

**BARBARA PIERCE BUSH ELEMENTARY SCHOOL**

13800 WESTERLOCH  
HOUSTON, TEXAS 77077  
281-368-2150  
FAX: 281-368-2153  
[www.houstonisd.org/bushelem](http://www.houstonisd.org/bushelem)

School Hours: 7:30 a.m. – 3:00 p.m.

Office Hours: 7:15 a.m. – 3:30 p.m.



**PARENT/STUDENT HANDBOOK**

**2021-2022**

**THERESA ROSE  
PRINCIPAL**

Barbara P. Bush Elementary School Mascot	Bobcat
School colors	Red, white, and navy
Year school opened	1992

### **SCHOOL SONG**

Barbara Bush is our school's name  
From a grand first lady it came.  
Our school puts us to the test,  
Helping us to do our best.  
To our school we'll always be true.  
Barbara Bush we're proud of you.

*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.*

# ACADEMIC CALENDAR

## 2021-2022 ACADEMIC CALENDAR

Houston Independent School District

July 2021							August 2021							September 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	5	6	7	8	9	10	11
4	5	6	7	8	9	10	8	9	10	11	12	13	14	12	13	14	15	16	17	18
11	12	13	14	15	16	17	15	16	17	18	19	20	21	19	20	21	22	23	24	25
18	19	20	21	22	23	24	22	23	24	25	26	27	28	26	27	28	29	30		
25	26	27	28	29	30	31	29	30	31											

  

October 2021							November 2021							December 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	5	6	7	8	9	10	11	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18
10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25
17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31	
24	25	26	27	28	29	30	28	29	30											
31																				

  

January 2022							February 2022							March 2022								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1				1	2	3	4	5				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28						27	28	29	30	31				
30	31																					

  

April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7	5	6	7	8	9	10	11
3	4	5	6	7	8	9	8	9	10	11	12	13	14	12	13	14	15	16	17	18
10	11	12	13	14	15	16	15	16	17	18	19	20	21	19	20	21	22	23	24	25
17	18	19	20	21	22	23	22	23	24	25	26	27	28	26	27	28	29	30		
24	25	26	27	28	29	30	29	30	31											

Key		Holidays		
	Holidays	September 6, 2021	Labor Day	
	Teacher Preparation Days (no students)	September 16, 2021	Fall Holiday	
	Teacher Service Days (no students)	November 22 - 26, 2021	Thanksgiving Break	
	Enrichment Opportunities	December 20 - 31, 2021	Winter Break	
<b>School Day Start and End Times</b>		January 17, 2022	MLK Day	
7:30-3:00 Elementary		February 21, 2022	Presidents' Day (students only)	
8:30-4:00 K-8 and Middle School		March 14 - 18, 2022	Spring Break	
8:30-4:10 High School		March 28, 2022	Chavez-Huerta Day	
		April 15, 2022	Spring Holiday	
		May 30, 2022	Memorial Day	
<b>Significant Dates</b>		<b>Grading Periods</b>	<b>Report Card Dates</b>	
August 16, 2021	Teachers report to work	Aug 23-Oct 1	27 days	October 8, 2021
August 23, 2021	First day of school	Oct 5-Nov 12	29 days	November 19, 2021
January 14, 2022	Last day of first semester	Nov 15-Jan 14	30 days	January 21, 2022
January 19, 2022	First day of second semester	Jan 19-Feb 25	27 days	March 4, 2022
June 7, 2022	Last day of school for students	Feb 28-April 22	33 days	April 29, 2021
June 8, 2022	Last day for teachers	April 25-June 7	31 days	June 7, 2022 (ES/MS)
				June 15, 2022 (HS)

# ATTENDANCE

Good attendance is a key to success in schools. The Texas Education Agency (TEA) requires elementary schools to average 98% for daily attendance of **ALL** enrolled students. Poor attendance hurts students because they're missing out on valuable instruction and student work. Also, attendance is a factor that TEA uses to rank schools. Bush Elementary's students and teachers work hard. Last year's overall attendance for Bush Elementary was 98.28%.

We must have every student that is well at school every day. It is each parent's duty to monitor the child's attendance and request a conference with school officials to discuss any attendance concerns. In HISD schools, a student must attend at least 90% of the days the course meets during the school year in order to receive credit for a course. 90% attendance is a promotion standard. Students will be required to attend summer school if not attending at least 90% of the school days.

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.

Attendance is taken each day at **9:00 a.m.** Students arriving after 9:00 a.m. will be counted absent. Students who become ill at school and are sent home will be counted absent if they arrive in the clinic before 9:00 a.m. Students who have medical appointments are not counted absent if they return to school with a statement/note from the medical practitioner.

Parents can help their child(ren) 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 immediate family
- Quarantine
- Weather or road conditions making travel hazardous (not just rainy or cold)
- 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. 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.

## **AFTER HOURS ACTIVITIES**

Parents, please be reminded you should not leave your children unattended while attending sporting and other school or PTO events such as Book Fair, PTO Saturday Events, PTO Carnivals, etc. Parents are required to supervise their children when visiting the campus for any and all after hours and/or weekend events.

## **BACKPACKS**

Students may bring traditional backpacks to school to carry books, lunches and other necessary school-related items. Rolling backpacks, rolling suitcases and/or rolling carts are a safety hazard and will not be permitted.

## **BIKE RIDERS**

For the safety of walkers and bike riders, students must walk beside their bikes at all street crossings up to the bike rack. Bike riders must walk their bikes on all sidewalks adjacent to Bush Elementary. **All bike riders must wear a bike helmet to and from school.** It is highly recommended bikes are locked on the bike rack to avoid theft.

## **BIRTHDAY BOOK CLUB**

At Bush, we have found a super way to celebrate birthdays and to support our love for reading.

Students may select and purchase a book to be donated to the library. The birthday child has his/her picture taken and displayed, the child's name is placed in the chosen book, and his/her name is announced over the intercom during the morning announcements. For an additional fee, parents also have the option for their child's name to be displayed on the marquee during his/her birthday week.

## **BIRTHDAY CELEBRATIONS**

**At this time, parents may not send or bring treats to celebrate a birthday at school.** Please do not plan to have a birthday party in the cafeteria, at recess, or in the classroom. Party hats, favors, decorations, balloons, etc. must be reserved for off-campus parties.

**Invitations to off-campus birthday parties are not to be distributed at school.** Please do not have flowers, balloons, gift baskets, Tiff's Treats or any food delivery, special visitors, etc. delivered to school, these items will not be delivered to the classroom.

## **BREAKFAST**

HISD provides free breakfast for all Bush Elementary students. The HISD Food Service Department provides monthly breakfast calendars online HISD website.

<https://www.houstonisd.org/>

Breakfast is available to all Bush students free of charge from 7:15 a.m. – 7:30 a.m. Students may report to the outside cafeteria door starting at 7:15 a.m. Breakfast will be served in the cafeteria from 7:15 a.m. – 7:30 a.m. Students not eating breakfast at school must wait in their designated grade level areas.

**Any breakfast not coming from the Bush cafeteria must be consumed off campus.**

## **BUSES**

The Houston Independent School District provides buses for students who live **over** two miles from the school to which they are zoned. Students must live in the eligible zone in order to ride the bus. Students may not ride the bus to a babysitter's house or to visit friends. Students may not invite other non-eligible students to ride on the bus. Pre-kindergarten students are not eligible to ride the HISD buses to and from school.

It is important that we work closely with our children so that they understand the importance of good bus conduct. The rules and procedures are reprinted here for reference. Please read and discuss them with your child.

### **Bus Rules and Procedures**

1. Bus riders should be at their assigned stop five minutes before the bus is scheduled to arrive.
2. Students should respect the property of others.
3. Students should board and exit the bus in a quiet and orderly manner (no pushing, shoving, shouting, etc.).
4. Students must sit in their assigned seats (which will be communicated during the first week of school). Students should stay seated and wear seat belts until the bus driver dismisses them.
5. When buses arrive in the morning, students go to the cafeteria and sit with their grade level.
6. Bus riders are to assemble in the cafeteria or assigned hallway after school and board their bus as a group led by a teacher.
7. If a bus is late in the afternoon, students will remain in the cafeteria where supervision is provided until the bus arrives.
8. Students are to treat drivers with respect and courtesy.
9. No fighting, horseplay, or obscene language will be allowed on buses, at the bus stops, or enroute to and from the bus stop.
10. Students must stay seated when the bus is in motion.
11. Students must not shout out the windows or throw objects.

Disciplining of students who do not obey bus rules will be handled in the office and in accordance with HISD Board Policy and the Code of Student Conduct.

Misbehavior on the bus or at the bus stop will result in suspension from the bus. Repeated misbehavior can result in exclusion from riding the bus (riding the bus is a privilege which can be removed for a period of time ranging from 1 day to the remainder of the year).

Each bus rider must be responsible for his/her own behavior at the bus stop, in bus lines, on the bus, and traveling to and from the bus stop. Misbehavior and rowdiness jeopardize the safety of all riders and will not be tolerated.

*Note: All provisions of the HISD Code of Student Conduct apply to students when being transported by HISD transportation services. Violations of the HISD Code of Student Conduct while on an HISD school bus will be referred to the appropriate campus administrator for disciplinary action.*

## **BUS ELIGIBILITY**

Students must live over two (2) miles from their zoned school in order to be eligible for school bus transportation. All routes and eligible zones are established by the HISD Routing and Scheduling Department. Drivers must run the route and pickup at the locations determined by Routing and Scheduling. Please do not ask drivers to make changes in the route.

Memorial Thicket - All addresses zoned to Bush Elementary

Non-eligible students may not ride the bus to visit friends, attend birthday parties, sleepover, etc.

## **BUS ZONE / HANDICAPPED PICKUP**

Special education students who ride buses will be delivered and picked up in the bus lane. Parents of special education students who drive their children to school will be issued a permit to “pick up” in the bus lane. PARENTS MUST REMAIN IN THEIR CARS WHEN USING THE BUS LANE. Handicapped “PARKING” is provided in front of the building on Westerloch.

## **BUS LANE**

The red painted curb along the bus lane is a “**NO PARKING**” and “**NO DROP OFF**” zone for passenger cars. It is extremely dangerous to drop off students in the bus lane or have students walk across the lane. Also, the bus lane is reserved for the HISD bus and day care vans. **Due to the lack of sidewalks, no walkers or bicycles will be allowed in the day care/bus lane.**

## **CARPOOL LANE(S)**

Bush has a dismissal system which places student safety first!

All families are assigned a dismissal number. Both drivers and riders need to be familiar with and use the number. Carpool drivers pull in the carpool lane on the **Westerloch side** and display their number from their rearview mirror.

Bush Elementary’s carpool occurs via an electronic carpool number notification system in the classrooms. Therefore, only written and displayed dismissal numbers will be communicated to the classrooms. If parents, friends, or family are picking up the student in carpool and do not have the hanging dismissal number, then just write down the number largely (large enough to be seen easily 10-15 feet away) on a piece of paper to display. Also, the number needs to be

**continuously displayed** hanging from the rear-view mirror or displayed on the car's dashboard **until the student is picked up.**

## CARPOOL TIPS

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

- Do not “cut” in line.
- Cell phones may not be used in the carpool lane and school zones.
- Remain in your car at all times when using the carpool lane.
- Do not double park.
- Do not ask your child to cross in the middle of the block on Westerloch.
- Use your dismissal number.
- Place the number in the front window on the passenger side or hang it from the mirror.
- Parents may park on the south side of Westerloch and meet their children as bikers/walkers.

Children cannot be dropped off at the curb in front of the school on Westerloch or on the east side of Parkway Plaza. This endangers the child **and** blocks the flow of traffic for parents who are attempting to abide by the rules and use the system properly.

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.

## CELL PHONES

**CELL PHONES MAY NOT BE ON OR USED BY STUDENTS DURING THE INSTRUCTIONAL DAY (7.30 A.M. – 3:00 P.M.)**

Students are allowed to have a cell phone in their backpack to use **only** to communicate with parents after school starting at 3:00 p.m. Cell phones 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.

On January 23, 2014, the Bush Excellence Committee (BEC) approved our new cell phone policy, which went into effect on February 6, 2014.

*Students are allowed to have a cell phone in their backpack to use **only** to communicate with parents after school starting at 3:00 p.m. Cell phones are **not** allowed to be on or used during the school day. **The first time a cell phone is visible (seen or heard) during the school day, it will be confiscated and turned in to the office. The teacher will notify the parent to pick up the phone from the office. At the time of pick up, the parent will sign an acknowledgement that he/she is aware of a \$15.00 administrative fee for any subsequent times the phone is confiscated thereafter. If the phone is not picked up within 30 days, the office will no longer be responsible for the phone. Multiple confiscations will result in a discipline referral.***

**Bush Elementary will not be held responsible for valuable items if they are lost or stolen on school property (i.e. cell phones.)**



## 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** – write a note/email to the teacher to arrange an appointment time.
2. Be available for a virtual conference, or when allowable, to come to school. Teachers can share work samples, clarify assignments, etc. when meeting via TEAMS rather than telephone conferences are held.
3. Be “tuned in” to your child so you know when to request a conference.
4. Watch test papers, Progress Reports, etc. that may signal trouble areas.
5. At this time, there are no conferences in the building, all will be held via Microsoft TEAMS.
6. Please do not ask to have teachers called out of class for a conference. Instructional time belongs to the students.

## COMMUNICATION DAY

Wednesday is Communication Day at BBES. We will make every effort to send all notices, calendars, newsletters, etc. home on Wednesdays. Please purge your child's backpack every Wednesday.

Bush students use a red pocket folder to carry communications on Wednesdays.

The newsletter, *Paw Prints*, is published weekly. It contains important dates and information regarding events and news at Bush Elementary. The Paw Prints will be emailed to parents and posted on the Bush website on Wednesdays. If you're not receiving the emailed version of the Paw Prints, then the office does not have your correct email address. Please make the change in Parent Connect or contact the front office at 281 368 2150.

## 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.

Absences may be considered “excused” according to Board Policy (see Attendance). 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.

Recent legislation requires school districts to file truancy complaints with an appropriate court within seven school days of a student’s tenth (10th) unexcused absence when all the ten (10) unexcused absences occurred within a six-month period during the same school year.

## **CROSSING GUARDS**

Bush Elementary is very fortunate to have numerous crossing guards assigned to the streets close to school. Only cross the streets where the crossing guards are stationed. Drivers must be extremely careful when driving around Bush and follow the directions from the crossing guards. Crossing guards have a very important and difficult job. Practice and teach your child safe habits by using the crossing guards to cross streets.

## **DISCIPLINE PLAN**

Each school in HISD follows the HISD Code of Conduct. Each classroom has a discipline management system to reinforce the HISD Code of Conduct.

The Bush Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well-communicated expectations/guidelines.

The Bush staff enlists the participation and support of parents in upholding high standards for student behavior.

The Bush Discipline Plan includes:

- Classroom expectations/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.
- Teaching of social skills through our school-wide social skills program, Project CLASS.

## **DISMISSAL**

All children should be familiar with their afternoon dismissal routine. 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. Notify the teacher in writing (note in folder or email) when such changes occur.

Students who need to leave school for an appointment must be checked out through the office. Parents should plan to pick students up before 2:30 p.m. or plan to wait for them to be dismissed at 3:00 p.m. Students will not be called after 2:30 p.m. This plan is in place for the safety of all students. Parents may not pick up their child from the bus/daycare area. Parents must check out their child from the office.

**Once the carpool line ends, remaining students will be brought to the office and parents will be called. Students who are picked up after carpool is finished must be signed out by their parent in the front office. Any student who is picked up late 3 or more times per 6 weeks, will receive a note on their report card.**

## DRESS GUIDELINES

We at Barbara Bush Elementary School feel that attending school is the most important job our children will ever have. We feel that the way our children dress influences their attitude towards school. To provide the best possible learning environment, the Bush Excellence Committee (BEC) approved an official uniform for Bush Students. This policy was updated and revised for the 2021-2022 school year on 5/19/21.

### Bush Uniform Policy

Clothing Item	Styles	Colors	Special Comments
<b>Tops</b>	Long or short sleeve polo-style shirt	Solid red, white or navy	Official Bush Logo shirts are permitted. Oversized shirts are <b>not</b> permitted
	Oxford cloth, button down shirt	Solid white	Long or short sleeve
	Official Bush Logo T-Shirts	Red, white or navy	<b>ONLY</b> official Bush logo T-shirts are permitted.
	Long sleeve shirts worn under uniform tops	Solid Red, White or Navy	No other colors are permitted under uniform tops.
<b>Bottoms</b>	Pants or Capri pants	Solid navy or khaki	Must fit at the waist.
	Walking shorts, skorts or skirts	Solid navy, blue denim or khaki	Must be finger-tip length or longer. Must fit at the waist.
	Plain blue jeans	Blue denim only	No holes, or rips, no low riders, no fringe, no oversized legs, no embroidery
	Bush plaid skirt, walking shorts or skorts	Bush plaid only	Available at Flynn O'Hara Uniforms. Must be finger-tip length or longer.
	Tights, leggings, pants worn <b>under</b> skirts, shorts, or dresses	Solid red, white, navy, denim or khaki	Leggings are permitted only under skirts, shorts, or dresses, and <b><u>cannot be worn by themselves as pants.</u></b>

<b>Sweaters</b>	Solid colored sweaters	Solid Khaki, navy, red, white	Solid colors with no embroidery.
<b>Jackets worn in the classroom</b>	Jacket, sweater or sweatshirts	Solid red, white, or navy	Official Bush logo fleece jackets are permitted.
<b>Outdoor Jackets</b>	Jacket or coats worn outdoors only	Any color	Jackets worn to and from school and at recess only.
<b>Shoes</b>	Closed toe and closed heel rubber soled shoes (flat heels only)	Any color	Laces must be a proper length. Shoes must be worn with socks. No cowboy boots. (Except for Go Texan Day)
<b>Masks</b>	<b>Masks may be worn on campus</b>	Any color	Bandanas and Neck Gators are not permitted

**Official Bush logo wear may be purchased at the Bush PTO School Store online by visiting their website, <https://bbepto.3dcartstores.com>.**

Uniform items may be purchased at many area stores including Target, Academy, and Walmart. Other uniform clothing, including our “Bush plaid”, may be purchased at **Flynn O’Hara Uniforms, Shoppes at Memorial Villages, 1022 Wirt Rd, Suite 322, Houston, TX 77055, phone number 346 201-3490.** Also, you may purchase items via their website **[www.flynnohara.com/school/TX099](http://www.flynnohara.com/school/TX099)**. **Promo code for free shipping is FREESHIP50** This link is for ordering Bush Elementary approved dress code items.

### **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 caps, hats, or bandanas are allowed inside the building.
- No hoods are allowed to be worn inside the school building.
- **Only solid red, white, or navy long sleeved shirts will be permitted under uniform tops on cold days.**
- **Only plain headbands or headbands with bows are allowed.**
- Students may wear scout uniforms on meeting days.

### **Items considered inappropriate for school:**

- Cosmetics
- Oversized or skin-tight pants
- Bicycle pants/shorts, compression shorts, gym-type shorts
- Exercise pants/sweatpants/yoga pants
- Extreme hair styles and extreme hair colors

The following procedures will be followed when a child is not dressed in compliance with dress code guidelines:

1. Classroom teacher will notify student and parent of the dress code infraction.
2. Upon a second occurrence, the student will be sent to the clinic so that an office staff member can call the parent.
  - Parent will have the option of providing dress code 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 dress code clothes.
  - Students will not return to class until dress code infraction has been corrected.
  - 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 Bush parents in supporting the uniform policy and dress guidelines.**

## **EMERGENCY PROCEDURES**

It is imperative that all information on each child's enrollment card be complete and kept current. **If phone numbers (home, work, emergency) or email 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 get 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 relayed to students. This will not be done for messages that are of a routine nature. **Plan ahead!** Your child's instructional time is important.

## **On Hold Until Further Notice - FIELD TRIPS**

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 returned and paid by the stated due date.**

Money is collected from students to cover the cost of buses and fees for field trips. Only cash is accepted, bills only, no coins. 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 money collection and return of permission slips to ensure that your child has a reserved space and can participate. If your child's permission slip and money (if needed) are not returned by the stated due date, then your child will not be able to attend the field trip.

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 and/or current conduct average may be excluded from participation in a scheduled field trip.

Exclusion from a field trip(s) may also 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 the possibility of their child not attending a field trip when permission slips are sent home. Your child will be placed in another teacher's classroom with work to complete during the field trip time. If it is determined that your child does not meet the behavior requirements, the parent will be notified at the latest when the permission slips are sent home.

**For the safety of your child, any student requiring emergency medication (i.e. inhaler, epi pen) will not be allowed to attend a field trip without current documentation and medication on file with the nurse.**

### **FIELD TRIP CHAPERONE POLICY**

**CHAPERONE POLICY: \*Parents must complete a background check and be approved prior to chaperoning a field trip. The process is easy and can be done from your home computer.**

- Log on to [www.houstonisd.org/vipslogin](http://www.houstonisd.org/vipslogin) and follow the prompts. Then you will be asked to take your picture ID to the school office.

**FIELD TRIP CHAPERONES – If a parent is invited to chaperone a field trip, please do not bring non school-aged or school-aged siblings.** Supervision is critical and the chaperone must be solely concerned with watching the students on the field trip. Parent chaperones must ride the bus to chaperone the entire field trip.

## **FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)**

The following food items may not be given to elementary school students during the school day.

### **FMNV – Restricted Foods**

- 1. Soda:** Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.
- 2. Water Ices:** Any frozen, sweetened water such as “...sicles” and flavored ice with the exception of products that contain fruit or fruit juice.
- 3. Chewing Gum:** Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- 4. All Candy:** Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: hard candy, chocolate, jellies and gums, marshmallow, fondant, licorice, and spun candy.
- 5. Candy-Coated Popcorn:** Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

## **GIFTED AND TALENTED**

The Houston Independent School District provides a program for Gifted and Talented students. The G/T program is designed to meet the needs of G/T students in grades K-12 by providing a homogeneous environment for students to work with their academic peers.

Bush offers the G/T program in kindergarten through fifth grade. Eligibility for the program is determined by classroom performance, standardized test scores, teacher recommendation, and specialized testing.

How do students get into the Gifted and Talented program?

- 1) Parents request an application from Jessica Ayala in the front office.
- 2) Parents submit a completed application.
- 3) Students will be tested during the testing window.
- 4) Parents will be notified of results by HISD.

## **GRADING**

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

All content area grades in 1<sup>st</sup>-5<sup>th</sup> 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 – below average.
U	Unsatisfactory quality of behavior – needs drastic improvement.

## **GRADEBOOK**

All 1<sup>st</sup> – 5<sup>th</sup> grade teachers record student grades on the online gradebook. Parents have access to their child’s grades by registering in the parent section of the HISD portal at [www.houstonisd.org](http://www.houstonisd.org).

## **GRADING POLICY**

Teachers will share their grade level specific grading policy at their Parents’ Night session.

### Number of grades in each subject area

Minimum of 2 grades per subject, per week: Reading, Other Language Arts, Math, Science, and Social Studies

### Categories and Weights of assignments

Grading category assignments and weighting of categories must be consistent within each grade level’s subject areas (Reading, Other Language Arts, Math, Science, and Social Studies) for the entire school year.

### Reassessment plan

A student shall be allowed one opportunity to redo a class assignment or exam for which the student received a failing grade (69 or below). Benchmarks, math fact tests, spelling tests, and projects will not be reassessed. Each grade level has a specific policy on how the reassessment grade will be calculated towards the grade recorded in the gradebook.

### Late work policy

Teachers shall take no more than 10 points off the first day for late assignments. Each subsequent late day may result in up to a 5point daily deduction. Late assignments may not be accepted after 3 days.

### Penalties for academic dishonesty

Paper will be picked up and student may be given an opportunity to do the assignment at the teacher’s discretion.



No minimum grade policy to be established.

## **HOMEWORK**

Homework is an extension of what has been taught in class. All students (grades 2-5) will have homework every night, Monday through Thursday. Homework will not be assigned on Fridays. Periodically, PK and K will have homework assignments.

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 completed each day. Help your child to organize his/her materials so that 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. There are no early dismissal days this school year. 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**

<b>7:30 a.m.</b>	<b>First bell</b>
<b>7:40 a.m.</b>	<b>Tardy bell</b>
<b>3:00 p.m.</b>	<b>Dismissal (students)</b>

Students who walk or carpool should not arrive at school before 7:20 a.m. At 7:20 a.m. students in grades PreK-2 waiting without parents will be brought inside the front door (Westerloch side). Students in Grades 3-5 waiting without parents will wait inside (Parkway Plaza side).

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:

<p style="text-align: center;"><b>THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:20 A.M. OR STAY AFTER 3:00 P.M.</b></p>
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Students who are not in the school building by 7:40 a.m. will be counted tardy. Children who are tardy must have a note from home. **Oversleeping, alarm clock trouble, no ride, etc. are considered unexcused tardies.** Plans and back-up plans should be made to ensure that students arrive on time each day.

Tardies are shown on the report card and are documented in every child's permanent record folder.

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

**Barbara Bush Elementary**  
**Important Dates** *\*Subject to Change\**  
**2021 – 2022**

<b>Date</b>	<b>Event</b>	<b>Time</b>
August 18, 2021	Bobcat Chat – via TEAMS	30-minute blocks
August 19, 2021	Welcome Back with PTO – bus lane	11:00 a.m. – 12:30 p.m. and 4:30 p.m. – 6:00 p.m.
August 23, 2021	First Day of School	7:30 a.m. – 3:00 p.m.
September 9, 2021	PTO Meeting & 3 <sup>rd</sup> – 5 <sup>th</sup> Parent Information Session via TEAMS	5:00 p.m. – 6:15 p.m.
September 14, 2021	PTO Meeting & PK - 2 Parent Information Session via TEAMS	5:00 p.m. – 6:15 p.m.
October 11 – 15, 2021- <i>pending</i>	Book Fair Week	Students only
Fall 2021 PTO Fundraiser <i>pending</i>		
December 17, 2021	Winter Parties	1:30 p.m.
Feb./Mar. 2022 – <i>pending</i>	Fourth Grade Writing Night	6:00 – 6:30 pm pizza dinner, 6:30 – 7:30 p.m. Writing Night
February 14, 2022	Valentine’s Celebration	30-minute block
February 2022–2 dates <i>pending</i>	Bush Buddies Track Time	6:50 a.m. – 7:30 a.m.
February 2021 - <i>pending</i>	Go Texan Day	7:45 a.m. – 2:30 p.m.
March 11, 2022	Field Day	8:00 a.m. – 2:30 p.m.
March 11, 2022	Family Picnic	10:45 a.m. – 11:45 a.m.
April 2022 <i>pending</i>	Bush’s 30 <sup>th</sup> Anniversary Celebration – Spring Fundraiser	
April 28, 2022	PTO EOY Meeting	TBD
May 31, 2022	K Play – PK & 1 (No parents)	9:00 a.m.
June 1, 2022	K Play – 2 <sup>nd</sup> , 3 <sup>rd</sup> , & Parents	9:00 a.m.
June 2, 2022	K Play – 4 <sup>th</sup> & Parents	9:00 a.m.
June 3, 2022	K Play – 5 <sup>th</sup> & Parents	9:00 a.m.
June 1, 2, 3, 6, & 7, 2022	Spirit Days	All Day
June 6, 2022	5 <sup>th</sup> Grade Talent Show	9:15 a.m.
June 7, 2022	Last Day of School	7:30 a.m. – 3:00 p.m.
June 7, 2022	K – 5 Awards’ Day – in class	
June 7, 2022	PK Promotion Celebration – in class	1:00 p.m.
June 7, 2022	K Promotion Celebration – in class	1:00 p.m.
June 7, 2022	Last Day of School Parties	1:30 p.m.

## INCLEMENT WEATHER

Make a plan for rainy or “bad” 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. Please notify the teacher by letter in folder or email in the morning of any changes in dismissal plans.**

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local tv stations.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations. Please **do not** plan to call the school with last minute instructions; this will be impossible 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.**

## JUNE BOX

Non-instructional items such as cards, toys, games, etc. that are “taken up” by the teacher are placed in a “June Box.” The items are returned to the students on the last day of school in June.

## JUST IN CASE

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 or the Harris County Constable at 281-463-6666.

## KINDERGARTEN

Kindergarten is a time of discovery and development of independence and self-reliance. We feel that our program at Bush is designed to help young students make a successful transition from home to school.

Children must be five years old on or before September 1 to be eligible for enrollment in kindergarten. There are no exceptions to this age requirement.

Kindergarten at Bush is a full day program. Students attend from 7:30 a.m. – 3:00 p.m. daily. Kindergartners participate in all school activities including ancillary classes, lunch, recess, etc.

Kindergarten students not already identified as gifted and talented, will take two standardized tests, an Abilities and an Achievement Exam. These tests are part of a profile used in considering children for the Gifted and Talented program. Kindergartners who qualify for the G/T Program will receive services in the spring.

## **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 2:30 p.m. or plan to wait for them to be dismissed at 3:00 p.m. Students will not be called after 2:30 p.m. This plan is in place for the safety of all students. Parents may not pick up their child from the bus/day care area. Parents must check out their child from the office.

## **LIBRARY**

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 Bush Elementary Library will be a beginning step which will encourage each child to become a lifelong reader.

The following information is designed to make each child's use of the library easy and beneficial. All students attend a 50-minute library class every six days.

Returning books is the prerequisite for checking out more books. Unless each book is returned or renewed, no new books may be checked out.

If the book is not returned, payment for that book is due. Students must also pay for lost or damaged (beyond repair) books. Payments for the book will be the replacement cost of the book.

## **LOST AND FOUND**

Bush students may not bring toys, electronics, or other valuable items to school. The school will not be held responsible for toys or valuable items if they are lost or stolen on school property. Please see that your child brings only the necessary clothing and supplies to school. Purge through backpacks at least once a week!

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.

**All removable articles of clothing as well as other belongings should be clearly and securely labeled with the child's first and last name to prevent loss.** Our lost and found is located outside the double doors by the track.

Lost and found articles will be displayed periodically in the main hallway so that students can claim these items. Encourage your child to check for his/her things. At various times throughout

the year, unclaimed items will be donated to a charity. This will be noted in the Pawprints, our weekly newsletter.

## LUNCH

Breakfast and lunch are free for all Bush students or students may bring a lunch from home. Lunch is a time for the students to eat and socialize with the students seated near them.

**Lunches and/or drinks may not be dropped for the students.** The students need to come with a lunch or go through the lunch line to pick up a healthy lunch. Please make sure you pack your child's lunch and put it in your child's backpack or your child will need to go through the lunch line to pick up a free meal.

Parents will not be able to come eat lunch on campus. The students have assigned seats in the cafeteria and there is no room for parents to eat at the tables. In addition, the courtyard area has become an extension of the classrooms and in particular PE.

Your child needs to develop independence and learn how to open the lunch containers and eat on their own. Academic skills are not the only skills taught at Bush. Students need to learn how to eat lunch with the peers.

HISD shares the lunch menu calendar on their website.

### Lunchroom Rules:

1. Students will be quiet in the serving line.
2. Students will be polite to the Food Service/Supervision Personnel.
3. Students must sit in their assigned seats.
4. Students may bring thermos bottles and non-carbonated drinks in cans (**NO Coke, Dr. Pepper, etc.**)
4. Students may talk in quiet voices during lunch.
5. Students will stay seated during the lunch period unless they receive permission from the duty teacher.
6. Students will be responsible for leaving the tabletops clear and picking up paper from under the tables.
7. School personnel will assist students in making healthy lunch selections. Students may not purchase multiple dessert items.
8. Lunch items may not be bought, sold, or traded.
9. Although we encourage quiet conversations during lunch, every 8 minutes there will be a 2-minute silent period to allow students time to eat their lunches. We must ensure our students have time to eat.

## 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.**

Th school nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition. If necessary, the HISD medication permission form may be requested from the nurse.

**A school nurse cannot give medication without express orders from a physician. For such medication to be dispensed, the physician must complete an HISD 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. Over-the-counter medication (i.e. Benadryl) must also have a pharmacy sticker with prescription information if it is to be administered at school.

Students who become ill at school will be sent home if:

- fever is 100 or above
- 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** 9:00 a.m.

Students should be free of fever without fever-reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school. With the over-crowded conditions in our classrooms, we want to minimize the spread of illness.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting.

## **NEWSLETTER**

Every Wednesday a weekly newsletter called "Paw Prints" is emailed to parents and a copy is posted on the Bush Elementary website.

Parents must read the newsletter weekly to be up-to-date on activities and events at Bush Elementary. The Paw Prints is a valuable source of information about Bush Elementary.

## **ORGANIZATIONS**

### **PARENT ORGANIZATIONS**

Bush Excellence Committee (BEC)/SDMC – The school shared decision-making team is called the BEC. Parents, teachers, and community members work together to plan and make decisions for the school.

The Parent-Teacher Organization (PTO) – The PTO invites you to become an active member. The yearly membership drive begins in August. 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 year. Advance notice will be Posted in the Paw Prints.

**On Hold Until Further Notice** – Volunteers in Public Schools (VIPS) - Our VIPS give regularly of their time and talents. Their projects include assisting in the Library-Resource Room, reading, tutoring, lunchroom, and many other areas. **All** VIPs must register on-line and complete a background check.

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.

## **PARKING**

The large parking lot is for the exclusive use of Bush Elementary employees. Do not park in the large parking lot as all spaces are assigned. Do not pull into the large parking lot to pick up or drop off a student. This is an extremely unsafe activity.

Safety above all else is a core HISD value. Follow all no parking signs and guidelines around Bush Elementary. The carpool lane is a “No Parking / Fire Zone” area. Do not park along any red painted curb. These are tow away zones. Do not park your car and leave it unattended in this zone. Cars may line up in the red zone in the carpool lane on Westerloch at dismissal time if the driver stays in the car. The faculty and staff parking lot is reserved for Bush Elementary faculty and staff **ONLY**.

Be a good neighbor and do not block the driveways of the homes near Bush Elementary. Do not park within 20 feet of an intersection stop sign or fire hydrant.

## **PARTIES IN THE CLASSROOM - 2**

Students at Bush have two class parties each year. These occur prior to the winter holidays and on the last day of school. The parties are for the students to celebrate the oncoming winter break and the end of the school year. Teachers will ask the Room Parent to work with the other parents to provide the items needed for the activities and any type of food/snack. On Valentines’ Day the students have a simple treat and exchange Valentines. **These parties will only be attended by the teacher and students.**

## **PESTICIDES**

As required by law, the school district is providing notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district’s Integrated Pest Management (IPM) Coordinator at 713-867-0818.



## **PHYSICAL EDUCATION**

All PK – 5<sup>th</sup> grade students attend physical education classes for 50 minutes once every six days. Please make sure your child wears closed toe/athletic type shoes every day for their safety in PE and at the daily 30-minute recess time.

## **PREKINDERGARTEN**

**There is only one PK class of 22 students at Bush Elementary.** Prekindergarten at Bush is a full day program. (7:30 a.m. – 3:00 p.m.) To be eligible for Prekindergarten, children must be four (4) years old on or before September 1 of the present school year. There are no exceptions to this age rule.

**HISD runs a lottery via School Choice online. Parents apply online and are notified via the School Choice system if their child qualifies for PK. This happens in the late spring around May.**

**Parents do not apply at Bush Elementary for the PK program.**

**Prekindergarten Qualification – Must meet at least one of the following conditions:**

- 1) Unable to speak and comprehend the English language \*
- 2) Homeless
- 3) Economically disadvantaged
- 4) Child of an active duty member of the armed forces, or the child of an armed forces member who was injured, killed, or missing in action while serving on active duty. (Refer to Article 6 of House Bill 1.)
- 5) Tuition is an option if all qualified students that applied have received an opening in the PK program.

\*Limited English Proficiency (LEP) – Students who have a home language other than English, are tested to determine if they need extra support in understanding and comprehending spoken English.

^Preference is given to siblings of currently enrolled Bush students.

## **PROGRESS REPORTS**

Progress reports will be sent midway (at 3 week intervals) through each grading period. These reports are to notify parents of your child's performance in each content area.

Please sign the report and return the progress report to school the next day. If you would like to talk with the teacher, indicate this on the slip and he/she will contact you to make an appointment.

## **PROMOTION POLICY**

Please note that student attendance may also affect a student's promotion to the next grade level, since there is a limit to the number of absences during the school year.

## **PROMOTION STANDARDS - HISD**

HISD is committed to helping all students be successful at every grade level. Since parents are key partners in ensuring academic achievement, they are strongly encouraged to familiarize themselves with the promotion standards.

Students in grades 1 through 5 must meet the following requirements to be promoted to the next grade level:

### **For Grades 1 and 2**

- Overall yearly average of 70 or above of all subjects combined
- Overall yearly average of 70 or above in Reading/ELA and Math, and in either Science or Social Studies
- Passing score on High Frequency Word Evaluation
- Sufficient Attendance – in attendance at least 90% of the days

### **For Grades 3-5**

- Overall yearly average of 70 or above of all subjects combined
- Overall yearly average of 70 or above in Reading/ELA and Math, and in either Science or Social Studies
- Sufficient Attendance – in attendance at least 90% of the days

\*HISD reserves the right to change the Promotion Standards. HISD will communicate any change in the Promotion Standards.

## **QUICK INFORMATION**

Check online to see information on our website and the Paw Prints for up-to-date, quick information.

## **RECORDS**

Directory-type information is considered part of the public record. If parents do not wish to have such information released, they must sign the form which is sent home within the first few weeks of school.

## **REPORT CARDS**

Report cards are given to students by their teachers after completion of each six-week grading cycle. One copy of the report card will be sent home to be signed by the parent and returned to school. Once the signed copy is returned, the teacher will make a copy and send it home for your records.

## **RESIDENCY**

Students must reside in the Bush attendance zone to attend school at Bush. Because Bush is an overcrowded school and must accommodate its own zoned students, no regular education transfers are granted. Special Education transfers are granted when the ARD committee recommends a program that is not offered at the child's home school.

If a student moves out of the Bush zone during the school year, the student must enroll in his/her “new” zoned school. Students may not remain at Bush after moving from the zone. **To ensure that students still live within the Bush zone, residence verification may be requested throughout the school year.**

## **REGISTRATION FOR NEW STUDENTS**

Please contact our registrar, Adriana Rosales, for the registration packet. Please email her at [arosale3@houstonisd.org](mailto:arosale3@houstonisd.org)

### **Age Requirements**

Students must be four on or before September 1 to be considered for pre-kindergarten eligibility.

Students must be five on or before September 1 to enter kindergarten.

Students must be six on or before September 1 to enter first grade.

All registration documents must be **complete and the student must attend the first day of school** before a child is considered “enrolled.” Classroom spaces cannot be reserved.

## **ROOM PARENT**

Every PK – 5<sup>th</sup> grade classroom needs a room parent. This parent plays an important role in communicating with the other parents in the classroom about classroom events and items/materials needed for any type of special event happening in the classroom.

## **SAFETY PATROLS**

Fourth grade students interested in becoming a safety patrol for 5<sup>th</sup> grade must have a grade of 80 or higher in all subjects, an “E” in conduct, and good attendance. Once the safety patrol members are selected, they will receive three weeks of training in May/June to prepare them for duty in 5<sup>th</sup> grade. Being a member of the Barbara Bush Safety Patrol is an honor and we appreciate all they do to help keep our school safe.

## **SCHOOL STORE**

The School Store is open Tuesday and Friday mornings from 7:30 – 8:00 a.m. and Fridays at lunch from 11:30-12:30. Supplies such as pencils, notebooks, etc. are available. Proceeds from the store go to the PTO and are used to enhance the instructional program at Bush.

## **SECURITY**

Security patrolmen in radio-equipped automobiles are assigned to night and weekend patrol. They patrol school areas and monitor alarm systems. These patrolmen are armed. This is for the purpose of controlling vandalism in schools. Fortunately, our pupils take pride in our school and we have very few instances of vandalism. It is important to know that the parents of children who destroy school property are responsible for payment for that damage.

We urge parents who are in the vicinity to drive by the school on weekends and holidays. If any suspicious activity is observed, it should be reported to HISD Security at 713-892-7777.

## SECURITY CAMERAS

Bush Elementary has many security cameras that are located inside and outside the building. These cameras are operational 24 hours a day.

### **On Hold Until Further Notice - SIGNING IN AND OUT**

**All visitors** to the building must first report to the office and be officially checked in by the office staff. **All visitors must be approved through the VIPS system in order to visit the campus during an instructional day or chaperone a field trip.** New parents to Bush must go through this approval process that can take up to five weeks for clearance. Returning Bush parents must renew their access yearly. Even with VIPS approval, all visitors must show a government-issued photo ID such as a driver's license or passport, sign in and wear a badge **each** time they visit Bush Elementary.

## SELLING/TRADING

Bush students are not permitted to sell or trade toys or collective items on the campus or on buses. Items such as these distract students' attention, thereby interfering with instruction in the classroom.

## TARDIES

School begins at **7:30 a.m.** each day. We have a full schedule and it is important that children are at school on time in order to take full advantage of their instructional day.

Students who arrive after 7:40 a.m., are tardy. Excused tardies are in the same category as excused absences (see Attendance). Oversleeping, alarm clock trouble, no ride, etc., are considered unexcused tardies. Plans and backup plans should be made to ensure that students arrive on time each day.

Tardies are shown on the report card and are documented in every child's permanent record folder.

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level 1 Act of Misconduct.

### **On Hold Until Further Notice - TEACHERS' BOXES**

Parents have three methods to communicate with teachers via notes in the Red Communications folder, email, and phone. **Please do not put items in the teachers' boxes as these are used for HISD communication with the teachers.** If you come to the office with a message or item for the teacher, then please hand it to the front office staff and they will get it to the teacher.

## TECHNOLOGY POLICY

### **TECHNOLOGY MAY NOT BE USED INAPPROPRIATELY BY STUDENTS.**

On May 19, 2021, the Bush Excellence Committee (BEC) approved our technology policy.

*Technology is to be used for approved instructional purposes only during the school day from 7:30 am – 3:00 pm. Technology that is used at improper times or that is used to access inappropriate or unapproved content will be confiscated and turned into the office. At the time of pick up, the parent will sign an acknowledgement that he/she is aware of a \$15.00 administrative fee for any subsequent times the technology is confiscated thereafter. If the technology is not picked up within 30 days, the office will no longer be responsible for the technology. Multiple confiscations will result in a discipline referral for the student.*

## **TESTING**

Students will be given several standardized tests during the school year. These are under the direction of the HISD Testing Department.

- Abilities and Achievement Exams – Kindergarten and 5th Grade (for students not previously identified not as G.T.)
- 
- HFWE (High Frequency Word Evaluation) – 1<sup>st</sup> and 2<sup>nd</sup> Grade
- 
- STAAR (State of Texas Assessments of Academic Readiness) – 3<sup>rd</sup> Grade – Reading, Math
- 
- STAAR (State of Texas Assessments of Academic Readiness) – 4<sup>th</sup> Grade – Reading, Math
- 
- STAAR (State of Texas Assessments of Academic Readiness) – 5<sup>th</sup> Grade – Reading, Math, Science

These tests are given to assess student needs, monitor programs, and assist in planning instruction. Results of standardized tests are made available to parents. STAAR results are available online through the T.E.A. website.

On the STAAR test administration days, please do not schedule any doctor or dentist appointments for your child.

## **UNNECESSARY ITEMS**

This term applies to things that do not directly relate to the child’s instructional day. Toys, AirPods, iPads, hand-held video-type games, trading cards and similar items should **not** be brought to school. The school will not be responsible if such items are lost or stolen. If “unnecessary” items are brought to school, the child may be subject to disciplinary action. Students who buy, sell or trade such items will be subject to disciplinary action. Unnecessary items that are “taken up” by the teacher will be placed in the “June Box”. (See J)

Please monitor your child’s backpack and the items he/she brings to school so that distracting, non-essential items, are left at home.

**Bush Elementary will not be held responsible for any unnecessary or valuable item brought to school with regards to being broken, lost, or stolen on school property (i.e. cell phones, iPads, etc.)**

## **VISITATION / STUDENTS**

Children who are not enrolled at Bush may not “visit” in the classroom or spend the day at school. Children from out of town or children who have been dismissed early from other schools may not visit the school during instructional time.

## **On Hold Until Further Notice - VOLUNTEER OPPORTUNITIES**

We want and need Bush 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 PTO or their child’s teacher.

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 Driver’s 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 safety and security purposes, parents may not enter the building prior to dismissal. Please use the carpool system to pick up your PK – 5<sup>th</sup> grade child. PK parents may walk up to the front office door on Parkway Plaza to pick up their children. K-5 parents who want to park on Westerloch (south side) may meet their children in the designated grade level areas in the grassy area behind the bike racks. Parents will show their dismissal number to a Bush staff member to input into our electronic notification system. The dismissal numbers will show up in the classroom and then the students will be dismissed from the classroom and walk to their walker grade level flag.

Please stay away from the doors so the students can walk out and look for their parent.

It’s the parent’s responsibility to supervise his/her child once the teacher has dropped off the students.

For the safety of your younger child(ren) and Bush student, please do not allow your child to:

- Run around the grassy area
- Climb, hang, or pull on the trees
- Run on the sidewalk
- Climb on the bike rack
- Climb on the Bush sign.

Please use the sidewalks and do not cross between cars in the carpool lane. Parents and students must not walk through the teacher's parking lot, the bus lane, carpool lane, or along the bus lane sidewalk. **This is very dangerous for both our parents and their children.**

## **WALKER PARENT TIPS**

When dropping off or picking up your child, please be considerate of the homes neighboring Bush. Be a good neighbor and remember the following parking rules:

- **Don't park in front of fire hydrants.**
- **Park at least 20 feet from an intersection.**
- **Do not park in the designated "No Parking Zones"**
- **Do not block driveways.**

We receive several complaints from our neighbors about the above concerns. Let's be good neighbors!

## **WALKERS**

Students who walk to and from school should obey the following rules:

- Cross streets only at corners under the direction of the crossing guards.
- Follow the route planned by parents.
- Meet friends outside the building, not at the classroom.
- Meet siblings outside the building.
- Go straight to your own home.
- Have a plan for rainy days.

Pre-kindergarten students are picked up by the main office entrance near the bus lane on Parkway Plaza. For the safety of all students, parents must wait in the grass for their K – 5<sup>th</sup> grade children. K – 5<sup>th</sup> grade students will be dismissed to the grade level flags in the grassy area between the carpool lane and bus lane.

## **WEBSITE**

[www.houstonisd.org/bushelem](http://www.houstonisd.org/bushelem)

The Bush Elementary website is updated weekly to include the most up to date Paw Prints. Previous issues of the Paw Prints are also found here so parents can go back to review information.

Teacher's Daily Schedules, Classroom Expectations, and their presentation from Parents' Night will be posted after the events.