonisd.org

Websites to Remember

Houston ISD
Briscoe Elementary School
Briscoe Twitter
Briscoe PTO
Volunteers in Public Schools
(VIPS)

www.houstonisd.org
www.houstonisd.org/BriscoeES@BriscoeHISD
pto.briscoe@gmail.com
www.houstonisd.org/vipslogin

Important Numbers:

Briscoe Elementary	713-924-1740	
Fax	713-924-1741	
Cafeteria Manager	713-924-1740	
Transportation	713-613-3040	(Routing & Scheduling)
Special Education	713-676-9368	(Routing & Scheduling)

Office Hours
7:15 a.m. to 3:30 p.m.

School Hours
7:30 a.m. to 3:00 p.m.

After school activities
3:10 p.m. to 4:10 p.m.

EDUCATIONAL GOALS

The goal of our school is to provide a quality education to each and every student. This means developing the academic and social skills of each student to the highest possible degree. To accomplish these goals, we need 100% of our parents to be involved in their child's education and be supportive of teacher's requests as we help your child accomplish success.

Our school goals include the following:

- Increase the number of students reading on grade level
- Increase the number of students completing math competencies on grade level
- Increase attendance percentages
- Increase the number of students meeting promotion standards
- Increase the number of students passing STAAR (State of Texas Assessment of Academic Readiness) Assessments in reading, math, and science
- Increase the number of students reaching Meets and Masters on STAAR Assessments in reading, math, and science
- Increase the number of Gifted and Talented (GT) students

Specific goals and objectives are outlined in our School Improvement Plan (SIP).

ACADEMIC AWARDS CEREMONIES:

- All grades will participate.
- Certificates and ribbons will be presented in an awards ceremony held in the cafeteria in recognition of Perfect Attendance, Honor Roll (all A's or no more than 2 B's), and Excellent Conduct.
- Teachers will create individual certificates for all students highlighting their individual talents and achievements.
- Trophies and or EOY Awards will be distributed for **All Year** recognition in each category in the awards ceremony held according to grade level in the cafeteria at the end of the school year.

ATTENDANCE

ATTENDANCE IS TAKEN AT 9:30 A.M. DAILY

Students are expected to be in school all day, every day. Regular attendance is essential to students' academic success. Persistent absenteeism and/or tardiness create a genuine hardship for students and is regarded as a very serious problem that may require a student to be put on an attendance contract. Students on a transfer may risk losing their transfer option. Our goal is to reach a 98% attendance rate.

EXCUSED AND UNEXCUSED ABSENCES

The following circumstances will be the only recognized excuses for school absence: personal illness, family illness, death in the family, or religious holiday. Parents must send a dated written excuse to their child's teacher explaining each absence. This excuse is due within three days of the student's return to class. Excuses will not be accepted beyond the third day following the student's return to class. If an acceptable excuse is not provided within three days, the absence(s) will be marked as "unexcused." No notes or doctor's excuses will be accepted beyond this timeframe.

Vacations and family events are examples of absences that are not excused. Once a student has accumulated three unexcused absences, a referral will be made to the Attendance Officer. The district attendance policy requires that students enrolled in an elementary school must have sufficient attendance. A student's total number of unexcused absences cannot exceed 10% of class meetings. Sufficient Excessive unexcused absences can result in retention of the student.

PROLONGED ABSENCE

If the child is absent for two or more consecutive days, we request that the parent/guardian notify the school of the nature of the illness or event leading to the absence and when the child will return to class. If a parent/ guardian has advance knowledge that a child will be absent for an extended period of time, we request that they contact the office immediately. Arrangements will be made with the classroom teacher to provide the absent child with classroom assignments.

DROPPING OFF LATE AND PICKING UP EARLY

When possible, all medical and dental appointments should be made after school hours. Attendance is taken daily at 9:30 a.m. If the student is not on campus at the time attendance is taken, he/she will be marked "absent." However, if the student arrives after attendance is taken and has a doctor's excuse, his/her attendance status will be changed to "present."

For security reasons, **no student will be allowed to be checked out between 2:30 p.m. and 3:00 p.m.** For emergency situations, an administrator's approval will be necessary to check out a student during this timeframe. NOTE: Only a parent or authorized adult with a valid picture ID will be allowed to pick up a student during school hours.

TARDY ARRIVALS

Arrival for students is from 7:15 a.m. until 7:30 a.m. Students are officially tardy if they arrive at school after 7:40 a.m. Tardiness has an adverse effect on your child's educational progress and is disruptive to the rest of the class. If your child arrives after 7:40 a.m., parents must sign in their children at the reception desk. All students who are tardy to class must sign in on the teacher's tardy log. Teachers and administrators will monitor students who have multiple tardy arrivals, and a parent conference will be required. If tardiness/ absenteeism become a problem, students who attend Briscoe on

a transfer of any kind are subject to be withdrawn from the school and required to return to their home school. Tardy arrivals due to doctor appointments (with a doctor's note) will not be counted against your child.

ATTENDANCE REWARDS

Due to continuing COVID protocol, perfect attendance awards will be not taken place this school year. We encourage parents to bring students daily and on time. However, students with fever or sick must stay home.

ARRIVAL PROCEDURES

Students are NOT allowed to wait outside the building unsupervised prior to 7:15 a.m.

- Early Childhood Special Education (ESCE) students are taken off the bus or are dropped off by parents using the entrance by the attendance office (side of main building where ESCE teachers and teacher assistants wait for them.).
- PreK to fifth grade students are dropped off by parents using the main entrance in the front office starting at 7:15 a.m. until 7:30 a.m. Students are directed to the cafeteria. At 7:30 a.m. all teachers walk students to classrooms from the cafeteria.
- After 7:30 a.m. students in grades 2-5 walk to class on their own. Grades PK – 1 will be walked to classrooms by a staff member. Students arriving after 7:30 a.m. will be late to begin the morning activities in their classrooms.
- Tardy bell rings at 7:45 a.m.

DISMISSAL PROCEDURES

Distribution of Security Cards: Parents will be provided 4 security (name) cards in fluorescent green. Additional security cards may be requested by contacting the office at 713-924-1740. Ownership of a child's security card constitutes the parent or designated adult has permission to pick up a student(s). If the parent gives permission for another adult to pick up their child/ren, but did not give them the security card, the designated adult must come into the office with their photo ID to pick up the child. Students will not be released if a security card is not presented. The adult picking up the child should be listed on the contact released form.

Walkers

Students in grades 3 – 5, who have written and signed parental permission to walk home by themselves or with siblings, cousins, etc. These students will present their walker card at the main entrance door to exit the building.

- 1. The homeroom teacher will take roll on-line at 9:30 a.m. each day. (A reminder tone will ring each morning at 9:30 a.m.)**
2. Mark the absence on-line for any student not present.
3. Follow-up with the parent in obtaining an excuse or a hand-written note for the absence. **Turn in the excuse to the school registrar on the same day you receive the excuse from the parent.**

If a child is in school at 9:30 a.m., the student is considered present. If the student is not in school at 9:30 a.m., the student is to be marked absent.

NOTE: The school registrar will create a "Change Form" if a student leaves school before 9:30 a.m., and then returns with a valid doctor's excuse or if a student arrives after 9:30 a.m. due to a doctor's appointment if he/she arrives with a valid doctor's note. In such cases, the student should have been marked absent by the teacher since the student was not on campus/in the classroom at 9:30 a.m.

An attendance referral will be completed for students with three (3) consecutive absences or that show a pattern in their absences (absent every Friday, etc.). Out-of-school suspensions are considered excused absences.

BELL SCHEDULE

7:30 a.m.	School Begins
7:45 a.m.	Tardy bell rings
7:50 a.m.	School Announcements are made
9:30 a.m.	Attendance reminder bell/tone rings.
2:45 p.m.	Bus rider students are picked up and escorted to bus.
3:00 p.m.	Dismissal Bell (Refer to dismissal procedures)

BREAKFAST

All students in grades Pre-K through 5th grade will eat breakfast in the classroom. Teachers are to keep in mind that the instructional day begins at 7:30 a.m. with the morning routine during breakfast. Students arriving after 7:30 a.m. will receive their breakfast during the morning routine. Most students that start the day late, struggle to begin the morning routines.

FEDERAL GUIDELINES

The School Breakfast and Lunch Program is provided free or at a minimal cost. There are certain regulations set by the federal government that we must follow to continue receiving the federal funds that pay for our students' meals. The guidelines we must follow are:

1. Students must not share food with any student, sibling, or adult.
2. Adults may not eat of a student's plate.
3. Students must choose their own serving from the given choices provided by the cafeteria when they go through the cafeteria line.
4. Students may go through the cafeteria line only once.
5. No food or drinks may be taken out of the cafeteria by anyone.

6. Adults must give seating preference to students.
7. Food brought from home, which includes snacks, may not be shared with other students.

From time to time, HISD representatives may monitor breakfast and lunch to ensure compliance with guidelines set by the HISD and the federal program. Please help us maintain our funding for the meal program by following the guidelines above.

EATING WITH YOUR CHILD

Due to safety protocols and cafeteria capacity, school visitation is limited to essential personnel. Parents will not be allowed at school during lunch time. Nutrition Services staff will provide breakfast in the classroom and lunch in the cafeteria. Assigned seating will be required for all students. When possible, students will be spaced out, using every other seat.

We encourage all parents to spend time with their child to help them learn how to manage their utensils, practice good conduct skills, engage in friendly conversations, and practice their language skills.

LUNCH FROM OUTSIDE THE SCHOOL

Students who choose to NOT get lunch from the school cafeteria are highly encouraged to bring their lunch with them in the morning. This will help students practice their organizational skills and learn responsibility. All snacks, lunch, and meals must be sent with the student at arrival. Dropping food for students after arrival is not allowed.

FOOD/DRINK RESTRICTIONS

Students are not allowed to have sugary products such as Coke, Sprite, or Dr. Pepper as part of their lunch, even if lunch is brought from home.

PRE-PAID LUNCH

In the event students are not eligible for free meals, students may pre-pay for lunch. If you choose to pre-pay for your child's lunch, please try to send the money for the next pre-paid period before the student uses up the current balance. The set dollar amount that triggers a written notice is determined by HISD Food Services. It is the parent's/guardian's responsibility to pay any amount owed. If you do not pay the amount owed, the student will receive a sandwich instead of a hot lunch. You may also use HISD's online service to prepay your child's lunch at www.parentonline.net.

CLASSROOM CELEBRATIONS

Class celebrations are limited to **two** during the school year and are to be scheduled during the Winter Holiday and at the end of the school year. **Celebrations should have an educational objective such as but not limited to: good citizenship, health, social studies, etc.** All items brought/donated for the celebration must be **store-bought**. No student birthday celebrations can be held on campus. However, **store-bought** cupcakes for birthday recognition can be shared with the class at the end of the school day **if approved by the homeroom teacher and principal**. Any celebration must have approval from the administration.

TEACHER-ISSUED AFTER SCHOOL DETENTION:

If students are to be kept after school for any reason, **the teacher** should notify the child's parents in advance and parent signature must be obtained. Detention by the teacher can be done in very special cases and only with principal's approval and coordination. This event should be scheduled from 3:10 p.m. – 4:10 p.m.

DISCIPLINE

Student discipline provides education, motivation, and preparation for society. Be sure to review the HISD *Student Code of Conduct*. This document is available in the district website.

DISMISSAL/TRAFFIC PLAN

- Early Childhood Special Education (ECSE) students will be brought to the main building at 2:45 p.m. Students will be placed on the bus or dismissed to parents at 2:50 p.m. via the exit door by the attendance office. ECSE teachers, with help from their teacher assistants, will dismiss ECSE students from this area.
- Bus riders will be picked up from their classrooms at 2:45 p.m. and walked to building C to board their bus.
- PreK and Kinder will start dismissal at 2:50 p.m. PreK will go to the hallway by the library and be dismissed from that exit door (door located by the library main entrance). Kinder will go to hallway in Building B and dismiss from the exit door in building B (door located in front of PE room). PreK and Kinder teachers will bring students not yet picked up at 3:00 p.m. to the main building hallway where students will be seated in the hallway in front of the main office and will be dismissed by office staff/teaching assistants.
- First grade, second grade, and fourth grade Dual Language students are to be brought to the cafeteria by their homeroom teacher at 2:55 p.m. to be seated for dismissal. Students are to sit at their assigned seats as they do at lunchtime while they wait for the dismissal bell to ring. Third, fourth, and fifth grade students will remain in their classroom waiting for dismissal.
- When the dismissal bell rings at 3:00 p.m., teachers will begin to send PARENT WALKERS. Teachers are to line up car riders in their room as their parents arrive to pick them up. Teachers listen for groups to be released and have students go to the doors of the main building as quickly and orderly as possible to exit.
- "Walkers" (those students that walk home alone/on their own) may be dismissed from their homeroom at 3:00 p.m., when the dismissal bell rings. A list of walkers must be provided to the main office along with the permission form. PreK, Kinder, and First grade students are not allowed to walk home on their own. PreK, Kinder, and First grade students cannot be dismissed with a sibling.
- **At 3:15 p.m., students in the cafeteria and students still in 3rd, 4th, and 5th grade classrooms are to be brought into the main hallway in front of the office to be dismissed by office staff/teaching assistants.**
- **Students may not re-enter the building once they are dismissed.**

- The Lamar Street gate is always to remain locked. Cars parked on Lamar Street are violating parking ordinances. No students will be dismissed via the gate on Lamar Street.
- The outside gates in the playground/soccer areas will be closed/locked during the school day. This includes the black gate at the exit of the bus driveway. Notify the office immediately if you see an unsecured/open gate so it can be locked.

EDUCATIONAL PROGRAMS AND SERVICES

DUAL LANGUAGE

The Dual Language Program is both an additive bilingual program for Spanish-speaking students and a foreign language immersion program for English-speaking students. In Two-Way classrooms, a combination of native Spanish speakers and native English speakers are taught together in an effort to develop full bilingualism and biliteracy for both groups of students. All participating students receive instruction in language arts and content subjects primarily in Spanish in the early grades (K-2) with a grade specific amount of English as a Second Language/English Language Development instruction incorporated daily. English instruction is gradually increased through the grade levels (K-2) and by third grade instruction is presented in a 50% Spanish/50% English format. EB/ELLs, who meet exit criteria anytime in this program, are reclassified as non-EB/LEP, but remain in the program with parent permission. There are many program benefits. Students enrolled in the Dual Language Two-Way Immersion Program have improved school performance, develop superior problem-solving skills, are more creative, demonstrate higher achievement in English Language Arts, build higher level verbal skills, achieve greater proficiency in pronunciation and language skills in the second language, acquire multicultural competencies and perspectives, develop a life-long ability to communicate with more people, and have an advantage in the job market.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL instruction is provided to all bilingual students as part of their daily curriculum. ESL instruction targets improvement in listening, speaking, reading and writing skills from year to year. In some instances, students may be placed in an ESL certified classroom based on student need or teacher availability. All ancillary classes are provided in English where teachers incorporate ESL strategies in their lessons.

SPECIAL EDUCATION SERVICES

Briscoe Elementary offers a variety of support services for students qualifying for Special Education Services. The goal is to support students with disabilities in gaining college/career readiness and independent living skills through active engagement in grade level curriculum.

Our campus offers:

- Co-Teacher/ Inclusion Services where students receive cooperative interactive instruction from both general and Special Education teachers in the general education classroom and follow an inclusion support model.

- Content Mastery Services where students with disabilities are enrolled in general-education classes and receive additional instructional support and assistive services for their general-education classes from a Special Education teacher.
- Resource Services where students attend general-education classes for most of the day and are scheduled to receive instructional and/or support services from a Special Education teacher in one or more academic areas in the Special Education class.

DYSLEXIA SERVICES

Students with dyslexia often need special services and/or accommodations to learn to read, write, and spell. For these students, Briscoe Elementary School provides multisensory instruction that is explicit, direct, cumulative, intensive, and focused on the structure of language. Multisensory learning involves the simultaneous use of visual, auditory, and kinesthetic-tactile pathways to enhance memory and learning of written language. Dyslexia is under the 504 umbrella, a qualifying student receives his/her appropriate AIP (Academic Individual Plan) and all teachers who teach the student receive and implement the student's AIP.

SECTION 504

Section 504 protects qualified students with disabilities who do not qualify for services under Special Education. Under this law, students with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities which adversely affects the student's instructional opportunities. A qualified 504 student receives his/her appropriate AIP (Academic Individual Plan) and all teachers who teach the student receive and implement the student's AIP.

SPEECH THERAPY

Students diagnosed with a speech impairment receive speech therapy. Speech Language Pathologists (SLP) and Assistants in Speech-Language Pathology (SLP-Assistant) address speech production, vocal production, fluency and language needs through speech therapy in a variety of different contexts and service delivery models. Each student has their respective Speech IEP (Individual Educational Plan) and the speech therapist serves the student in collaboration with the student's teachers.

GIFTED & TALENTED (GT)

Briscoe Elementary is designed to meet the needs of G/T students in Kinder through 5th grade by providing a learning continuum that is differentiated in depth, complexity, and pacing. The G/T program is specifically for G/T students who excel in general intellectual ability in combination with creative/productive thinking and/or leadership ability. A parent or teacher may recommend a student for GT identification. A parent may begin the process by completing an application.

INTERVENTIONS

The goal of the Student Success Initiative (SSI) is to ensure that all students receive the instruction and support they need to be academically successful in mathematics and reading. Briscoe Elementary provides students with additional academic support during the instructional day specifically in the ancillary block.

TUTORIALS

Briscoe Elementary offers after-school and Saturday tutorials for students who need extra help to master content objectives on their grade level. Teachers will recommend tutorials

for students who would benefit from these services. Tutorial groups are subject to change as the needs of the students change. **After-school tutorials will take precedence over extra-curricular activities.** Teachers will make tutorial recommendations based on the student's progress on school and/ or district assessments.

SUMMER SCHOOL

Briscoe Summer School is provided for all 1st - 5th grade students who have not met promotion standards. Information is provided in the spring semester. All Briscoe policies will extend from the regular school year through summer school unless otherwise notified.

ENROLLMENT AND WITHDRAWAL PROCEDURES

ENROLLMENT OF A STUDENT REQUIREMENTS/VERIFICATION

- The person enrolling a student must be the parent or legal guardian of the student and have an acceptable form of identification (driver's license or ID card issued by any state, official passport, official military ID, resident alien card)
- The student must reside within the school's attendance zone
- Necessary paperwork to be provided upon enrollment include:
- Birth Certificate
- Proof of Residence (utility bills or a lease agreement; it must have parent's name and address--rent receipts will not be accepted as proof of residence)
- Appropriate immunization records

ENROLLMENT CARDS

An enrollment card must be filled out for each student. At least two phone numbers must be included so that the school can contact a responsible adult immediately in case of an emergency. It is highly recommended that cellphone numbers be included. Your doctor's number should also be included. If a parent/guardian's contact information changes during the year, it is the responsibility of the parent/guardian to send updated information to the main office immediately. If a student must leave early due to illness or an emergency, **students will only be released to the person or persons who are listed on the enrollment card** and who can show proper identification.

WITHDRAWAL OF A STUDENT

A student can only be withdrawn by the person who signed the enrollment card and/or has legal custody of the child. We ask that you notify the main office at least 24 hours before the actual date of withdrawal so that all paperwork can be completed by 3:00 p.m. on the date of your child's withdrawal.

CHILD CUSTODY

Usually both parents have equal custody rights under the law. If this is not the case, legal documentation must be kept in the office. Please note that an official Court Judge must have signed the decree documentation, otherwise both parents will be given equal rights.

Specific rights on campus should be discussed with a campus administrator when needed.

EXTRA-CURRICULAR ACTIVITIES

CLUBS

Briscoe offers a variety of opportunities for extra-curricular involvement. Some of the many activities that we have offered in the past include the following:

Name That Book Club	Boys' Soccer Team	Track
Art	Choir	Girls' Soccer Team
Gardening	Cup Stacking	Cheerleading

Students who participate in any extra-curricular activities must always maintain passing grades and demonstrate at least satisfactory conduct (according to the homeroom teacher as well as the club sponsor). **Briscoe Elementary will abide by HISD's "No Pass, No Play" policy.** NOTE: After-school tutorials will take precedence over club participation. Special circumstances will be evaluated by the administrators.

TRAVEL

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. Permission slips must have the parent's signature in order to board buses. Permission may not be given by phone. Students with no signed permission by the parent or legal guardian will not go to the trip.

FIELD DAY

Field Day serves as a reward for our students' hard work. Students will participate in a healthy competition during a variety of outdoor games where the biggest reward is spending fun time together.

FAMILY NIGHT

Family Nights are evening events, in which families will be invited to share learning experiences with their children in a variety of subjects and get some ideas for learning experiences to support learning at home. One on one Parent Teacher conferences will not be schedule during the event to respect the confidentiality of students.

HEALTH

SCHOOL CLINIC

Teachers send students to the clinic/school nurse during the day if a student is feeling ill. The school nurse will evaluate the student and will notify the parent if the student will need to go home due illness. The school nurse will also determine if further medical evaluation is needed. In these cases, the school nurse will complete a Medical Referral form to give to the parent. The parent **MUST** take the student to the clinic or the doctor. The healthcare provider will need to complete the report at the bottom of the Medical Referral form during the clinic/doctor visit. The parent must return the completed and signed report to the school nurse before the student can return to class.

COMMUNICABLE DISEASES

In order to protect every child and school employee from contagious diseases, HISD complies with state laws on vaccinations. Additionally, HISD has a list of approximately 20 communicable diseases that require exclusion from school until the school receives a medical release from a doctor. Please note that live hair lice are considered “communicable”. In general, students with fever, vomiting/diarrhea, or rashes should not come to school until the student is fever-free for 24 hours without medication, the vomiting/diarrhea has subsided, the rash has subsided, or if taken to the doctor, a doctor’s note states that the student may return to class. Please note that if a student has non-contagious skin eruptions, the sores are to be covered at all times at school.

IMMUNIZATIONS

In accordance with Immunization Compliance information obtained from HISD Health and Medical Services, school registrars will collect immunization records from parents at enrollment. (However, no student may be denied enrollment based on lack of immunization records.) The school nurse will check immunizations and will notify parents to advise them on missing vaccines, offering information on immunization clinics in addition to Health Department information. The school nurse will continue contacting parents to insure that compliance with immunizations is obtained in a timely manner, alerting the school principal if documentation is still missing 15 days after enrollment and again if immunizations are still out of compliance 30 days after enrollment. HISD’s enrollment department will also be contacted and advised regarding missing immunizations in an effort to assist the parent in obtaining the needed immunizations for their child.

OVER THE COUNTER MEDICATIONS

Please address your child’s needs before sending them to school. Neither the school nurse nor any school staff member is authorized to give cough drops, aspirin, or medication for colds, upset stomachs, or fever. Likewise, children will not be allowed to self-administer medication brought from home. Most importantly, keep the school updated on any changes to your phone number so that the nurse can contact you if necessary.

PRESCRIBED MEDICATION

Neither the school nurse nor any school staff member is authorized to administer over the counter medications. However, some students may need to take prescribed medication during school hours. A parent may come to the clinic to administer prescribed medication to their child as needed. If the parent cannot make arrangements to come to school to administer the prescribed medication during the school day, the school nurse may administer the prescribed medication in school only if:

- The parent obtains a [Request for Administration of Medication at School](#) form from the school nurse;
- The request form is completed and signed by the physician, including the name of the prescribed medication, dosage, and the time the prescribed medication is to be given;

- The parent signs the parent permission section of the request form and returns the completed form to the school nurse along with the prescribed medication.

A separate Request for Administration of Medication at School form must be completed and submitted for each prescribed medication to be administered by the school nurse. Also, a new request form needs to be completed and submitted if the child warrants a change in medication during the school year.

CHILD PROTECTIVE SERVICES (CPS)

Texas law requires any person believing that a child has been or is being abused or neglected to contact CPS to report the abuse or neglect immediately. 1-800-252-5400

MATERIALS, SUPPLIES AND RESOURCES

STUDENT SUPPLIES

Materials that are part of the basic educational program are provided with state and local funds. A student, however, is expected to provide his/her own pencils, paper, erasers, notebooks, and any other material that his/her teacher requests. Each grade level will provide a list of the supplies required for your child for the year. Teachers may ask you to replenish your child's supplies as needed during the year. In the event a parent needs support with supplies, the parent can let the teacher know. The teacher or the parent will reach out to the Wrap Around Specialist (WAS) for support.

TEXTBOOKS & LIBRARY BOOKS

All students are issued the appropriate textbooks for their grade level. Students are held responsible for the books issued to them. The Texas Education Code, Section 12.65 under "Textbooks", Article C, adopted by the 61st Legislature reads as follows: "Each pupil or his parent or guardian shall be responsible to the teacher for all **books not returned by the pupil, and any pupil failing to return all books shall forfeit his/her right to free textbooks** until books previously issued but not returned are paid for by the parent or the guardian." NOTE: All textbooks must be covered at all times to prevent damage.

COMPUTER RESOURCES

Briscoe Elementary School is investing substantial resources in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Students will have access to technology tools such as Chromebook, computers, and iPads and will log onto computer programs to enhance reading, math, writing and technology skills. Some programs require for each student to have a username and password that can be shared with parents as requested. Students and parents must sign a user agreement regarding the appropriate use of these resources; violations of this agreement will result in the termination of privileges and/or disciplinary actions in accordance with the Student Code of Conduct.

DISTRIBUTION OF MATERIALS & PUBLICATIONS

School publications distributed to students include memos, calendars, and information packets in the student's homework folder. All school publications will be approved by the

principal or other administrator. School to home communication is vital to the success of our students. Parents, please inspect the homework folder or student planner daily as they will include information for upcoming events, report cards, progress report, homework, and teacher notes.

NON-SCHOOL MATERIALS

Written materials, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on the school campus by a student or a non-student without prior approval of the principal. Materials displayed without prior approval will be removed.

PARENTAL INVOLVEMENT

There are many opportunities for parent participation at Briscoe Elementary. Parents are encouraged to join the Parent Teacher Association (PTA), serve on our Shared Decision-Making Committee (SDMC), and become a registered volunteer via Volunteers in Public Schools (VIPS). All parents and guardians who wish to participate on fieldtrips or school activities must first be registered through the VIPS system and must be approved annually.

PARENT TEACHER ASSOCIATION (P.T.A.)

Our Parent-Teacher Association (PTA) exists to promote the education and welfare of Briscoe students. The Briscoe PTA sponsors many school events and supports many of the incentives your children receive throughout the year. You are encouraged to join. Meetings are usually scheduled the last Friday of every month at 8:30 a.m. Parents will be informed of the meeting dates (call outs and/or flyers). Please make an effort to attend the monthly meetings.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Volunteers in Public Schools (VIPS) are HISD volunteers. Each year, thousands of parents, grandparents, students and community partners support HISD students and teachers by volunteering their time. VIPS represent all economic, ethnic and educational backgrounds. They are caring adults or children who tutor students, serve as classroom assistants to teachers, provide enrichment and hands-on experience with computers, work in the library, clinic, office, cafeteria, chaperone field lessons, mentor, and provide other support. Volunteers who wish to chaperone field trips/lessons and volunteer in any capacity on campus must be approved by the VIPS system on a yearly basis.

BECOMING A VIPS

All volunteers must register online and pass an annual criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

Step 1: Register online at www.houstonisd.org/vipslogin.

Step 2: Go in person to the school of interest and present proof of identification.

Step 3: Identification information will be input into our database for processing by the Volunteer Coordinator at each campus.

Step 4 The criminal history background check can take 2-3 weeks to complete.

Step 5: Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.

All volunteers must be screened at the beginning of each school year, even if the application was approved as a VIPS the previous year. Former VIPS volunteers will begin with Step 3 in the above process. All new volunteers must follow the procedures listed above, beginning with Step 1. The school administration has the right to revoke a volunteer's status even though they have been cleared by the criminal history background check process.

ACCEPTED IDENTIFICATION FOR VIPS

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Resident Alien Card
- Driver's License issued by any state
- ID Card issued by any state
- School Identification

SHARED DECISION-MAKING COMMITTEE (SDMC)

The Briscoe's Shared Decision-Making Committee (SDMC) is the ruling body of the school. It is composed of the school principal, teachers, non-instructional personnel, community members and parents. Every year, there are two spaces on the SDMC reserved only for parents/ guardians of Briscoe students. All stakeholders, including parents/ guardians, may address the SDMC to resolve concerns pertaining to Briscoe. The SDMC's Agenda Request Forms are available in the main office. Briscoe's SDMC meets on the second Monday of each month; therefore, requests must be turned in prior to these days.

PARENT/TEACHER CONFERENCES

Parents are urged to contact the school whenever a need arises. Teachers may be contacted by either a note, phone call, or by email (which can be accessed through the Briscoe website). Conference appointments may be made during a teacher's non-instructional/conference time **except for Thursdays due to PLC planning with administrators**. Parents/ guardians may contact the teacher or call the main office for an appointment. Conferences may be rescheduled at the teacher's discretion if the parent/guardian is more than 15 minutes late. The principal, assistant principal, and teacher specialist are available for conferences as well. If the principal, assistant principal, or teacher specialist are not available immediately, you may call the main office and schedule an appointment with an administrator. You may also fill out a "parent concern" form.

CONCERNS BY STUDENTS/PARENTS

Concerns can be addressed by a phone call or a scheduled conference with the teacher or an administrator. In most cases, having a discussion with the teacher to clarify your concerns and/or answer your questions and will resolve the concern. For those concerns

that cannot be handled so easily, the parent or student should discuss the concern with a campus administrator. If an administrator is not available, you may fill out a Parent Concern Form in the main office, and an administrator will contact you within 48 school hours to address your concern. For situations that require immediate assistance, parents can request to speak with an administrator. If the administrators are not available, the administrative assistant will take the message and contact an administrator about the issue. The administrator will contact the parent ASAP by phone or in person if the parent can wait until one of the administrators is available.

RULES AND REGULATIONS

HISD Board Policy: Principals will have full authority to maintain adequate discipline in the school and teachers will have the responsibility for the discipline of the students. Students will be dealt reasonably, fairly, and with patience, but persistent misconduct will not be tolerated.

CODE OF STUDENT CONDUCT: YOUR RIGHTS AND RESPONSIBILITIES.

Students and parents are expected to become familiar with the provisions of the districtwide *Code of Student Conduct* and the rules and regulations adopted and implemented by Briscoe Elementary School. Students are also expected to abide by the policies set forth in the *Code* so that they can get the most out of their years in school. Parents may access the entire *HISD Code of Student Conduct* online at www.HoustonISD.org/CodeofConduct or by requesting a copy at the front office of the school. Both parents and student must acknowledge that they accept their responsibilities as described in the Code of Student Conduct by signing the acknowledge form and returning it to the school.

BULLYING, DISCRIMINATION, HARASSMENT, AND RETALIATION

HISD prohibits bullying, any type of discrimination, harassment, and retaliation.

Bullying meaning engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that: (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; (4) interferes with a student's education or substantially disrupts the operation of a school.

Cyberbullying at or away from campus, which is defined as the use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender;

sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on websites or forums to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.

Discrimination based on age, race, color, ancestry, religion, gender, or national origin, handicap, disability, or background will not be tolerated. Persistent pervasive and/or severe conduct that can be interpreted as **harassment** will not be tolerated.

Retaliation by a student against any person who participated in an investigation, serves as a witness in an investigation, or who makes a report of bullying, discrimination and/or harassment in good faith will not be tolerated.

SEXUAL HARASSMENT/SEXUAL ABUSE

Unwanted and unwelcome conduct of a sexual nature: words, gestures, or any other sexual conduct toward a student, school employee, visitor, or VIPS is unacceptable.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

VIOLATIONS OF LAWS

Alcohol, Drugs, Tobacco, and Weapons

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school related activity.

DISRUPTIVE ACTIVITIES

State law prohibits a student from participating in disruptive activities. Students should not interfere with the movement of people in an exit, entrance, or hallway. Students should not interfere with an authorized activity. Students should not use force, violence, or threats in an attempt to prevent participation in an authorized assembly. Students should not disrupt classes while on school property. Class disruption includes making loud noises, entering a classroom without authorization, and disrupting the activity in a classroom with profane language or any misconduct.

GANGS AND OTHER PROHIBITED ORGANIZATIONS

Under state law, a student is prohibited from membership or involvement in a public-school fraternity, sorority, secret society, or gang. Any student displaying suspected behavior of such is subject to disciplinary action.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal or administrator will request identification and appropriate documentation.
- The principal or administrator will verify and record the identity of the officer or other authority and ask for the purpose and explanation of the need to question or interview the student.
- The principal or administrator will contact district Legal Services.
- The principal will make reasonable efforts to notify parents.
- The principal will be present unless the interviewer raises a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

STUDENTS TAKEN INTO CUSTODY

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a Law Enforcement Officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's health or safety

Before a student is delivered to a law enforcement officer or other legal authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will contact district Legal Services.

DISCIPLINE MANAGEMENT PLAN

All students are expected to obey the following rules in the cafeteria, classroom, ancillary classes, and in transition as stated in the Briscoe Discipline Management Plan.

Demonstrate respect and courtesy toward all school personnel, community patrons, and fellow students by-

- walking in the hallways and outside corridors in an orderly fashion
- speaking softly in the hallways and outside corridors
- keeping their hands and feet to themselves
- using appropriate language

Participate in instructional activities to the best of their ability by-

- being present in class by 7:30 a.m.
- completing all class work and homework assignments
- working cooperatively on class and/or team assignments

Respect School Property by-

- keeping the buildings and grounds clean
- refraining from abuse of school property

Students may not bring or use laser pointers, electronic devices, or toys that cause disruption to the classroom.

SCHOOL RULES

Based on the Briscoe Discipline Management Plan, the following school rules have been established:

1. Follow all rules in the Student Code of Conduct
2. Follow directions campus wide
3. Walk on sidewalks
4. Throw all trash in trash cans
5. Listen to adults with your eyes and ears
6. Keep hands, feet, and objects to yourself
7. Keep all writing instruments (pens, pencils, markers, etc.) in classroom or backpack
8. Wear school uniform
9. Keep our school clean (restrooms, halls, cafeteria, etc.)
10. No bullying or threatening with words or actions

CLASSROOM RULES

Each class has its own individual set of rules and expectations. Please check with your child's teacher for further explanation of class rules, expectations, consequences, and rewards.

EXAMPLE: BASIC CLASSROOM RULES

1. Listen and show respect
2. Follow directions from all adults
3. Keep your hands and feet to yourself
4. Come to class prepared to learn
5. Keep the school clean

CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands and feet to themselves. Classes will sit together at their assigned table. Students are allowed to talk quietly and may leave their table only when excused. Excellent lunchroom manners will occur as students adhere to the following cafeteria rules:

- Always walk quietly when entering and leaving the cafeteria
- Stay in your place
- Sharing food is not permitted
- Maintain a low and pleasant voice level while talking (Voice level 2)
- Pass through the lunch line only once
- Leave tables, seats and floor clear of paper and debris
- Remain seated until dismissed

- Empty trays and throw away trash when directed, in a quiet and orderly manner. After discarding trash and taking up trays, walk to the dismissal line. Those who have no trash or trays may go directly to the dismissal line.
- Raise your hand if you need assistance
- Be always kind with others

CELL PHONES

Students who bring cell phones to school must have them stowed away in their backpacks or pockets and turned off. Cell phones cannot be on silent or vibrate. They can only be used outside after school or during emergencies when allowed/directed to do so by a teacher or administrator. If a student is found using or playing with a cell phone during school hours, the cell phone will be confiscated, and a parent or legal guardian will need to pick it up from the office. The use of cell phones in the restroom is not allowed. See *Code of Student Conduct*.

STUDENT PROGRESS **GRADING**

Student grades will be determined by the teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade or course level objectives. Information, such as success with assignments, test scores, and classroom participation will be documented in teachers' grade books, student work folders, etc. Grades can also be monitored using HISDConnect Parent Portal by you and/or your child. Please see your child's teacher for any specific information on grading or how to set up an account.

REPORT CARDS

A report card will be issued at the end of each six-week grading cycle for students in PreK-5th grade.

October 7, November 11, January 13, March 3, April 20, and May 31

Students in 1st - 5th grade receive a letter and number report card. The grading scale is as follows:



Academic subjects

90-100	A = excellent
80-89	B = good; above average
75-79	C = satisfactory; average
70-74	D = below average
Below 70	F = unsatisfactory; failing

Citizenship Traits

E = Excellent
S = Satisfactory
P = Poor
U = Unsatisfactory

To be promoted to the next grade, students must maintain an overall average of 70 or higher in reading, language arts, math and science or social studies. Students in first and second grade must also pass the High Frequency Word Evaluation. Promotion standards

regarding HISD and state assessments will be determined by the HISD and applied accordingly.

Progress Reports

If a student is not progressing satisfactorily in any grade level, parents are sent a preliminary progress report at the midpoint of the grading period and at other times, as necessary. Parents must sign and return the reports. Conferencing with the teacher is strongly recommended any time a student's progress is affected. Elementary progress reports are sent to parents six times during the year; typically, the third week of the six-week grading cycle. Briscoe is participating in HISD's Primary Progress Report system for students in Pre-K and Kindergarten. This is a different type of progress report that charts a child's growth along a continuum, instead of comparing the child to other children. Please see your child's teacher if you have any questions about the progress reports or your child's achievements.

Progress Reports will be sent approximately the 3rd/4th week of the grading cycle.

TESTING

Students at Briscoe take state, national, and HISD assessments

- STAAR Reading and Mathematics: (3rd-5th grade)
- STAAR Science (5th grade)
- Texas English Language Proficiency Assessment System (TELPAS): All students identified as English Language Learners, including students on a waiver.
- HISD District Assessments
- Circle Assessment (PK)
- TX KEA (Kinder)
- Universal Screener Assessments (Kinder-5th grade)
- High Frequency Word Evaluation (1st-2nd grade)

Test results will be reported to students and parents. Certain students, such as students with disabilities or students with limited English proficiency, may be eligible for exemptions as approved by the appropriate committee's recommendations. Additional testing may apply pending future School Board decisions.

STUDENT RECORDS

Student records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters HISD until the time the student withdraws or graduates. Once the receiving schools request records from Briscoe, this cumulative record moves with the student from school to school within HISD. If the student moves to a campus outside of HISD, the receiving school will request records and pertinent school information will be forwarded to them according to HISD policy. By law, both parents have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records, as long as the Briscoe office has a legal document signed by a Court Judge indicating parental rights have been terminated. The parent's right of access student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes; do not have to be made available to the

parents. To request copies of student records, parents must make the request in writing 48 hours in advance.

AWARDS

Awards for Principal's List, Honor Roll, Attendance, and Excellent Conduct are given to students at the end of each 9-week grading period. Awards for Year-Long Perfect Attendance, Honor Roll, Excellent Conduct, Meeting Promotion Standards and teacher created awards are given to students at the end of the year. The requirements for the Principal's List: Straight A's and must have an E in conduct. The requirements for Honor Roll: All A's no more than 2 B's and E or S in conduct.

Safety and Security **CAMPUS SECURITY PLAN**

To ensure the safety of all students and staff members, the following procedures are in effect:

- Students may enter inside the school building at 7:15 a.m. All students will report to the cafeteria in a quiet and orderly fashion. There will be a designated Briscoe employee to monitor. At 7:30 a.m. teachers walk students from the cafeteria to the classrooms.
- Students arriving late after 7:45 a.m. must be signed in by their parent.
- All visitors, including parents, must report to the receptionist to sign-in upon arrival. Visitors will be required to show a picture ID then will be given a visitor's badge to wear while visiting. Visitors must return the badge to the receptionist and sign-out before leaving the building. This procedure is applied to all after-school-hours visitation or use of building as well.

NOTE: Anyone other than Briscoe students and staff entering the buildings is considered a visitor and must sign in at the office.

- Visitors' cars should park in front of the school on Forest Hill Street.

DRILLS: FIRE, TORNADO AND OTHER EMERGENCIES

From time to time, students, teachers, and other school employees will participate in emergency procedure drills. When an alarm is sounded, students should follow the instructions of the teachers or others in charge quickly, quietly, and in an orderly manner. For further details of emergency drills, please refer to the School Safety and Security Intervention Plan, available in the main office in a red binder.

JEWELRY AND ACCESSORIES

Jewelry and accessories should be left at home. Any large pieces of jewelry that may cause distractions are not allowed. Students may wear inexpensive and durable watches. No body piercing (other than the ears) should be visible. Any jewelry with inappropriate language is not allowed.

BACKPACKS

For the safety and security of all students, effective November 28, 2022, Students in Grades 4 – 5 must obtain a mesh or clear backpack. Help your child keep his/her backpack as clean as possible. Clean out backpacks every week to make sure children are not carrying unnecessary items. Backpacks with wheels are not acceptable for safety reasons.

SPECIAL DRESS DAYS

- College Day- To increase our students' awareness of the importance of pursuing a college education and degree, we will have designated dates for students and staff members to wear a college or university t-shirt with blue jeans. Parents will be notified.
- Individual Spring Picture Day- On this day, students who are purchasing their pictures may have free-dress if it is school appropriate.
- Field Trips- grade levels may have specific uniforms for the event.
- September 18th- students may wear cultural/ national attire for Fiestas Patrias.
- 5 de mayo- students may wear cultural/ national attire to commemorate the Battle of Puebla
- Field Day- homeroom teachers will determine specific color shirts.
- Go Texan Day- students will dress Western Wear.
- Parents will be notified about special Dress Day events.

LOST AND FOUND

Briscoe's lost and found is in the cafeteria. Upon request, parents will have access to this rack to find lost items. Once each month the rack will be rolled out to the foyer so that items can be claimed by students or parents. Unclaimed items will be donated to a worthy cause.

DISASTER DRILLS PROCEDURES

By state law, various required disaster drills shall be conducted throughout the school year. Disaster drills include Secure Drill (AKA Intruder Drill) – one per school year; Lockdown Drill (where no one is allowed to enter or leave their building) – one per semester; Evacuation Drill (where all buildings are evacuated and students/staff line up in preparation for leaving the campus) – one per school year; Shelter-in-Place Drill (where all students/staff are gathered in one building and stay "in place" waiting for all clear); Shelter for Weather Drill (described below); and Fire Evacuation (AKA Fire Drill) – one per month, alternating between obstructed and unobstructed. Additional information on Fire Drill procedures is noted in Fire Drill section of the Staff Handbook.

Purpose of Shelter for Weather Drill:

1. To place students and personnel in protected areas of the school building that are likely to withstand strong winds.
2. To avoid unnecessary exposure to glass.

Students will be brought into the hallway and crouch on the floor facing the wall, covering head with hands and arms. If students are on the playground at the start of the drill bell,

they will take cover in the nearest hallway, and wait for the “all clear” signal. At the “all clear” signal, everyone is allowed back into their classroom.

No Warning – If there are sudden, continuous flashes of lighting or loud, continuous thunderous noise due to inclement weather, immediately proceed with Shelter for Weather Drill.

FIELD LESSONS:

Due to rapidly rising fuel, supply and labor costs, the amount that HISD charges for field trips, if they are permitted this school year, may be increasing. Grades Pre-K – 5 will be allowed to request 1 field trip for the year, if field trips are permitted by the district; Grades 3 – 5 will also participate the grade-level field trip provided by HISD for these grades (Museum of Fine Arts for grade 3; Museum of Natural Science for grade 4), if permitted this school year. **Briscoe will fund the cost of a yellow school bus for one (1) grade level field trip if the trip is made to a location within Harris County.**

Field trips/lessons are an extension of learning in the classroom. Field trips/lessons enhance our students’ learning and provides them with experiences that can be limited in the regular classroom. Field lessons are planned by each grade level which is responsible for ensuring that the learning taking place during the field trip/lesson is directly tied to instructional objectives and to pre- and post-lesson activities. For this reason, we require that all students return to their classroom after a field trip/lesson so that students can participate in the classroom follow-up activities immediately upon return.

Teachers are also responsible for finding resources for all activities outside of the campus. This may include requesting each child to provide a field trip fee to pay for transportation and admission. On occasion, teachers will engage in fundraisers to help cover the cost of field lessons. As a result, we do depend on parent donations to supplement our efforts.

If a child displays a chronic disregard for rules and teacher directives in the structured setting of a classroom, an administrator may prohibit the student from attending a field trip and an alternative assignment must be given in lieu of the lesson the student was unable to participate in.

Field lesson packets that are submitted less than a month in advance may not be approved by our School Support Officer/Elementary Schools Office 3. All students participating must have signed permissions by the parents. No emails nor phone permissions are valid. Original permission will be submitted to the main office in a folder with a class roster one day before the event. Teachers will keep a copy of the forms. Teachers will carry the forms during the event. Teachers will communicate guidelines and deadlines to parents. Teachers are responsible for sending, collecting, and keeping track of the permission forms.

FIRE DRILL PROCEDURES

By state law, one fire drill (alternating between obstructed and unobstructed) shall be conducted each month in elementary schools.

Purpose:

1. To train occupants to leave buildings quickly and in order.
2. To teach self-control in times of emergency.

Actions:

Students:

Rise and leave room without instructions.
Leave everything in the room.
Do not rush, push or talk.
Turn off lights and close door after last person exits room.
Walk quickly to safety zone location.

GRADING GUIDELINES:

On-line grading will continue to be used. Teachers will keep their online grade book updated and current per progress report/grading cycle. Students will receive grades in all subject areas including Fine Arts, Physical Education, Handwriting, Technology, and Health/Safety.

According to Board Policy EIA (Local): Student grades will be determined by the teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade or course level objectives. Information, such as success with assignments, test scores, and classroom participation will be documented in teachers' grade books, student work folders, etc.

Instructional modifications for students with disabilities must be adequately documented to determine that the modifications recommended by the ARD/IEP committee are being implemented.

BRISCOE ELEMENTARY GRADING POLICY:

***A minimum of 10 grades per content area/subject graded numerically will be recorded per grading cycle.**

*Categories and weights are determined by the teacher in conjunction with entire grade level and must be communicated to students and parents.

*Teachers will provide students an opportunity to show mastery on daily assignments when the grade received on an assignment indicates that the objective assessed was not mastered. Highest possible grade on a **reassessment** of student work is to be **70**. Teachers can provide intervention to students who fail tests.

***Late work-Student will be given the opportunity to make up the assignment within the 6-week grading cycle.** A teacher may deduct a maximum of 10 points as a penalty for late work from the score earned.

*The lowest grade per subject per cycle **may be** dropped **at the teacher's discretion.**

*Homework can be used as a numerical grade that is averaged in the content area but is not required to be used for a grade.

HOMEWORK:

Homework must be assigned according to the grade level, time allotment, appropriateness of age, level, needs, and interest of the child. At least 15 to 20 minutes per grade level per content area is recommended. Homework can be assigned daily Monday through Friday and on weekends. Daily reading is part of the homework. During breaks, it is expected to have a letter sent home with homework, reading assignments, or projects to students. **The purpose of homework is to strengthen skills, and broaden experiences introduced and practiced in class.** Homework will be checked by the teacher and/or students

LUNCHROOM CONDUCT

To maintain appropriate discipline and reduce noise level, cafeteria monitors will support students during lunchtime in the cafeteria.

Excellent lunchroom manners include:

1. **Walking quietly when entering and leaving the cafeteria. (No running or skipping).**
2. **Keep some distance when getting in line to avoid incidents.**
3. **Keep hand and feet to themselves.**
4. **Always maintaining a low and pleasant voice level.**
5. **Sharing food is not allowed.**
6. **Passing through the lunch line once.** Place money for a la carte items to be purchased in the upper right-hand corner of the tray for the cashier.
7. **Sitting in the same assigned seat in the cafeteria every day during lunchtime.**
8. Classes should have assigned students as table monitors. Leave tables and seats clean. Leave floor clear of paper and trash.
9. Staying at your seat until dismissed by the lunch monitor on duty.
10. Emptying trays and trash one at a time in a quiet and orderly manner and then walking to appropriate location to line up. Those who have no trash or trays may go directly to line up.
11. Do not bring bottled or canned carbonated drinks for lunch. (No Sprite, Dr. Pepper, Coke, etc.)

MEDICAL/EMERGENCY CARE-STUDENT HEALTH ISOLATION POD (SHIP) REACTIVATED FOR STUDENTS EXHIBITING SYMPTOMS OF COMMUNICABLE DISEASE TO USE WHILE WAITING FOR PARENT PICK UP

FIRST AID IN THE CLASSROOM

At the beginning of the school year, the nurse will distribute to each teacher a small first aid kit containing bandages, cotton balls and iodine swabs. This first aid kit is for immediate assistance, but the student still needs to be sent to the nurse for observation. Students found with signs or symptoms such as those listed below should be sent to the clinic (or to the main office if the school nurse is absent):

Nausea or vomiting	Chills or convulsions
Dizziness, faintness or unusual pallor	Runny nose
Skin rash or eruption of any kind	Red or watery eyes
Sore or inflamed throat	Headache, earache, or toothache
Frequent coughing or sneezing	Fever
Acutely swollen gland in neck	Nits or lice

DISPENSING MEDICINE

It is against the policy of the HISD Board of Education for school personnel (**other than the school nurse**) to dispense medication of any kind, including aspirin or any other drugs except as provided below.

If a physician states in writing that a student should have a certain medication during school hours, the doctor should describe the type of preparation (pill, tablet, capsule or liquid), color of the preparation, and the quantity or frequency of administration on a specific form obtained by the parent from the school nurse. This form (**see Appendix 4b**), signed by the doctor, should also be signed by the parent and must be returned to the school nurse before the medication can be dispensed.

SECURITY

All visitors on campus must sign-in in the main office to receive a visitor badge before proceeding into a building or going to a classroom. Parents **will not** be allowed to visit the classroom during instructional class time. Instructional class time is not to be used for a conference. Conferences are to be scheduled before or after school, or during a teacher's planning period.

IAT/ SPECIAL EDUCATION REFERRALS:

By law a parent or teacher can initiate a referral for special education services. Teachers will have student work samples, assessment(s) data, and any other pertinent information for referred students.

Referral for special education does not mean automatic testing. The IAT committee makes the determination for further evaluation based on all data presented.

If it is determined that the student is going to be placed in Tier II or Tier III, the committee will recommend instructional accommodations (goals) by skill/TEK to be tried and documented in the TIER II or TIER III Progress Monitoring Form. The committee will reconvene later, to determine whether the goals set in the first meeting were met. The IAT Committee will decide next steps.

STUDENT ABSENCES/TARDIES/WITHDRAWALS

Students are expected to be on time and present in school every day. Students are tardy after **7:40 AM**. **If a student is not in class**, office staff will call the student's home to determine the reason for the absence. If the parent is reached, a copy of the Attendance Note will be placed in the teacher's office mailbox so the absence reason can be shared with the teacher.

The reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by the school within three days after the absence. **These notes should be sent to the attendance clerk as soon as the note is received.** Any absence excuse may be investigated by the attendance officer assigned to the school. A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action. Acceptable excuses for tardies and absences are listed in the Elementary School Guidelines.

A student is considered to have an unexcused absence if he/she does not present a written excuse within three (3) days for one of the reasons stated above or is away from school participating in an activity not approved by the district as excusable. A district-set percentage of excused and unexcused absences will result in failure for the student regardless of passing grades. The attendance office will track these notes and excuses throughout the semester and school year.

Unexcused absences will be reviewed by the Principal and School Attendance Committee in determining whether to grant a student credit for a class in which the student failed to meet the district's attendance guideline but who meets all other academic requirements for passing. Schools shall attempt to notify parents/ guardians of all unexcused absences immediately. Any unexcused absences are to be investigated by the attendance officer assigned to that school. Work missed due to an unexcused absence may be made up at the discretion of the teacher.

If a student has three consecutive absences or has a pattern of absences (i.e. absent every Monday, etc.), it is the responsibility of the homeroom teacher to make an attempt to contact parent/guardian and immediately request and complete an Attendance Referral. The attendance referral is to be given to the attendance office/clerk.

Students with a medical appointment who are out of class at the time ADA (Average Daily Attendance) is taken at 9:30 a.m. are to be counted absent. If the parent provides proof of the medical appointment, such as a note from the health care professional, at the time the student comes in to school on the day of the

appointment, the ADA clerk will create a “Change Form” for the teacher to sign so the student’s attendance status for the day can be changed by the ADA clerk.

Compulsory attendance rules also apply to Pre-Kindergarten and Kindergarten students once they have enrolled in the programs. If they are registered to attend class, they must be in school every day.

This school year teachers must submit an Initial IAT (Intervention Assistance Team) referral form for students reaching 6 Unexcused Absences. An IAT meeting will be scheduled with parent(s), teacher, campus attendance officer, and IAT chairperson in attendance. A clear plan to support improved attendance will be developed.

STUDENT DRESS CODE

Experience has taught us that the type of dress affects attitudes, conduct and academic progress of children. There is a definite relationship between dress and behavior. Clothing should be clean, modest and a type which will not disrupt or be distracting to the educational process. In case of violations, parents will be contacted to correct student’s dress.

Students should comply with Briscoe’s dress code by wearing a uniform which will consist of navy blue or khaki uniform pants, skirts, jumpers, or shorts, and a white or maroon knit top or cotton button-down shirt with sleeves. Appropriate shoes that are closed-toe flat are required. No sandals or black-less shoes, no high heels will be allowed due to safety. Briscoe T-shirts may be worn as part of the school uniform and on appropriate field lessons. Students will not be allowed to wear large earrings, long fake nails, or make up. Students are to be strongly discouraged from wearing expensive or excessive jewelry. Please visit our website for more details. Sweaters or pullovers should not have any inappropriate language or message (written or graphic). Student are discouraged to cover their heads with hoodies. Students must wear a uniform shirt under pullovers or jackets.

CELL PHONES

Students may bring cell phones to school. However, the phones must be kept off and must not be visible during school hours. Students may use the classroom telephone to call home during the school day with permission from the teacher. For emergencies or after-school, students may use a phone in the office with permission from one of the. Students are not allowed to use the cell phones in the restrooms under any circumstances. Students are not allowed to use cell phones to do postings on any social media platforms nor application. Students are not allowed to take pictures in class or inside the school. Students are not allowed to use cell phones to record videos during the instructional school day.

APPENDIX 1

EARLY DISMISSAL and LATE ARRIVAL FORMS



**BRISCOE ELEMENTARY SCHOOL
EARLY DISMISSAL FORM**

Today's Date: _____

Name of Teacher/Staff Member: _____

Reason for Early Dismissal Request: _____

Date of Early Request_____ **Time Leaving:** _____

Select Time Deduction:

- Deduct from sick leave
- Deduct from personal leave balance
- Off campus duty (no deduction)

_____ **Date:** _____
Employee Signature

Approved: _____ **Date:** _____
Principal's Signature



**BRISCOE ELEMENTARY SCHOOL
LATE ARRIVAL FORM**

Today's Date: _____

Name of Teacher/Staff Member: _____

Reason for Late Arrival Request: _____

Date of Late Arrival _____ **Time Arriving:** _____

Select Time Deduction:

- Deduct from sick leave
- Deduct from personal leave balance
- Off campus duty (no deduction)

_____ **Date:** _____

Employee Signature

Approved: _____ **Date:** _____

Principal's Signature



APPENDIX 2

DAILY PROGRAM (Examples)



APPENDIX 3

School Wide Student Rules

2022-2023

SCHOOL-WIDE RULES:

1. We come to school with our supplies, prepared to work and to learn.
2. We will always tell the truth.
3. We respect others or ourselves.
4. We take care of our property, other's property, or the school property.
5. We will always be with a student partner when not with our class.
6. We will follow the Briscoe Dress Code daily.
7. We will practice making good choices.

BEFORE SCHOOL RULES:

- All students must enter the building through the designated doors only. No Building B or Building C doors should be used when entering campus for the 1st time.
- Students arriving before 7:30 a.m. must report directly to the school cafeteria. Students arriving after their class has been picked up from the cafeteria by their teacher at 7:30 a.m. are to proceed to their classroom after coming by the main office.
- Pre-K, Kindergarten, and First Grade students arriving after their class has been taken from the cafeteria by their teacher will be walked to their classroom by designated school staff.
- **NO ONE IS ALLOWED ON THE PLAYGROUND EQUIPMENT BEFORE THE START OF THE SCHOOL DAY.**

HALLWAY RULES:

- Students will **BE QUIET**.
- Students will **MAINTAIN A STRAIGHT LINE** to the **RIGHT SIDE OF THE HALLWAY**.
- Students will **KEEP** their **HANDS TO THEMSELVES**.
- Students will **WALK** at a **SAFE PACE**.
- Students will keep some distance when transitioning in line
- Students will have assignments such as line leader, door opener, etc.
- Students will raise hand for assistance



RESTROOM RULES:

- Students will use the restroom supervised by their classroom teacher unless there is an emergency.
- Flush the toilet after every use.
- Put paper in the appropriate place: the toilet or trash can.
- Use an inside voice.
- Keep your whole self to yourself.
- Tell your teacher if the bathroom needs cleaning or repair.
- No writing utensils will be taken into the restroom (no pencils, chalk, markers, lipstick, etc.)
- There will be no graffiti on the stalls, sinks, walls, commodes, ceiling, etc.
- Restroom monitors will be designated when appropriate.

AFTER SCHOOL RULES:

- Students will listen quietly for their name to be called during dismissal
- Students will exit the main building in an orderly fashion and remain on the sidewalk during dismissal
- Students will not return/enter the main building after exiting during dismissal
- Students are not permitted to purchase items from outside vendors and then return to the building to wait for parent pick up or to go to assigned tutorial/after-school classes



APPENDIX 4 NURSE REFERRAL ADMINISTRATION OF MEDICATION FORM

40.4200-10/73-MT/ST

HOUSTON INDEPENDENT SCHOOL DISTRICT
Health Department

TEACHER'S REFERRAL TO PRINCIPAL OR NURSE

Pupil's Name _____ Date _____

Address _____

Phone where mother may be reached _____

Shows the signs and symptoms checked below:

- | | | |
|---|--|---|
| <input type="checkbox"/> Flushed cheeks | <input type="checkbox"/> Toothache | <input type="checkbox"/> Nausea and vomiting |
| <input type="checkbox"/> Unusual pallor | <input type="checkbox"/> Earache | <input type="checkbox"/> Noisy breathing |
| <input type="checkbox"/> Blueness of lips | <input type="checkbox"/> Sneezing | <input type="checkbox"/> Skin eruptions or rash |
| <input type="checkbox"/> Nasal drainage | <input type="checkbox"/> Coughing | <input type="checkbox"/> Complains of sore throat |
| <input type="checkbox"/> Headache | <input type="checkbox"/> Scalp | <input type="checkbox"/> Inflamed eyes |
| <input type="checkbox"/> Stomach-ache | <input type="checkbox"/> Other (specify) _____ | |

Remarks: _____

Room No.

Teacher

NURSE'S RECOMMENDATION TO TEACHER OR PRINCIPAL

(This slip is not to be sent home)

Name _____ Grade _____

1. Return to class _____ 2. Going home _____ 3. Rest in clinic _____

Symptoms noted: _____

Date _____ Time left clinic _____

1245

Nurse or Principal



Revised 7/91

Houston Independent School District
POLICIES GOVERNING ADMINISTERING MEDICATION DURING SCHOOL HOURS

The policy of the Board of Education does not authorize Houston school personnel to give medication of any kind. That includes aspirin, similar preparation, or any other drugs.

Nurses and other school personnel, however, can give medication during school hours under the following restrictions. Pupils who are noncontagious, on long-term medication, on preventive medication, or for a prolonged period on medication that cannot under any arrangement be administered other than during school hours may take medication in school. The physician's statement must be accompanied by written permission of at least one parent.

**PHYSICIAN'S REQUEST FOR ADMINISTRATION OF MEDICATION
AT SCHOOL BUILDING DURING SCHOOL HOURS**

TO THE PRINCIPAL OF Briscoe Elementary SCHOOL DATE _____

NAME OF CHILD _____ BIRTHDATE _____

DIAGNOSIS _____ INFECTIOUS NONINFECTIOUS
(Please check)

In order to keep this child in optimal health and to help maintain school performance, it is necessary that medication be given during school hours.

Name of medication _____ Color, if applicable _____
(Include trade name and prescription number)

Form of medication to be given:

tablet pill capsule liquid inhalation injection*

Other (specify): _____
(*No injection will be given except in extreme emergency, such as allergy to wasp or bee sting or the like.)

Dosage (amount to be given): _____

Frequency: _____

Common side effects: _____

REMARKS: _____

X _____
Physician's Signature

X _____
Physician's Name (Print or type)

X _____
Telephone

This is your permission to give medication to my child named above as requested by the physician.

X _____
Parent's Signature

X _____
Telephone

_____ Date

"Failure is an
opportunity to grow"

GROWTH MINDSET

"I can learn to do anything I want"

"Challenges help me to grow"

"My effort and attitude
determine my abilities"

"Feedback is constructive"

"I am inspired by the success of others"

"I like to try
new things"

