



2019-2020  
**PARENT/STUDENT HANDBOOK**

Environmental Science Magnet School  
Houston Independent School District

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# Berry School Calendar 2019-2020

Please note this calendar is **specific to Berry Elementary** and may be different from other HISD schools. This is a guideline and the dates may change throughout the year. Please make sure to read all flyers that go home in the communication folder.



August	
22	Meet the Teacher – 4:30-6:00 pm
26	First Day of School
September	
2	Labor Day (no classes – holiday)
3	Bee Camp Opens 3:00 – 5:30 pm (limited space, registration required)
17	<ul style="list-style-type: none"> <li>Fall Picture Day</li> <li>Open House/PAC #1 4:30 – 6:00 pm</li> </ul>
27	<ul style="list-style-type: none"> <li>HISD Early Dismissal 11:30 a.m.</li> <li>Coffee w/the Principal 8:45 am</li> </ul>
October	
3	Watch D.O.G.S. – Pizza with Dad 6:00-7:00 pm
9	Fall Holiday/Teacher Service Day
12	First Grade: Techno-Cycle Computer Giveaway 9:00 am – 12:00 pm
15	Parent University Learning Night Pre-K-2 <sup>nd</sup> grade 4:30-6:00 pm
16	Boss Day
18	HISD Early Dismissal 11:30 a.m.
21-25	Red Ribbon Week Book Fair
23	Muffins with Mom
25	Cycle I Report Card
26	Coffee with the Principal 8:45 am
31	Book Character Parade 9:00 – 10:00 am
November	
TBA	Fall Festival
7	Classroom Group Picture Day and Fall Re-takes
8	HISD Early Dismissal 11:30 am
19	Parent University - Literacy Night 5:00-6:30
TBA	Berry Thanksgiving Feast
25-29	Thanksgiving Break
December	
6	Father/Daughter Dance 5:00 – 7:00 pm
13	Coffee w/the Principal/PAC Meeting #2 – 8:45 am Pre-K - Winter Extravaganza Program 5:30 – 6:30 pm
19	Winter Celebrations 11:00 am – 12:00 pm
20	Teacher Prep Day (no classes for students)
23-Jan. 3	Winter Break (no classes –holiday)
January	
6	Winter Break Ends (students return)
10	Cycle II Report Cards
16	Campus Spelling Bee 8:30 – 10:00 am
17	HISD Early Dismissal 11:30 am
20	MLK Holiday (no classes – student holiday)
23	Parent University Math & Science Night 5:00-6:30
24	Coffee w/the Principal/PAC Meeting #3 – 8:45 am

February	
6	100 <sup>th</sup> Day of School
	Valentine Card Exchange
14	HISD Early Dismissal 11:30 am
18	Family STAAR Night
21	Coffee w/the Principal/PAC Meeting #4 – 8:45 am
24-April 3	TELPAS Testing Window
March	
1	Read Across America Day
TBA	Berry Rodeo 10:00 am – 2:00 pm
Feb 24 - April 3	TELPAS Testing Window
6	Spring Pictures
16-20	Spring Break (no classes – student holiday)
27	Cycle III Report Cards
28	Go Texan Day!
30	Chavez/Huerta Holiday (no classes –holiday)
April	
Feb 24 - April 3	TELPAS Testing Window
3	STAAR Pep Rally (students only)
5	Pre-K Registration – Berry Siblings
	STAAR Testing Window
7-8	<ul style="list-style-type: none"> <li>4/7 4<sup>th</sup>- Writing &amp; 5<sup>th</sup> Math</li> <li>4/8 5<sup>th</sup> Reading</li> </ul>
10	Spring Holiday
15	Campus GT Expo (time TBA)
17	Day of the Young Child – Pre-K & Kindergarten
22	Earth Day Event (students only)
18	Pre-K Registration – Open
25	Mother/Son Dance 5:00-7:00 p.m.
24	Coffee w/the Principal/PAC #5 Meeting 8:45 am
May	
5	Cinco de Mayo (All grade levels) 5:30 – 6:30 pm
4	VIPS Celebration 9:30 – 10:30 am
6	Nurse Appreciation Day
4-8	Staff Appreciation Week
	STAAR Testing Window
11-15	<ul style="list-style-type: none"> <li>5/11 3<sup>rd</sup>-4<sup>th</sup> Math &amp; 5<sup>th</sup> Math Retest</li> <li>5/12 3<sup>rd</sup>-4<sup>th</sup> Reading &amp; 5<sup>th</sup> Reading Retest</li> <li>5/13 5<sup>th</sup> Science</li> <li>5/14-5/15 STAAR Makeups</li> </ul>
15-22	GPCs
18	Field Day
19	Kickball – 5 <sup>th</sup> Grade vs Staff (students only)
21	5 <sup>th</sup> Grade Dance – 5:00 – 7:00 pm
22	5 <sup>th</sup> Grade Field Trip
25	Memorial Day (no classes –holiday)
26	EOY Celebrations Pre-K Eng. 8:30 am; Bilingual 9:15 am; Kinder Eng. 12:30 pm; Bilingual 1:30 pm
27	EOY Celebrations 1 <sup>st</sup> Eng. 8:30 am; Bilingual 9:30 am 2 <sup>nd</sup> Eng. 12:30 pm; Bilingual 1:30 pm
28	EOY Celebrations 3 <sup>rd</sup> 8:30 am; 4 <sup>th</sup> 9:45 am 5 <sup>th</sup> Grade Banquet 5:30 – 7:30 pm
29	Cycle IV Report Cards Class Celebrations 11:00 am – 12:00 pm Last Day of School
June	
1-2	Teacher Prep Day (Weather Make-up day)

**Dates and/or times are subject to change.**

## School Hours

Monday-Friday

7:30 a.m. – 2:50 p.m.

**Breakfast is served in the classroom at 7:35 a.m.**

Office Hours

7:00a.m. – 4:00p.m.

## School Contact Information

Main Office Phone Number

(713) 696-2700

School Fax Number

(713) 696-2701



## About Our Environmental Science Magnet Program

Welcome to Berry Elementary, an Environmental Science Magnet School. We are excited to have you as part of our school family. Our environmental science magnet program is designed to help the students grow in their understanding of what it means to be an environmental advocate. As advocates, students in each grade level will have a specific project to carry out the environmental responsibilities of our campus. This year, some of our partnerships include: Recipe for Success, Can Do Houston, Katy Prairie Conservancy and the Native Plant Society of Texas. We continue to work with others to see how we can create a partnership and how they can assist us to educate our students.

The students will learn about environmental science in both the magnet science class and in the regular classroom. Your child will attend a magnet science class for 5 consecutive days based on a schedule provided by the magnet coordinator. The homeroom classes will have 6-week rotations in order to provide all of our magnet students an opportunity to participate in these project-based magnet classes. The magnet classes include an environmental science lab, science PODs and several outdoor education areas. In each learning area, your child will be engaged in hands-on science activities and rigorous learning experiences. During this learning, students will be learning about environmental science and our LEED green building. In the outdoor education classes, your child will be harvesting, cooking, learning about the outdoors and various vegetables that are growing in the gardens. They will also interact with nature in our many different habitats available at the school grounds.

Your child will also become aware of how environmental problems affect our health and understand that humans have a large impact on the environment. With this awareness, students can make choices that reduce the harm to our environment and protect our wonderful planet for generations to come.



It takes all of us to put forth a sincere effort, to protect our environment and make change happen.

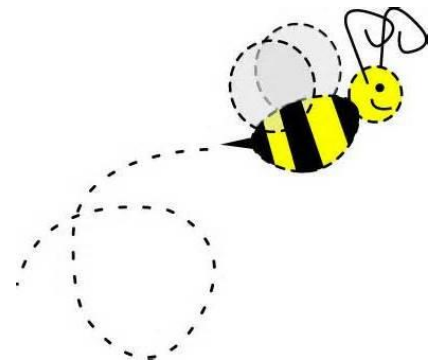
## Berry Mission Statement

At Berry, we will work diligently to develop strong student leaders. This will be accomplished by ensuring our students are excellent:

- Communicators
- Problem solvers
- Good citizens who are technologically savvy
- Advocates for the environment

## Berry Daily Schedule

7:00 a.m.	School doors open
7:35 a.m.	Instruction and breakfast begin in classrooms
7:40 a.m.	Tardy Bell rings
7:45 a.m.	Announcements begin
2:50 p.m.	Dismissal



## Arrival on Campus

For their own safety, students are not allowed to arrive at school earlier than 7:00 a.m. or remain in the building after 3:30 p.m. If students are at school after 3:30 p.m., they must be supervised by a teacher or staff member.

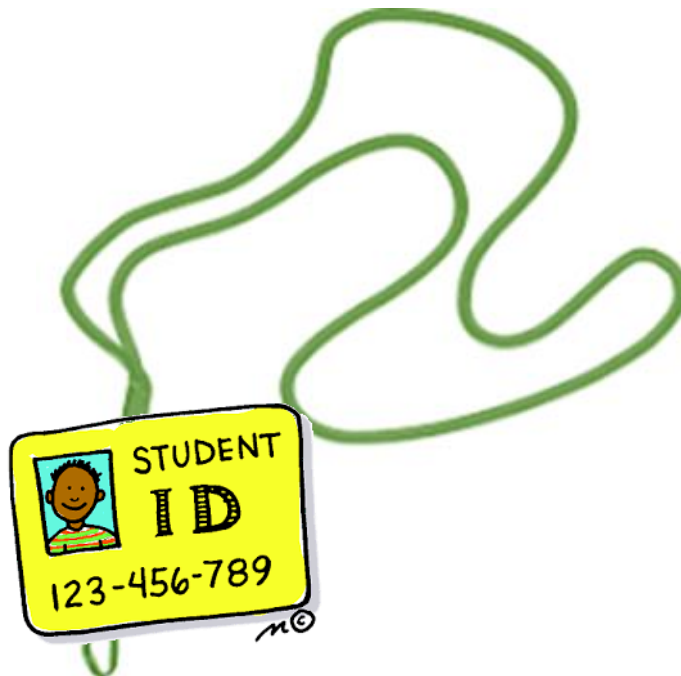
- All students will enter through the front door and walk directly to the cafeteria. They can also get dropped off at the cafeteria entrance. All students will sit at their assigned area by grade level.
- Students who arrive after 7:40 a.m. are considered late/tardy. Students arriving late must be issued tardy slips at the Welcome Desk. **Parents need to escort their child into the building.**

## Student ID and Lanyard

All students will be receiving an ID Badge and lanyard.

### ID Badges Expectations

- Upon arrival to their class, teachers will pass out student badges.
- Students will be required to wear their badges at all times on campus.
- Students must have their ID visible at all times.
- Students are responsible for keeping their ID safe.
- Students are responsible for purchasing a new ID if it breaks. ID badges will be sold in the main office for \$5.
- Students must have their ID badge to receive breakfast, check out books from the library and when passing through the lunch line.
- Students must have their ID to leave the classroom for restroom breaks/water/etc.
- Teachers will collect ID Badges at the end of the day. They should not go home.



## Berry Attendance

Students are expected to be present and on time each day. If a student needs to be absent due to an illness or another unforeseen incident, the reason for the excused absence must be stated in writing and signed by the parent/guardian. **The written excuse must be received within 3 days after the absence, otherwise it is considered unexcused.** The student will be given **3 days** to make up all missed class work. The attendance specialist may investigate any absence.

### ***Excused Absences:***

The only acceptable excuses for tardiness and absences are:

- Personal illness
- Sickness or death in the immediate family
- Quarantine; example: head lice
- Severe weather conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or designated person
- Participation in school activities with permission from the principal



According to the Texas Compulsory School Attendance Law (TEC.Sec.25.085): If a student is absent without an excuse for 10 days or partly present for several days in a six-month period; or 3 or more days or partly present for several days in a four-week period, the student's parent/guardian is subject to prosecution under Section 25.093. This is classified as a Class C Misdemeanor and a fine can be issued up to \$500 for each unexcused absence (after the warning letter is issued). Students are required to attend summer school and be retained, if they have 13 or more unexcused absences. Even though a student has passing grades, they can still be retained.

***Students with Perfect Attendance:*** At the end of the school year, students will receive a perfect attendance reward. To qualify for perfect attendance, students need to come to school every day. Students who are sick and miss school, do not qualify for perfect attendance. Excused absences also count against perfect attendance.

## Berry Tardy Policy

Students are dismissed to their classrooms at 7:30. At 7:40 a.m., they are considered tardy. School officials understand that occasionally traffic, weather, or oversleeping may cause a student to be late. However, persistent tardiness will not be tolerated. According to the ***Student Code of Conduct***, being tardy is a Level I violation (please refer to the Student Code of Conduct). Level III violation is any repeated Level I violation. Violation of the tardy policy has the same consequences as a Level III violation. Level III violation calls for the suspension or referral to the alternative school.

When students are tardy, they miss important instructional time. This can cause them to fall behind or not meet grade level expectations. It's in the best interest that all students to be on time each day.

## Free Dress Friday

Every Friday, students will be awarded a Free Dress day if they:

- Are present **Full Days** every day for the entire week (this includes not being tardy and not leaving early)
- Completes all homework assignments

Every Thursday before dismissal, teachers will provide students with Free Dress wrist bands to wear on Friday. If students do not have their arm band on, they will be sent to the office. Once at the office, the parent will be notified to bring a school uniform. Once they have changed into their uniform, they will be sent back to class.



## Berry Registration Requirements

To register a child in school, the following items must be provided:

- Proof of residence, such as a utility bill or rent receipt with the correct name and address
- Certified copy of a birth certificate or birth registration card
- Proof of immunization record/shot records
- Report card from last school attended
- If enrolled during the current school year, a withdrawal form from the previous school
- Guardianship papers are required, if the student is residing with someone other than the parent
- Child's social security number (if available)



## Berry Withdrawal Procedures

Advance notification (24 hours) is required to complete all withdrawal forms. This notice is also required to determine if fines and textbooks have been cleared. Please inform the school of the student's last day of attendance, new address and the name of the new school the child will be attending. Parents must personally come to the school office and officially withdraw their child. The completed withdrawal form must be taken to the new school with a copy of the last report card, if available.

## Berry Dress Code

Our school community has set high standards for appropriate attire and personal cleanliness. Below are the required uniform guidelines:



Green  
Polo Shirt with Collar



Yellow  
Polo Shirt  
with Collar



Blue Jeans



Khaki  
Uniform Pants



Khaki  
Skirts



Khaki  
Jumper



Khaki  
Shorts

Shirts	Pants & Shorts	Shoes
School green or yellow polo shirt with collar	Plain khaki uniform style	Sneakers or closed shoes
	No decorations	No sandals
	Must wear a belt	Must wear socks
	Blue jeans	Laces must be tied
	No cargo pants (pants with several pockets)	Toes cannot be exposed

### Jewelry:

- Chain/necklace is limited to one small to medium in size
- Large hoop earrings are not permitted (must be smaller than a quarter)
- No high heel shoes or flip-flops

### Grooming Habits

- Hair must be neat, clean and well-groomed. Hair style/color must not create disruptions/distractions nor disrupt the view of a student. **No shaved hair designs are allowed.** Extreme hair styles which include hair that is dyed an unnatural color (green, orange, etc.) is not permitted.
- Make-up and acrylic nails are not allowed.
- Caps and head coverings may not be worn in the school building.

Students not wearing their school uniform must call home to have a change of clothing brought to school. Students will not be allowed in the classroom, until they are dressed in their uniform.

Parents are encouraged to donate uniforms their child no longer wears. With your donations, we will establish an exchange program at Berry that will assist other family's uniform requirements.

***Appropriateness of clothing and hairstyles will be determined by school administrators.***

# Berry Parent Involvement Upcoming Parent Workshops and Events

## Parent Calendar

The Houston Independent School District believes that a child's education is a result of the combined efforts of the parent, the student, and the school. Parents who actively participate in the educational process, both at school and home, provide the essential support, assistance, values, and high expectations that are crucial to a child's perception of the importance of education. HISD also believes that active and regular parental involvement will significantly increase a student's potential for academic success. (Information from [www.houstonisd.org](http://www.houstonisd.org) – Parents & Students)

The dates for these training will be sent out with the students throughout the year.

**Parent Information/ Workshops:** Our school family hosts special training sessions for parents during the school year. These meetings focus on topics such as curriculum, effective study techniques, student health-safety-nutrition, testing information and helpful testing tips.

# Volunteer Opportunities at Berry

## Volunteers in Public Schools (VIPS)

Each year, parents, students and community partners support HISD students and teachers by kindly volunteering their time. VIPS represent all economic, ethnic and educational backgrounds. They are caring adults or older middle school/high school/college students who tutor students, serve as classroom assistants to teachers, work in the library and provide other support.

### ***How Can I Become VIPS Approved?***

All volunteers must register online or at their home school. They must also pass a criminal background check before participating as a volunteer. To become an HISD volunteer, these steps need to be followed:

<b>Step 1:</b>	Register online at <a href="http://www.houstonisd.org">www.houstonisd.org</a> , stay on the homepage, and click on the VIPS login under the Related Links section or the Community section or fill out an application at the Welcome Center.
<b>Step 2:</b>	Once you have registered, you must go in person to the school of interest and show proof of identification.
<b>Step 3:</b>	Identification information will go into our database for processing by the Volunteer Coordinator at each campus.
<b>Step 4:</b>	The criminal history background check can take 2-3 weeks to complete.
<b>Step 5:</b>	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.

### **What type of identification is accepted for VIPS?**

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver's License (issued by any state in the U.S.)
- Matricula Consular
  
- Resident Alien Card

For more information about volunteering at Berry, please contact **Ms. Cruz at 713- 696-2700**. Please visit the Berry Welcome Center to sign-up for these **VIPS** opportunities:

- Work in the parent room
- Classroom volunteer
- Dismissal supervision
- Make copies for teachers



## Berry Emergency Contact Form

An "Emergency Contact Form" will be sent home with each student for parents/guardians to inform the school who will pick-up his/her child during the school day. Only the people listed on this form will be allowed to pick up your child/children. ***\*If your address or phone number have changed, please make sure to update the contact form by calling the Welcome Center at 713-696-2700. This must be done in person. Changes over the phone are not allowed.***

## Berry Early Release of Students

Children are not permitted to leave school after they arrive, unless certain procedures are followed. **ONLY** the people listed on the ***Emergency Contact Form*** will be allowed to take a child from school during regular school hours. **A picture ID is required**, such as a driver's license. Changes to the Emergency Contact Form must be done in person. Students will be called to the office, after they have been signed out. Teachers are not permitted to release students, unless this procedure has been followed. Parents are not allowed to go to the classroom to pick-up their child.

**Releasing students after 2:20 p.m. is not allowed.** This time is instructional time. Every minute counts. Early release of students is strongly discouraged.

## Berry Cafeteria Procedures

### Lunch with Parents:

Due to the number of students in the cafeteria, we do not have additional space for our parents. Parents can eat lunch with their children in our beautiful courtyard. If the weather is bad, parents will not be allowed to have lunch with their children. Only **one** lunch visit per week is allowed. Parents are not allowed to eat in the classrooms. On field trip days, parents can eat with their students IF the class has lunch outside when they arrive.

Parents will need to sign-in at the Berry Welcome Center and receive a "Visitor's Pass." While on the school grounds, this pass must be worn. At the end of the lunch period, parents must check-out at the Berry Welcome Center and return their pass.

## CAFETERIA RULES

### Students are to:

1. Walk in a single line to the assigned serving line and to their classroom
2. Sit at their designated tables
3. Raise their hand for assistance
4. Ask permission to leave the cafeteria
5. Use inside voices when talking
6. Clean up their tables and seats, as well as the trash beneath their seats before leaving
7. Line up quietly as they wait to be picked up
8. Not share their food with other students.



## LUNCH

Every student at Berry Elementary will be provided a lunch application for this school year. **The lunch application must be submitted.**

## Classroom Birthday Celebrations

Short Birthday celebrations are allowed and will take place at 2:20 p.m. before dismissal. During this designated time, parents can only bring **store bought cupcakes** (No Pizzas or Homemade food) If they are dropped off early, treats will be delivered by the Welcome Center to the appropriate classroom. For safety reasons, the use of candles is not permitted and no balloons. Please, no more than two parents to attend the celebration and all parents must clear at the front office. Celebrations will not be allowed on Early Dismissal Days, you can celebrate the day before or after.

If cakes are bought, the following must be provided: Napkins, plastic forks, plates and a plastic cake cutter. As mentioned, all cupcakes and cakes **must be store bought**.



### Classroom Parties:

According to school board policy, only (2) class parties may be held per year. At Berry, these parties may be held on the day before the Winter Holiday Break and during the last week of school.

### Field days:

Our field day outdoor events are filled with fun and exciting activities (depending on the weather, scheduled activities will take place inside the school). Teachers may choose to invite 2-3 parents to assist. No additional siblings (older or younger) can attend. ***Parents must be VIPS approved to attend.***

### Field lessons:

Each student participating must turn in a permission slip filled out and signed. Unsigned permission slips will prevent students from attending. Classroom teachers may choose to invite up to (2) parents to assist during scheduled field lessons. Parents who chaperone are **not allowed** to bring other children. ***Parents must be VIPS approved to attend.*** Parents riding the school bus must adhere to the bus regulations and obey directives from the bus driver and the teachers on the bus. ***After the field trip, if you wish to sign your student out, you must do so in the classroom. Teachers will have a sign out sheet in the classroom, and students must present their dismissal tag at the front office.***

## Berry Discipline Code

Parents and students can access the *HISD Code of Student Conduct* booklet on the HISD.org website. This booklet details the expectations for student behavior and the consequences for misbehavior. The rules of conduct are established to achieve and maintain an orderly environment conducive to learning. At Berry, we use this resource to follow our district's expectations regarding misbehavior. Please be sure to thoroughly read the HISD Code of Student Conduct.

### Severe Behavior Clause:

Severe behavior cases will be referred to the office immediately. Examples are as follows:

- Disrespect towards school personnel
- Abusive and offensive language
- Fighting
- Weapons (including toy guns, pocket knives and laser pointers) brought to school
- Drugs (including cigarettes) in student's possession
- Obscene materials
- Defacing or vandalizing school property
- Gang related behavior, signs and paraphernalia
- Other conditions that could prove detrimental to others

When a student is referred to the office for behaviors, the following actions may occur:

- Parent/Student/Principal Conference
- Detention
- In-school suspension
- Out-of-school suspension
- Assigned to an alternative school
- Removed from field lessons and after school/other school activities

### Disruptive Items are NOT Allowed:

No electronic devices (pagers, laser pointers, radios, iPods, etc.), toys or games (fidget spinners, Pokémon cards) are permitted at school, except for cell phones. These items will be confiscated if brought to school. If these items are lost or stolen, school employees will not be held responsible.

## Berry Student Personal Technology



**Cell Phones:** During school hours, all cell phones must be turned off. If a student's cell phone is confiscated, the parents must personally come to the school to pick it up.

**Cameras:** Students may not take classroom pictures without permission from the teacher. Pictures of other students may not be taken unless that/those student(s) have given permission. In addition, pictures of Berry students may **never** be posted on the Internet without the parent's permission. The school sends home a **Media Release** form that parents must sign. Signing this form, parents give permission for the school to post pictures of their child. Also, all visitors in our building are **not permitted** to film or take pictures of students without the principal's written consent.



## Student Use of School Telephones

Student use of the telephone is prohibited except in the case of an emergency. Plans for after-school pick up, need to be established before a child comes to school each day. Parents are to leave messages for their child **ONLY** in case of an emergency. **NOTE:** Due to the job responsibilities of our staff, any phone messages left during the day will be delivered to the students between 2:30-2:50 p.m., so please plan accordingly. Students will **NOT** be dismissed from class, until the parent arrives and sign them out from the main office. **NO** child will be dismissed after 2:20 p.m. If you need to pick your child up before school ends, please make sure it is before 2:20 p.m.

## Lost and/or Damage Textbooks



Students are responsible for textbooks issued at the beginning of the school year and books checked-out from the library. Books lost and/or damaged must be paid for by the student's parents/guardian. Books not returned or paid for will result in the loss of privileges for the student (i.e., field day, field lesson, or end of year class celebration). If the book is paid for and later found in good condition, the money will be returned to the parents/guardian.



## Berry Homework

Regularly assigned homework assists students in achieving satisfactory school progress and develop good study habits. **Homework is regularly assigned.** It is each student's responsibility to complete homework assignments and meet all deadlines. Berry Elementary will provide each student in 2<sup>nd</sup>-5<sup>th</sup> grade with a planner. This planner helps students keep track of homework assignments. Teachers use these planners to communicate with parents throughout the year. **Please make sure to sign your child's planner every night.** Consistent failure to complete homework (3 or more times) will result in disciplinary action. In addition, all students are encouraged to read or be read to at least 30 minutes each night.



### General Guidelines for Homework:

- Students should complete their homework independently, but parents/guardians may provide supervision and guidance as needed.
- In order for homework not to be too excessive, teachers will carefully monitor assignments.
- Homework reading assignments are frequent and meant as independent work. This is to help the students become fully prepared to participate during class activities.
- Homework is checked for completion and monitored for understanding/progress.



## Berry Parent-Teacher Conferences

At Berry, we encourage teachers and parents to collaborate regarding student academic progress. Parents may request a conference to discuss a variety of issues. It is recommended that parents contact the teacher (s) a few days before scheduling a conference. *All conferences will be held:*

- *Before school*
- *During the teacher's conference period*
- *After school*

## Eyeglasses



If your child uses eyeglasses, it is important that they wear them daily. Not wearing them, can impact their learning. For those students having difficulty with their sight, vision screenings will be conducted by the school nurse. She will notify you, if your child is recommended to see an optometrist.

## Berry Communication

**BERRY NEWS:** The official school communication, which includes school news, activities, and notices, will be sent home. Teachers are expected to communicate with parents by sending a grade level newsletter or note home every month.



To check student grades online, Houston Independent School District provides parental access. Go to [www.houstonisd.org](http://www.houstonisd.org), [Access Student Information](#)



### Parent-Student Connect

Provides parents with access to daily grades, assignments, progress reports, and more! A step-by-step guide is available in English and Spanish



**Mobile Devices:** Teachers will use "groupme" app to communicate on mobile devices.



Teachers are not obligated to give personal cell phone numbers to parents.

## Health



For the school to be aware of important student health concerns, the nurse requires parents to complete a Health Inventory form. Important examples of health concerns that need to be identified are severe allergies or asthma.

### Medication:

HISD Board Policy prohibits school personnel from administering any medication (including aspirin) during school hours. If a child must take long-term medication, the school will provide parents with a form to be signed by a physician. Upon receipt of the signed form, medications will be administered in the clinic under the nurse's supervision.

### Immunizations:



As required by law, all students must have current and updated immunizations. It is the responsibility of the parent to provide the school with an accurate immunization record. A student may not be allowed to attend school without these state-mandated immunizations. Exclusions from compliance are allowed on an individual basis for medical contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

### Lice:

Students who have lice must be properly cleaned and return to school within 24 hours. Absences beyond this will not be excused. Upon their return, all students must be checked by the school nurse.

### Illness:

Students who are ill should report to the school nurse. Before they are sent to the clinic, teachers need to provide the nurse with a note regarding the health concern. If a student's condition warrants exclusion from school, the nurse will contact the parents. Once contacted, the parents may transport the student home. If parents are unable to be reached, the nurse will contact other persons designated on the student's enrollment card to transport the student. If the nurse is absent, ill or injured students should report to the Welcome Center. Students running a temperature above 100° F, are vomiting, have diarrhea, or are experiencing problems breathing, should not come to school.

### Emergency Care:

The nurse/school personnel will give immediate first aid to any student who has been injured or has a severe illness. Parents will be contacted regarding the injury/illness. Parents will transport their child to a medical facility, unless the child's condition requires immediate transportation. In this case, school personnel will call E.M.S./ambulance for transport.



## Berry School Safety Plan

The Berry community is totally committed to our #1 Core Value: "Safety Above All Else." Several safety measures have been put in place to ensure the safety and security of all students, faculty and staff.



**Drills:** As required by law, monthly drills are conducted to practice safety procedures in case a fire occurs, disaster strikes, or an intruder enters the school.

**Securing School Property:** The school relies heavily on friends and neighbors to report any unusual or suspicious activity after school hours. To make a report, please call the HISD Police Department at **713-892-7777**. The HISD police officers are on patrol duty during the day, at night and on weekends. Please assist us with securing our school property. We want our students to enjoy coming to a safe school environment.

### Parent Transportation of Students to School

Berry Road becomes very busy and congested during arrival and dismissal time. When a parent drops off a student at school, they must drive through the following driveways: in front of the school or by the cafeteria. To quickly dismiss the students from their parents' vehicles, they will get out of the car while parents remain inside. The students must be ready to get out of the vehicle in an orderly manner. Teacher assistants will be outside to assist the students.

Under no circumstances may the parents/guardians drop off students: On the side of Berry Road, at the "Washeteria," at the crossing light or along the street curve. **Never** allow a child to exit or enter a vehicle in the middle of the street or have them walk in between parking zones, such as the fire zone and the coned areas.



# Berry Dismissal

***Dismissal is at 2:50 pm every day of the week.***

For the safety of ALL students and staff, we ask for your full cooperation in implementing our daily dismissal procedures. Safety of our students and staff will always be the priority at Berry Elementary. The procedures are as follows:

**Student Pick-Up Numbers:** All students will be assigned a dismissal number and given a parent pick-up tag. This number will be used at all the dismissal areas. There will be one number assigned per family/carpool. For students to respond when it is called during dismissal time, parents are asked to help them learn this number. Students who are picked up together, need to be taught the same number. If you receive more than one number for your family/ carpool, please keep one and return the other to the main office. Even students who walk or ride a bus are being assigned a number in case parents choose to pick them up. Parents using the carpool line must hang their pick-up number on the rearview mirror. **Berry will not release any student to a minor with or without a tag.**

**Anyone skipping cars will have to wait to pick up their child until after dismissal.**

## TAGS

### **Parent Pick-Up:**

Parents need to stay in their vehicles during pick-up time. To pick-up a student (s), parents MUST have the student pick-up number hanging on the rearview mirror. You may request 3 parent pick-up tags with your assigned number, if you have more than one car that is used for pick-up. Students will not be released, unless the car has a pick-up number and an adult is in the vehicle. Cost of lost tag is \$1.00.

### **Parents are given two methods of vehicle pick-up: Green Tag or Red Tag**

- 1. Green Tags:** Parents picking up students with green tags will go through the driveway on the Schneider street side (cafeteria side). Students will wait in the multi-purpose room, until their pick-up number is called. Once their number is called, they will be escorted by a staff member to their car.
- 2. Red Tags:** Parents picking up students with a red tag will go through the driveway on the Berry Street side (school's main entrance). Parents will stay in their vehicles until the student pick-up number is called. Once their number is called, they will be escorted by a staff member to their car.

**Parents:** You cannot park your car in any of the school driveways before **2:35 p.m.**

**Blue Tags: Bus/Day Care Van Riders:** Students who ride buses or daycare vans will be dismissed from the back driveway. Staff members will be on duty to put the students on the buses and check their names off from a daily checklist.

**Yellow Tags: Walkers:** Students who walk home will exit from the magnet hallway door. They will be escorted by staff members to the exiting door.

**Fire Lane Parking:** Parents **cannot** park in the fire lane areas. An HISD police officer will be on duty to issue tickets to anyone violating the fire lane policy. These areas are identified with signs posted and the curbs are painted red. Parking is prohibited in fire lanes to ensure the access of safety equipment in the event of an emergency.

**Reserved Parking:** Faculty, staff, parents or guests are **not permitted** to park in any reserved/assigned spaces at any time.

***Parents, please be advised, a change will ONLY occur if approved by an administrator. You will receive a call within 48 hours whether your request is approved or denied after submitting the change request form.***

## HISD Promotion Standards

**Pre-Kindergarten/ Kindergarten:** Students may not be retained in Pre-K and Kindergarten.

**Grades 1-5:** To be promoted to the next grade level, a student **must pass** the following standards:

### Standard 1

- 70 percent average or better in reading, language arts, math, and either science or social studies
- Attendance – Students may not exceed more than (10) days of excused absences

### Standard 2

- A passing score on the High Frequency Word Evaluation (grades 1-2)
- A passing score on the Math and Reading STAAR (grades 3-5)

### **Academic Assistance:**

As soon as a student's performance indicates they are failing, the classroom teacher and administrators will implement **RTI (Response to Intervention)** to help the student improve. This will include, but is not limited to additional small group lessons and tutorial sessions. The student must meet all standards by the end of the school year.

By the end of the school year, if the student still fails to demonstrate achievement for one of these standards, they will be required to attend summer school. Summer school is required for promotional reconsiderations. Attending summer school does not guarantee that the student will be promoted. Students must demonstrate achievement, if not, they will be retained for the next school year.



There will be **NO FORMAL GRADUATION GOWNS.**

(Elementary Guidelines – Board Policy Grading and Promotion Requirements)

## END OF YEAR PROMOTION CELEBRATION CEREMONY SCHEDULE

Ceremonies will be held in the multipurpose room.  
Parents will have seating behind the students.

The purpose of this celebration is to celebrate life events as well as academic achievements. Teachers will be responsible for creating minimum 1 certificate for each student in their homeroom. The school will provide Perfect Attendance and Academic (Honor Roll All A's and All A's 2 B's max) Certificates and Trophies. Teachers will need to provide an academic achievement certificate if applicable (A's and more than 2 B's).

Tuesday, May 26	Pre-K English: 8:30 am	Pre-K Bilingual: 9:15 am
	Kinder English: 12:30 pm	Kinder Bilingual: 1:30 pm
Wednesday, May 27	1 <sup>st</sup> Grade English: 8:30 am	1 <sup>st</sup> Grade Bilingual: 9:30 am
	2 <sup>nd</sup> Grade English: 12:30 pm	2 <sup>nd</sup> Grade Bilingual: 1:30 pm
Thursday, May 28	3 <sup>rd</sup> Grade: 8:30 am	
	4 <sup>th</sup> Grade 9:45 am	
	5 <sup>th</sup> Grade 5:30 – 7:30 pm	

**Balloons are not allowed in the multipurpose room. They must be left in the front office until after the ceremonies.**

# Berry 2019-2020 Faculty and Staff



## Administration

Philip Steuernagel, Principal  
Leticia Martinez, Assistant Principal  
Yadira Suriano, Magnet Coordinator  
Engeline Trevino, Teacher Specialist  
Terry Moore, Teacher Specialist



Ms. Cruz, Parent Rep.  
Ms. Suriano, LEP/Magnet Clerk  
Ms. Lopez, Clerk  
Ms. Nino, Clerk  
Ms. Rainey, Nurse

Ms. Salcedo, Counselor  
Ms. Holguin, Secretary  
Mr. Lola, Technologist  
Ms. Gonzalez, Registrar  
Ms. Stevenson, Dyslexia Interventionist

### Pre-K

Ms. Ryan  
Ms. Torres  
Ms. Chavez (PALS)

Mr. Arroyo  
Ms. Marquez

### Third Grade

Ms. Ponce, Rdg/LA/SS  
Ms. Guha, Math/Sci  
Ms. Guajardo, Rdg/LA/SS  
Ms. Sterling, Math/Sci

Mr. Zuniga Rdg/LA  
Ms. Moreno, Math  
Mr. Revuelta, ESL/Sci/SS

### Kindergarten

Ms. Trayers  
Ms. Hernandez  
Ms. C. Martinez

Ms. Real  
Ms. Puente  
Ms. Costilla

### Fourth Grade

Ms. Boomla, Rdg/LA/SS  
Ms. Grijalva, Math/Sci  
Mr. O'Neal Rdg/LA/SS  
Ms. Ellison, Math/Sci

Mr. Villalobos, Bil Rdg/LA/SS  
Ms. Rodriguez, ESL Math/Sci

### First Grade

Ms. Perez  
Ms. McDonald  
Ms. Karash

Ms. Marquez  
Ms. Morales  
Ms. Rangel

### Fifth Grade

Mr. Baker, Self-contained  
Mr. Carroll, Rdg./LA/SS

Mr. Martinez, Math  
Mr. Gorostieta Science

### Second Grade

Ms. Aranda  
Ms. E. Lewis  
Mr. Schallert

Ms. Reyna  
Ms. Arevalo  
Ms. E. Jimenez

### Special Education

Ms. Morah  
Vacant - Behavior

### Ancillary

Computer: Ms. Elizondo  
PE: Coach Robertson

Music: Mr. Cline  
Library: Ms. Perez

### Magnet

Science: Ms. Scarth  
Art: Ms. Wade

### Teacher Assistants

Ms. Iglesias  
Mr. Martinez  
Mr. Ramos  
Ms. Tejada (SPED)

Ms. M. Castro  
Ms. Villanueva  
Ms. Hernandez (SPED)  
Ms. Casares (SPED)

### Custodians

Ms. Mata (Plant Operator)  
Ms. Silva  
Ms. Velasquez



## Berry School Compact

*Working together, teachers, parents, and students will form a partnership to help each child achieve success in school. Our united effort will benefit your child by supporting his/her success in school.*

### **I. Our School will:**

1. Provide high quality curriculum and instruction in a supportive and effective learning environment.
2. Opportunities for parents to volunteer and participate in their child's class will be available

### **II. As a Teacher, I will:**

1. Provide a positive learning environment for my student
2. Make students aware of my expectations for his or her success in school
3. Teach strategies to help students become a better reader and writer
4. Teach students responsible behaviors that lead to success
5. Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means.

### **III. As a Parent/Guardian, I will:**

1. Send my child to school ready to learn
2. Make my child aware of expectations for his or her success in school
3. Provide a quiet place for my child to do homework and check to see that it is completed
4. Demonstrate interest in what my child is learning

### **IV. As a Student, I will**

1. Come to school ready to learn
2. Maintain a positive attitude toward learning and believe in my ability to succeed
3. Complete my homework and turn it in every day
4. Respect myself and others

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# Houston ISD Electronic Device Advisory Form

**School Year:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**Campus Name:** \_\_\_\_\_

**Homeroom Teacher Name:** \_\_\_\_\_

*“As per the Texas Education Agency (TEA) and Houston ISD, the use of cell phones and other personal electronic devices during testing is not permitted. I understand that I must power off my electronic device(s) and turn it in to the Test Administrator to hold until ALL students have completed the test. Being in possession of any electronic device(s) will be reason to have my test picked up and NOT SCORED. I understand that I will then have to turn in my phone, and that disciplinary action will be taken by campus administration.”*

I understand and will comply with the directions regarding any electronic device.

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**