Brookline Elementary School
Bobcat Proud
6301 South Loop East
Houston, TX 77087
713-845-7400
www.houstonisd.org/brookline
Twitter: @HISDBrooklineES

2022-2023
Parent/Student Handbook
BROOKLINE ELEMENTARY SCHOOL
Bobcat Proud

Positioning Statement

Brookline Elementary is the best elementary school in the southeast area for school-dependent, ESL children because we offer a high-quality bilingual education with a focus on math and reading. We build long-lasting relationships between educators and the community.

Mission

The mission is to develop the whole child by addressing our students’ social, emotional, and academic needs in a safe and nurturing environment that fosters high expectations in order to create global lifelong learners.

Vision

The Vision of Brookline Elementary School is to improve the community by ensuring all students graduate at, or above, grade level.

Brookline ES Goals (2022-2023)

1. Safety
2. Reading/Writing
3. ESL
4. Math/Science

MASCOT
Bobcat

SCHOOL COLORS
Green, White, and Black

School Motto
“Work Hard. Be Great. No Excuses!”
**ADMINISTRATIVE TEAM & TEAM LEADERS**

Rick Nagir - Principal 3rd, 4th, 5th
Alicia Paredones - Teacher Specialist, Bilingual PK, K, 1st and 2nd Appraiser, LPAC, Sheltered Instruction Coach
Winny Llorens - Teacher Specialist, English PK, K, 1st and 2nd Appraiser, IAT, Special Ed, 504
George DelToro – Teacher Specialist Enrichment, K, 2nd and 3rd Appraiser, CTC, FAC, G/T Coordinator
Maria Pena - Administrative Assistant
Lourdes Villanueva - Wraparound Specialist
Sandra Salazar - Counselor
Lorin Perry - Special Education Chair
Sonya Gipson ~ 5th Grade Team Lead
Juanita Yanez Ibarra ~ 4th Grade Team Lead
Berenice Barajas ~ 3rd Grade Team Lead
Nidia Rivera ~ 2nd Grade Team Lead
Mollie Clift ~ 1st Grade Team Lead
Jessica Recio ~ Kindergarten Team Lead
Elida Ramirez ~ Prekindergarten Team Lead
Erica DeLeon ~ Enrichment Team Lead

**FRONT OFFICE STAFF AND OTHER INTERNAL SUPPORT**

Maria Pena - Front Office Manager, Administrative Assistant, Budget, Purchasing, OneSource, Payroll, Field Trip, Back up – Activity Fund
Lourdes Villanueva – Wraparound Resource, SAF, Home Visit
Josefa Ramos - Student Information Representative (SIR), Records, Attendance, Registrar, Back-Up Purchasing & OneSource, Back-up Receptionist
Anahi Villanueva Infante – Receptionist, ISS/ASD/Discipline, VIPS, Lunch Applications
Gloriane Castillo - Testing Coordinator Assistant, LEP Clerk, GT Coordinator Assistant, Activity Fund, At-Risk coding, Back-up Receptionist, Back-up ISS/ASD/Discipline
Elidia Moreno–Campus Copies, Textbooks, Teacher Resources, Back-up Activity Fund, Back-up VIPS, Back-up Receptionist, Back-up nurse
Anthony Cobbs - Computers/Technology, Audiovisual and Campus website
Cecelia Amaya - Plant Operator
Jenny Schwartz - Nurse
Support Staff

Fatima Medina – Pre-K
Mariela Zuniga – Kindergarten
Kate Ovalle – 1st Grade
TBD – 2nd Grade
Keiry Chirinos – 3rd Grade
Sharon Conwell – 4th Grade
Donna Anderson – Reading Interventionist – Grade 5
Brenda Pawelka – Math Interventionist – Grades 3-5
Monica Rodriguez – Reading Interventionist Grades K-2
Nancy González – SLC
Gabriela Alba - SLC
Joan Ortiz - Resource Clerk

Content Team Leads

Jennifer Fernandez - PK/ECH
Alicia Ramos - ESL Lead Teacher
Linda Portillo - Reading/Language Arts (K-2)
Patricia Sambula - Reading/Language Arts (3-5)
Michelle Cook - Math (K-2)
Juanita Yanez Ibarra - Math (3-5)
Elisa Martinez - Science (K-2)
Armando Victoria - Science (3-5)
Vickey Shaw - Social Studies
Roderic Burns - Health/Physical Ed
Erica DeLeon - Fine Arts
Lorin Perry - Special Ed Chair and Lead
It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

This handbook is designed to familiarize parents and students with the policies, people, and programs at Brookline Elementary School (BES). Please take time to read through the material printed here and discuss it with your child(ren). We hope that you will keep it in a convenient place and use it as a reference when questions arise.

BROOKLINE ELEMENTARY SCHOOL

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ATTENDANCE & COMPULSORY

ATTENDANCE LAW
COME TO SCHOOL EVERY DAY, ALL DAY!

It is each parent’s duty to monitor the students’ attendance and request a conference with school officials to discuss any attendance concerns. In HISD schools, a student must attend at least 93 percent of the days the course meets during the school year in order to receive credit for a course. Students with excessive absences will automatically be referred to the Principal or Attendance Committee of the school to determine an outcome for the student.

State law provides that if a student is absent from school without excuse for any portion of the school day for three days in a four-week period or for ten or more days in a six-month period, the student and the student’s parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts or Municipal Courts.

Roll is checked each day at 9:30 a.m. Students arriving after 9:30 a.m. will be counted absent. Students who become ill at school and are sent home will be counted absent if they leave before 9:30 a.m. Students who have medical appointments are not counted absent if they return to school with a statement from the medical practitioner.

Parents can help their students and our personnel by sending a note each and every time that a child returns to school after an absence. The note should have the following information:

- Date
- Child’s first and last name
- Date of the absence(s)
- Reason for the absence

According to Board Policy, student absences are considered “excused absences” for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
☐ Weather or road conditions making travel hazardous (district decision)
☐ Participation in school activities with permission of the Principal
☐ Emergencies or unusual circumstances recognized by the Principal

**Students should bring an excuse in writing on the day they return to school. In order for an absence to be excused, the written excuse must be brought within three (3) school days.**

Please support your child by ensuring that any absences and tardies are unavoidable and are followed with a written excuse when he/she returns to school.

*COMPULSORY ATTENDANCE LAW*

The Texas Legislature has passed laws stating that a student shall be required to attend school for the entire instructional period (school year). If a student is absent from school without excuse for any portion of the school day for three (3) days in a four-week period or for ten (10) or more days in a six-month period, the student and the student’s parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to a juvenile court.

Principals may excuse the absences for personal illness, death in the family, or other legitimate reasons. *Vacations and trips out of the country during the time school is still in session are not considered excused absences.*

It is a parent’s duty to require the student to attend school, monitor the student’s attendance and request a conference with school officials to discuss any concerns about attendance.

If many absences are occurring in Pre-Kindergarten or Kindergarten, the student may be withdrawn to allow occupancy for a student who may not have as many absences.

**AFTER SCHOOL ACTIVITIES (Observe CDC guidelines and student health safety protocols)**

Parents are asked to supervise their children when visiting the campus for any and all after school events. In addition, should your child be selected to participate in an after-school event, such as tutorials, practice, etc., it is required all students are picked up on time. If a parent is excessively late, they will be reported to the proper authorities.

**BIRTHDAY CLUB**
At Brookline we have found a super way to celebrate birthdays and to support our PTO. We hope all parents can support us! Parents and/or Students may donate $5.00, then the birthday child will have his/her name announced in the morning, along with having it displayed on the electronic marquee for the day.

**BREAKFAST IN THE CLASSROOM**

Breakfast is available to all students free of charge from 7:30 a.m. – 7:45 a.m. Most students will have breakfast delivered to their classroom door, while 3rd and 4th grade students will eat breakfast in the cafeteria.

HISD provides free breakfast for all Brookline Elementary students. The HISD Food Service Department prints a calendar of menus each month. Please keep these and refer to them for breakfast menu information.

**BUS LANE**

The bus lane is a “NO PARKING” and “NO DROP OFF” zone for passenger cars.  

**BUSES**  

Brookline Elementary parents have the opportunity to partner with Aguilar or Regional Bus Services. These bus providers are not affiliated or endorsed by HISD or Brookline Elementary. Any and all concerns regarding Aguilar or Regional Bus Services need to be dealt directly with the providers.

**CAR RIDERS**

Brookline has a dismissal system which places student safety first!  

All car riders are given a car rider number. For safety purposes, all parents/guardians picking up children are required to have a car rider number. Both drivers and riders need to be familiar with and use the number. Car drivers should pull up in the car lane and display their number in the front window. Car numbers are called over the radio. Students are dismissed directly to board their cars, if the car is in the lane. Other car rider students wait in the hallway in an area marked with their number. As cars pull up, additional numbers are called.
With the cooperation of parents, we are able to dismiss all students in less than fifteen minutes. This plan operates the same way, rain or shine!

Please adhere to the following guidelines to ensure smooth operation of the car rider system.

- Do not “cut” in line
- The use of cell phones is prohibited and subject to fine if used in the carpool lane and school zones
- Do not park in the bus zone
- Remain in your car at all times when using the carpool lane
- Do not double park
- Use your carpool number
- Place the number in the front window on the passenger side or hang it from the mirror

Please be sure that your child knows how he/she is to get home each day. Any changes in the usual routine should be discussed in the morning before the student leaves for school and communicated with the front office and/or teacher.

**CELL PHONES & SMART WATCHES**

Students are allowed to have a cell phone in their backpack to use only to communicate with parents after school starting at 2:50 p.m. Cell phones and smart watches are not allowed to be on or used during the school day. Cell phones that are visible (seen or heard) during the school day will be confiscated and turned in to the office. The student’s parent will have to come to the office to retrieve the phone and pay a $10.00 fine.

Students will be required to give all electronic devices (cell phones, smart watches, iPads, etc.) to the classroom teacher before entering the classroom. Devices will be given back at the conclusion of the school day. Students failing to comply with this policy will be required to have a parent conference with an administrator the following school day.

Students are also asked not to bring toys, electronics, or other valuable items to school. The school will not be held responsible for valuable items if they are lost on school property. Again, if an item is visible (seen or heard) during the school day, it will be confiscated, turned in to the office, and the $10.00 fine will need to be paid to retrieve the item.

**CLASSROOM OBSERVATION**

Parents are always welcome at school. If a parent or legal guardian wishes to observe in a classroom, please stop by the office to get advanced approval from the principal or grade-level administrator. Also, parents must have a completed
and approved background check. One parent/legal guardian is allowed to observe a class at a time to limit the distraction to the educational process. Parents or guardians shall not video or audio tape the class observation session.

During the observation, you may not chat with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time for students. Observations should last no longer than 20 minutes.

**CONFERENCES**

Parent/Teacher conferences are a valuable tool to be used in helping children to be happy and successful at school. Be sure to take advantage of this tool! Because it is so important, please follow these guidelines to ensure that you have the best possible conference with your child’s teacher.

To arrange for a conference:

1. Make an appointment – call the office at 713-845-7400, write a note to the teacher, leave a message for the teacher in the front office, or email the teacher to arrange an appointment time.
2. Plan to come to school. Teachers can share work samples, clarify assignments, etc. when personal conferences are held instead of telephone conferences.
3. Be “tuned in” to your child so you know when to request a conference.
4. Watch test papers, Progress Reports, etc. that signal trouble areas.
5. Please do not drop in for just a minute at the beginning or end of the day. These are especially crucial times when the class needs and deserves the teacher’s full attention.
6. Please do not ask to have teachers called out of class for a conference; instructional time belongs to the students.

**DISCIPLINE**

Each school in HISD has a discipline management plan. The plan includes a set of rules and responsibilities for all students. Consequences for misbehavior are outlined in the plan.

**DISCIPLINE PLAN**

The Brookline Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well communicated guidelines.
The staff enlists the participation and support of parents in upholding high standards for student behavior.

The Brookline Discipline Plan includes:

- Classroom rules formulated by the students and teacher
- Frequent review of expectations and consequences
- Weekly communication from teacher to parent regarding student behavior
- Referral to the office for repetitive disruptions or serious infractions
- Use of the HISD Code of Student Conduct.

***Corporal punishment will not be used as part of the discipline plan***

Students will adhere to the following hallway and lunchroom rules:

- Use quiet voices
- Raise hand for permission to leave seat
- Enter and exit in a quiet and orderly manner
- Practice silence in the hall at all times
- Respect the rights of others (no bullying)

**DISMISSAL**

All children should be familiar with their afternoon dismissal routine (Bus Rider, Car Rider, or Walker). Try to establish a routine that your child understands and can follow. If you must alter the pattern due to a doctor’s appointment etc., be sure your child knows the changes before he/she leaves home in the morning and communicate with the front office.

After school dismissal tardies will be documented. After the third time a student is picked up late, the parent/guardian will be reported to the proper authorities.

**DRESS/UNIFORM GUIDELINES**

We at Brookline Elementary School feel that attending school is the most important job our children will ever have. We feel that the manner in which our children dress influences their attitude towards school.

In an effort to provide the best possible learning environment, Brookline Administration approved an official uniform for all students.

<table>
<thead>
<tr>
<th>Clothing Item</th>
<th>Styles</th>
<th>Colors</th>
<th>Special Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tops</strong></td>
<td>Long or short sleeve polo-style shirts</td>
<td>Solid Green (Kelly or Forest), White, or Black</td>
<td>Official Brookline shirts are encouraged. Oversized shirts</td>
</tr>
</tbody>
</table>
Official Brookline T-Shirts  *Varies*  Only official Brookline T-Shirts are permitted.

FRIDAYS ONLY  
College Spirit Shirts, Polos, etc.  *Varies*  College, **not sports**, shirts are permitted. There will be days we allow Houston-themed shirts (Texans, Rodeo, Rockets, etc).

** ALL SHIRTS MUST REMAIN TUCKED IN **

<table>
<thead>
<tr>
<th>Bottoms</th>
<th>Pants</th>
<th>Skirts or Skorts</th>
<th>Plain Jeans</th>
<th>Jackets worn in Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Solid Navy or Khaki</td>
<td>Solid Navy or Khaki</td>
<td>Solid Blue Denim</td>
<td>Solid Green (Kelly or Forest), White, or Black</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Official Brookline Sweatshirts and Hoodies are permitted. However, <strong>hoods are not to be worn in the building or classroom.</strong></td>
</tr>
</tbody>
</table>

** Official Brookline apparel may be purchased at our front office **

** General Guidelines **

- On days that the students attend P.E., girls wearing a skirt or jumper should wear modesty shorts underneath these items
- Stud earrings are recommended for safety purposes, no hoop earrings
- No caps, hats, or bandanas are allowed inside the building or classroom
- Solid green (kelly or forest), white, or black long-sleeved shirts will be permitted under uniform tops on cold days
- No oversized clothing
- No cosmetics

The following procedures will be followed when a child is not dressed in compliance with dress guidelines:
1. Classroom teacher will notify student and parent of the dress code infraction.
2. Upon a second occurrence, the appropriate staff will call the parent.
   * Parent will have the option of providing proper clothes or the child
     will be given clothes to wear for the school day. (Please wash and
     return clothes the next day.)
   * If clothes cannot be provided, the parents will be asked to bring
     proper clothes.
   * A Dress Code Violation letter will be sent home with the student to
     inform the parent of the infraction. Please sign and return this letter.
3. Chronic and repeated dress code infractions may result in a Discipline
   Referral to the office.

Note: HISD Code of Student Conduct states: Violation of a school’s mandatory
school uniform policy is a level II Act of Misconduct.

We appreciate the cooperation of the Brookline parents in supporting the uniform
policy and dress guidelines.

**EMERGENCY PROCEDURES**

It is important that all information on each child’s enrollment card be complete
and kept current.

**If phone numbers (home, work, emergency or doctor) change, please notify the school office immediately.**

Be sure that you have a plan for picking your child up during the day should
he/she become sick at school. Students should not be picked up from school early except in emergency situations or for appointments that cannot be
scheduled at other times. Be sure that changes in “pick-up procedures” are
clearly communicated and discussed before the child leaves home. Notify the
teacher in writing when such changes occur. Students will not be called out of
class to talk on the phone. In emergency cases, messages will be delivered to
students. This will not be done for messages that are not urgent. Plan ahead!
Your child’s instructional time is important.

**FIELD TRIPS (Observe CDC guidelines and student health safety protocols)**

Field trips are scheduled during the school year to support classroom activities.
Some trips are sponsored by HISD while other field trips are planned by the teachers.
For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form. A Student Medical Emergency Treatment form must be on file with the nurse.

Reservations, bus arrangements, and prior approval must be obtained for all student trips. It is necessary for our office to complete these arrangements, and prior approval must be obtained for all student trips.

**Be sure to adhere to the timelines for the return of permission slips to ensure that your child has a reserved space and can participate.**

Some field trips are considered extra-curricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school.

A high standard of conduct is expected of students who participate in field trip activities. Any student who exhibits poor conduct in the classroom as reflected on his/her report card may be excluded from participation in a scheduled field trip. Exclusion from a field trip(s) may be used as a consequence for specific acts of misconduct. Any student whose behavior is unacceptable on a field trip will be excluded from field trips for the remainder of the school year. Parents will be notified of this decision.

**FIELD TRIP CHAPERONE POLICY**

Parents must complete a background check and be approved prior to chaperoning a field trip.

Please see Anahi Infante (VIPS Coordinator) to begin the process. Teachers will only be notified as to who has been approved.

FIELD TRIP CHAPERONES (2 parents per classroom) – If a parent is selected to chaperone a field trip, please do not bring non-school-aged or school-aged siblings (other family members). Supervision is critical, and the chaperone must be solely concerned with watching the students on the field trip. Parent chaperones must ride the bus in order to chaperone the entire field trip.

***Parents may submit their names to their child’s classroom teacher if they are interested in attending a field trip. Teachers will then conduct randomized drawings to select chaperones on a rotating basis to not have the same parents each time. Teachers will then notify the parents selected for each trip.

For safety reasons, parents are not allowed to follow their child’s school bus during a field trip. Parents must be approved by VIPS to participate in any field trip since it is considered part of your child’s instructional day. Parents that have not been selected as chaperones by their child’s teacher may not join the class at the field trip location or interact with any of the children. The VIPS approval process can take up to three weeks.
GRADING

Students will receive report cards at the end of each grading period. The academic grades will reflect class work, homework, projects, and tests done for that period.

All grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

- **90-100**  Excellent quality of work – thorough mastery of subject matter.
- **80-90**   Good quality of work – above average with consistent effort.
- **75-79**   Satisfactory quality of work – average achievement.
- **70-74**   Below quality of work expected – below average achievement.
- **Below 70**  Unsatisfactory quality of work – poor work, failing.

Conduct will be marked with one of four letter grades to be interpreted as follows:

- **E**  Excellent quality of behavior – totally self-disciplined.
- **S**  Satisfactory quality of behavior – cooperates readily.
- **P**  Poor quality of behavior – improvement needed.
- **U**  Unsatisfactory quality of behavior – administrator conference needed.

HOMEWORK

Homework is an extension of what has been taught in class.

Students will be assigned some long-term activities such as outside reading, projects, etc. These assignments assist students in learning to budget their time and to take advantage of learning opportunities outside of the classroom.

Work with your child to schedule time each day to complete homework assignments and check to see that homework is done each day. Help your child to organize his/her materials so they can get to school each day with all the things they need (including homework) for a successful day.

HOURS

School hours are 7:30 a.m. – 3:00 p.m. each day. It is important to the formation of good habits as well as to the educational process that all students arrive at school on time. Establish a daily plan for each child so that he or she can arrive at school on time each day.

**Daily Schedule**

- 7:30 a.m. First bell
- 7:40 a.m. Tardy bell
- 3:00 p.m. Dismissal (students)
Students who walk or are dropped off should not arrive at school before 7:00 a.m. Students in grades PreK-1 wait in the PE room, grades 2-5 wait inside or outside the cafeteria.

Students who are not in their classrooms by 7:30 a.m. will be counted tardy and may miss breakfast. Children who are tardy must have a note from home. Oversleeping, alarm clock trouble, no ride, etc. are considered an unexcused tardy. Students will be allowed two unexcused “tardy” each nine weeks. Repeated late arrival can result in an administrator conference.

The policy of the Houston Independent School District does not provide for supervision of students before or after school hours. The policy reads as follows: THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:00 A.M. OR STAY AFTER 3:05 P.M.

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level I Act of Misconduct.

INCLEMENT WEATHER

Make a plan for rainy or “bad” weather days. Be sure that your child is familiar with your plan and is able to follow it. Please do not call the school office with instructions and messages. This should be handled in advance.

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local radio stations. Whenever possible, the decision will be made before 6:30 a.m.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. Please do not call the school with last minute instructions; this will be difficult to ensure communication with the number of students we have enrolled. If school is closed during the day, parents should come as quickly as possible to pick up their students.

If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed.

The principal does not have the authority to cancel or close school. HISD’s superintendent has the authority to cancel or close schools. Please listen to the news for any decisions made by the superintendent.
JUST IN CASE (Neighborhood Watch)

We depend upon our patrons and nearby residents to “keep an eye on” the school, especially on weekends and holidays. If you suspect vandalism or notice any unusual occurrences at the school, please call HISD Police at 713-892-7777. We want our students, staff, and community to feel safe at Brookline and we have the power to make it happen.

KINDERGARTEN

Kindergarten at Brookline is a full day program. Students attend from 7:30 a.m. – 3:00 p.m. daily. Kindergartners participate in all school activities including enrichment classes, lunch, recess, field trips, assembly programs etc. All kindergarten students must be dropped at the front door by the office where a teacher aid will escort them to the gym.

Kindergarten students will take at least one standardized test as part of a screening process used in considering children as Gifted and Talented. Kindergartners who qualify for the G/T Program begin receiving services in April.

Kindergarten is a time of discovery and development of independence and self-reliance. We feel that our program at Brookline is designed to help young students make a successful transition from home to school. It is very important to have excellent attendance. We have many students who would like to be in kindergarten and if satisfactory attendance is not met, we may withdraw students to accommodate others.

LEAVING EARLY

Students who need to leave school for an appointment must be checked out through the office. Parents should plan to pick students up before 2:00 p.m. or plan to wait for them to be dismissed at 3:00 p.m. Students will not be called after 2:00 p.m. This plan is in place for the safety, and learning, of all students.

LIBRARY- Houston ISD Brookline Elementary Library Policy

A library is a wonderful place where children can learn and explore. Positive experiences in the library often help shape the children of today into the adult readers of tomorrow. With everyone’s help and cooperation, the Brookline Elementary Library will be a beginning step which will encourage each child to become a lifelong reader.
**Overdue Notices:** Teachers will receive overdue notices throughout the year to distribute to students.

**Check Out Policies:**

**Kindergarten Students** - 1 book for 2 weeks  
**First Grade through Fourth Grade Students** - 2 books for 2 weeks  
**Fifth Grade Students** - 3 books for 2 weeks

A due date will be stamped in the books. We encourage students to return books by those dates, but we want to also encourage them to complete the books. Students may even return a book before the posted due date. Books can be renewed one time (at the library) if they are not finished by the book's due date. Please bring the book to the library and let Mr. Wills know that the book needs to be renewed. Students may visit the library individually with their teacher's permission to check in and/or check out books. The book's due date is stamped on the front of the book. It is the sole responsibility of the student to ensure that his or her books are returned on time.

**Houston ISD Brookline Elementary Library Fine Policy**

There will be no fines assessed for late books.

**Students will not be allowed to check out additional books until all late books are returned.**

**Lost and Damaged Books**

If a student loses, or damages, a library book, the student is responsible for paying for that book (cost $20). We are happy to work with families who may be unable to pay for replacement books. If a lost book that was paid for is found, please return the book to the library and a refund will be issued if the book is in good condition.

**Refunds will gladly be issued during the same school year that the book was lost. However, we will be unable to refund lost book monies after the last day of the school year that the book was lost.**

**LICE**

It is really important that all parents check their own children for lice. The process is not pleasant, but it is simple!

Separate and examine portions of hair, especially at the nape of the neck, over the ears, and at the crown of the head. The nits are waxy looking and elliptical in shape.
If your child does have lice, treat him/her immediately and please notify us. Your child’s doctor can recommend a course of action, or use over the counter shampoos available at your pharmacy. Remember that shampooing is not enough; all eggs must be removed from the hair shaft. Household items such as pillows, bedspreads, sheets, plush toys, etc. should also be washed, treated, or put in plastic bags. It is really important that all parents take an active role in checking and treating head lice. If a child has been infested, he/she should be treated quickly so that minimal instructional time is lost. One day is usually enough!

For more information, please see our school nurse.

**LOST AND FOUND**

Brookline students are asked not to bring toys, electronic or other valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school. Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold or traded.

**Label all removable articles of clothing as well as other belongings** clearly with the child’s first and last name to prevent loss. Lost and found articles are kept in the custodian’s office.

Lost and found articles will be displayed periodically in the main hall so that students or parents can claim these items. Encourage your child to take care of his/her things.

**LUNCH**

HISD provides free lunch for all Brookline Elementary students. The HISD Food Service Department prints a calendar of menus each month. Please keep these and refer to them for lunch menu information.

**Lunchroom Rules:**

1. Students will be quiet in the serving line.
2. Students will be polite to the Food Service Personnel.
3. Students may talk in quiet voices during lunch.
4. Students will stay seated during the lunch period unless they receive permission from the duty teacher.
5. Students will be responsible for leaving the tabletops clear and picking up paper, trash from under the tables.
LUNCH – DROPPING IT OFF

Due to food safety regulations and staffing shortages, we will not accept your child’s lunch in the front office. We highly recommend that you send your child with his/her lunch in the morning.

LUNCH VISITS

*Parents/Guardians may NOT come to the school and eat with their child. Parents/Guardians cannot provide food to any other children besides their own. Brookline Elementary will continue to implement safety protocols and student health safety guidelines.

- The building administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

- All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.

MEDICAL INFORMATION

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day. School nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition. A school nurse cannot give medication without express orders from a physician. In order for such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the pharmacy container that shows the child’s name and the type of medication.

Students who become ill at school will:
- be sent home if fever is 100°F or above
- be sent home if vomiting occurs
For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic before 9:30 a.m.

Students must be free of fever without fever reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school.

If necessary, the HISD medication permission form may be requested from the nurse.

ORGANIZATIONS

PARENT ORGANIZATIONS

Shared Decision-Making Committee (SDMC) – Parents, teachers, and community members work together to plan and make decisions for the school. The SDMC minutes will be posted to the website.

The Parent-Teacher Organization (PTO) – The PTO invites you to become an active member. The yearly membership drive begins in September. Through participation in the PTO’s activities, parents assist in providing additional teaching aids and materials for our school. There also is great value and satisfaction in the friendships fostered through participation in school endeavors. PTO meetings will be held at least two times a semester. Advance notice will be sent home with the students.

Volunteers in Public Schools (VIPS) - Our VIPS give regularly of their time and talents. Their projects include assisting in the Library, reading, tutoring, lunchroom, and many other areas.

Room Parents – Room parents coordinate volunteer activities at the classroom level. These include parties, field trips, and activities geared to the specific grade levels. They also assist the teacher in any way possible when help is requested.

STUDENT ORGANIZATIONS

The Student Council is made up of fourth and fifth grade students, who can accept added responsibility, can assist the staff in providing for the safety of other students, and generate ideas for improving the campus. Faculty sponsors and the administrators work closely with this group.

PARKING
Safety above all else is a core HISD value. Follow all no parking signs and guidelines around Brookline Elementary. The visitor parking lot driveway and the entrance and exit lane are painted red and called “No Parking / Fire Zone” areas. Do not park your car and leave it unattended in this zone. Cars may line up in this zone at dismissal time as long as the driver stays in the car.

The faculty and staff parking lot is reserved for Brookline Elementary faculty and staff ONLY.

PARTIES

According to the HISD school board policy, only two (2) class parties can be made during the school year after the last lunch period. PARENTS MAY CALL THE FRONT OFFICE TO DROP OFF A CAKE OR CUPCAKES FOR THEIR CHILD’S BIRTHDAY. THIS CELEBRATION CAN ONLY BE DONE AFTER 2:15 P.M.

PREKINDERGARTEN

Prekindergarten at Brookline is a full day program. (7:30 a.m. – 3:00 p.m.) In order to be eligible for Prekindergarten, children must be four (4) years old on or before September 1st of the present school year. There are no exceptions to this age rule. In addition, attendance is very important for our Prekindergarten program. If satisfactory attendance is not being met, we may withdraw the student to allow room for another student.

All Prekindergarten students must be dropped off at the front door by the office where a teacher aid will escort them to the gym or their classrooms.

REPORT CARDS

Report cards are given to students by their teachers after completion of each six-week grading cycle. The report cards are run in sets of two. One copy is sent home with the student to be signed by the parent/guardian. This copy should be returned to the teacher and retained in the student’s classroom folder. If the copy given to the student is not returned signed by the parent/guardian, the second copy is filed in the student’s classroom folder.

RESIDENCY
Students must reside in the Brookline attendance zone in order to attend school at Brookline. If a student moves out of the Brookline zone during the school year, the student must enroll in his/her “new” zoned school. Exceptions may be allowed depending on attendance and conduct, pending approval from the principal.

**SCHOOL PROPERTY**

Every year there are many textbooks, library books, technology and other items considered school property that are lost or damaged. We ask that you help us by caring for and returning school items.

Houston ISD Board Policy
101912

EQUIPMENT AND SUPPLIES MANAGEMENT
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

_Education Code 31.104(c), (g)–(h); 19 TAC 66.107(b)_

Responsibility for Instructional Materials and Equipment

Each student or the student’s parent or guardian is responsible for all instructional material and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian.

As provided by board policy, a district may waive or reduce the payment required if the student is from a low-income family. [See FP] The district shall allow the student to use instructional materials and technological equipment at school during each school day.

If instructional materials or technological equipment is not returned in an acceptable condition or paid for, a district may withhold the student’s records. A district may not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. [See FL and GBA regarding student and parental right to access records; and FD, FFAB, and FL regarding a district’s duties to provide records to another district]

**SECURITY CAMERAS**
For safety, Brookline Elementary has 32 security cameras that are located inside and outside the building. These cameras are operational 24 hours a day, 7 days a week.

TESTING

Students will be given several standardized tests during the school year. These tests are given to assess student needs, monitor programs, and assist in planning instruction. Results of standardized tests are made available to parents. On the State and District test administration days, parents and visitors will not be allowed into the building. On these major test dates, we want the least amount of distractions in the building to ensure the optimal testing environment and security.

UNSATISFACTORY NOTICES

Progress reports will be sent midway through each grading period. These reports are to notify parents that a child’s work in a subject or subjects is unsatisfactory. Please sign the report and return it to school the next day. Please schedule an appointment with the teacher to discuss how better to assist your student at home and school.

VISITORS - SIGNING IN AND OUT

All visitors to the building must sign in at the front office and wear a badge each time they visit Brookline Elementary. If you are noticed not wearing a badge, you will be escorted to the front office to receive your badge or exit the building.

VOLUNTEER OPPORTUNITIES

We want and need Brookline parents to be involved in our school and their own child’s educational process. There are many volunteer opportunities available. Be sure to watch for the Volunteers in Public Schools (VIPS) form that will be sent home at the beginning of the school year. Parents interested in volunteering may also contact the VIPS coordinator, the office, or the child’s teacher. This is required for attending some events such as field day, incentive/reward days, or other events held during the regular school day.
In accordance with HISD Board of Education policy, “Criminal history checks shall be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, whether with or without direct monitoring by employees of the district.” All volunteers must participate in a Volunteer Criminal History Background Check by completing the Volunteer Access to Police Records form (see the front office) and attaching a copy of an official form of identification (Texas Drivers License, Texas Identification or passport). Completed forms should be submitted to the school where you plan to volunteer. If you plan to volunteer at more than one school, please list the schools on the form. Background checks for volunteers are required every school year and are good for volunteer service at any HISD school. Please allow up to three weeks for processing.

**WAITING FOR STUDENTS**

For security purposes, parents are not allowed to enter the building. Please use the car rider system to pick up your child, wait outside for students in grades 1-5, or pick up PreK/Kinder students from the cafeteria. Remember, no students will be released after 2:00 p.m. unless it is an emergency.
I have read and discussed this information with my child(ren). We agree to comply with the policies and information given to the best of our abilities.

Parent(s) Name: __________________________________________

Parent(s) Signature: _______________________________________

Student(s) Name: _________________________________________

Phone Number: ________________ Date: ________________

Email: _________________________________________________

Teacher(s) Name: ________________________________________