

# SHADOWBRIAR ELEMENTARY SCHOOL

## 2023-2024 Parent and Student Handbook



The  
**Leader in Me**™



# SHADOWBRIAR

S.T.E.A.M. Magnet School

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# The Shadowbriar Way

## **Motto:**

Tradition. Pride. Excellence.

## **Mission Statement:**

Developing a Community of Leaders One Bulldog At a Time.

## **Vision Statement:**

Shaping the Future by preparing ALL students for greatness in College, Careers and Beyond.

**Collective Promises:** As a Professional Learning Community, we promise to—

Create a classroom and campus environment and culture and climate that supports, develops, and engages ALL student leaders and student learners.

Use data to inform planning and instructional decisions.

Engage ALL students with differentiated learning experiences in literacy and numeracy that develop higher-order thinking skills.

Provide equity for ALL student leaders and student learners through culturally relevant teaching and relationship building.

Actively engage our students, parents, and community members as stakeholders and partners.

# SHADOWBRIAR ELEMENTARY SCHOOL TEAM 2021-2022

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## Leadership Team

Principal	Mark Samuel
Assistant Principal	Melissa Henson
Assistant Principal	Dr. Kimberly McNeil-Wigfall
Administrative Assistant	Christopher Jenkins

## Instructional Leadership and Support Team

Math Interventionist: 3rd-5th	Emily Kavanal
Reading Interventionist: 3rd-5th	Phynesia Watson
Math/Reading Interventionist: K-2nd	Crystal Eagan
Special Education Chairperson	Stephanie Smith
Communities in School	Sophia Phillips
Counselor	Tennille Hampton
Wrap Around Specialist	Jasmine Beaty

## Campus and Faculty Support Team

Student Information Rep (SIR)/Registrar	Taisha King (Perkins)
Nurse	Betsy Coker
Main Office Clerk	Juditt Buenrrostro
Main Office Clerk	Colette Hilstock
Maintenance and Operations Manager	Parker Butler

## **Dear Shadowbriar Students, Parents, and Guardians:**

I am very excited about the 2022-2023 school year! This year will be one to remember as we rekindle relationships and community with our students, families, and staff. As we continue to navigate a world greatly impacted by a global pandemic, our role is to address the pandemic's significant impacts on academic achievement and the social-emotional needs of our students and the broader school community. Charged with that task, I am boldly claiming next-level success for our students, staff, and community. Therefore, our theme for the school year is *"Game On! Winning with Students, Staff, Families, and Community."* This timely theme is a call to action that will inspire our team to work collaboratively to refine and create systems and align resources that close achievement gaps, increase academic achievement for all, and address social-emotional needs.

We will also continue to develop the leadership in each of our students while building a positive student community with the 7 Habits of Leader In Me and CHAMPS. Additionally, our students will have opportunities to participate in unique and engaging learning experiences and create semester projects to develop higher-order thinking skills that support our S.T.E.A.M. magnet program. Lastly, we will invest in the social and emotional health of our students and staff by building relationships, developing a positive campus culture and climate, and partnering with district and community organizations for professional development supports and strategies. It is our belief that our holistic school programming will prepare our students for "greatness in college and careers and beyond" and disrupt the status quo for our most vulnerable and marginalized student populations.

## **As a Professional Learning Community, we promise to:**

- Create a classroom and campus environment and culture and climate that supports, develops, and engages ALL student leaders and student learners.
- Use data to inform planning and instructional decisions.
- Engage ALL students with differentiated learning experiences in literacy and numeracy that develop higher-order thinking skills.
- Provide equity for ALL student leaders and student learners through culturally relevant teaching and relationship building.
- Actively engage our students, parents, and community members as stakeholders and partners.

Welcome back again, Shadowbriar families, and we look forward to partnering with each of you to ensure your students' academic success. Have a great year.

**Mark Samuel**

*Principal*

### **SCHOOL INFORMATION**

- School Day – 7:30am – 3:00pm
- Phone: 281-368-2160 • Fax: 281-368-2170
- Twitter: @Shadowbriares
- Facebook: [www.facebook.com/shadowbriares](https://www.facebook.com/shadowbriares)
- Website: [www.houstonisd.org/shadowbriares](http://www.houstonisd.org/shadowbriares)
- Email: [shadowbriares@gmail.com](mailto:shadowbriares@gmail.com)
- Instagram: Shadowbriares

### **VISITORS – MUST CHECK IN AT THE OFFICE**

At Shadowbriar, we believe that parents are partners in education. Visitors are welcome, but we ask that you first register in the office. **You must have a driver's license or a military card that will be scanned. This system will then print you a sticker that must be worn while you are on the premises.** If you want to visit a classroom, please make prior arrangements with the teacher first. You will be escorted to the classroom. For safety measures, while on campus, do not enter any other classrooms and do not prop open any doors. Please sign out in the office as you leave campus.

***\*After 7:30 students are tardy and MUST then enter the front doors by the flagpole. A parent or guardian will be required to bring a driver's license or a military card to sign their child in for the day.***

### **ARRIVAL and DISMISSAL**

#### **ARRIVAL**

Our building opens for drop off, on both sides of the building, each morning at 7:05 am. The main office is not open until 7:25 so students will not enter the building through those doors.

*\*For student safety, children are permitted on campus only after 7:05 am. Do not leave them unsupervised.*

*\*Breakfast service will cease after 7:45 am.*

- **K-1st Car Riders and Walkers** **Green Carpool Tags**–will enter through the North Carpool Lane and will enter through the Cafe doors. Please follow Overbrook Lane from **West** → **East** and enter using a **Right Turn Only. One lane. No passing allowed.** If they walk up, parents can drop students off at the corner of the building as they walk in. For safety, parents will not be allowed to walk up to the cafe or multi purpose room doors. ***Students will go through the breakfast line and go sit at their assigned breakfast table until 7:25 when the classroom teacher picks them up.***
- **2nd-5th Car Riders and Walkers** **Green Carpool Tags**– enter through the North Carpool Lane, enter the 2nd set of doors, Multi-Purpose room doors. Please follow Overbrook Lane from **West** → **East** and enter using a **Right Turn Only. One lane. No passing allowed.** If they walk up, parents can drop students off at the corner of the building as they walk in. For safety, parents will not be allowed to walk up to the cafe or multi-purpose room doors. ***Students***

***will sit in their assigned classroom order until the teacher picks them up at 7:25. Students will eat breakfast in the classroom.***

- **2nd-5th Walkers** enter through the North Carpool Lane Doors (Multi-Purpose Room Doors)- Parents can drop them off at the corner of the building as they walk in. For safety, parents will not be allowed to walk up to the door. ***Students will sit in their assigned classroom order until the teacher picks them up. Students will eat breakfast in classroom***
- **PreK, SLC Trek, SLC, SLL, PALS, Daycare, and Buses** **Orange Carpool Tags**-enter through the East Carpool Lane- Follow Shadowbriar Drive from **South to North** and enter following the Left Turn Only sign. Cars shall form a single turning lane and please no passing. Parents stay in cars and students are unloaded from vehicles. Pull to the front of line as cars are emptied. **For safety, NO Parents may walk up to this door to drop off their student.** ***Students will be escorted by teachers and student leaders to their classrooms for breakfast.***

***\*After 7:30 students are tardy and MUST then enter the front doors by the flagpole. A parent or guardian will be required to bring a driver's license or military id card to sign their child in for the day.***

### **DISMISSAL**

Our transition for dismissal begins at 2:50pm.

\* Transportation changes can be honored only when the classroom teacher and office have been notified on or before 12pm on the day of the change. Please make sure the classroom teacher is aware of any transportation changes at least a day in advance. Please note\* *frequent transportation changes can result in miscommunication errors. Please be as consistent as possible for your child's safety and make sure all family members know the arrangements.\**

- **K-5th Car Riders**- **Green Carpool Tags**- Students will exit from the Cafe' doors. Please follow Overbrook Lane from **West** → **East** and enter using a **Right Turn Only. One lane. No passing allowed.** Parents prominently display the carpool tag with students' names printed in large black ink. Students will wait with their teachers until names are posted to the Carpool App. Parents must stay in cars and students will be loaded into vehicles. Drivers without a Green Carpool Tag will be asked to park and go into the front office to follow pickup safety procedures. Please be prepared to show ID.  
**For safety, NO Parents may walk up to this door for pick up.**
- **K-5th Walkers** are escorted through the Multi Purpose Room Doors. Students will walk to the corner of Overbrook and Shadowbriar and wait for the crossing guard to escort them across the streets. If they walk up, parents can wait at the corner of the building as students walk out in an orderly fashion. For safety, parents will not be allowed to walk up to the cafe or multi purpose room doors. Parents must wait in designated areas for picking up walkers. ***Kinder students may NOT be walkers unless an older sibling escorts them with the above protocols in place.***
- **PreK, SLC Trek, SLC, PALS, Daycare, and Buses** **Orange Carpool Tags**- enter through the East Carpool Lane- Follow Shadowbriar Drive from **South to North** and enter following the Left Turn Only sign. Cars shall form a single turning lane and please no passing. Parents stay in cars and students are loaded into vehicles. As parents enter through the East Carpool Lane,

they must prominently display the orange carpool tag with students names printed in large black ink- Students will wait with their teachers until names are posted to the Carpool App. For safety, NO Parents may walk up to this door for pick up.

### **IMPORTANT DISMISSAL REMINDERS**

- Students dismissed as walkers will be escorted to the crosswalk on a staggered time schedule by grade level. Students are to leave campus immediately.
- In the event of inclement weather, walkers will be held in the Multi-Purpose room until it is safe to escort them out.
- *Students not picked up by 3:20 will need to enroll in our onsite daycare. Please visit: [www.discoverchampions.com](http://www.discoverchampions.com). **It is the parents responsibility to pick up their child on time to avoid legal intervention***
- Parents are welcome to park in the identified parent parking areas on the other sides of the crosswalk. Teacher parking and front parking are not to be used during arrival and dismissal.
- The circular drive parallel to Shadowbriar Dr. will be used for the **Orange Carpool Lane** ONLY from 7:10-7:45am and 2:45:30-3:20pm. No other vehicles will be allowed to enter.
- Students will not be allowed to cross the bus lane or Shadowbriar drive without using the crosswalk. Parents may wait at the parent waiting zone, by the stop signs, or at the northeast corner of the building, to escort their children after dismissal.
- For the safety of all students, we will be unable to assist parents who walk up to the carpool, PreK, or Multi-Purpose room doors and ask for their child. If you do not choose to use the carpool systems, your child 1<sup>st</sup>-5<sup>th</sup> will be considered a walker and will be escorted to the crosswalk.

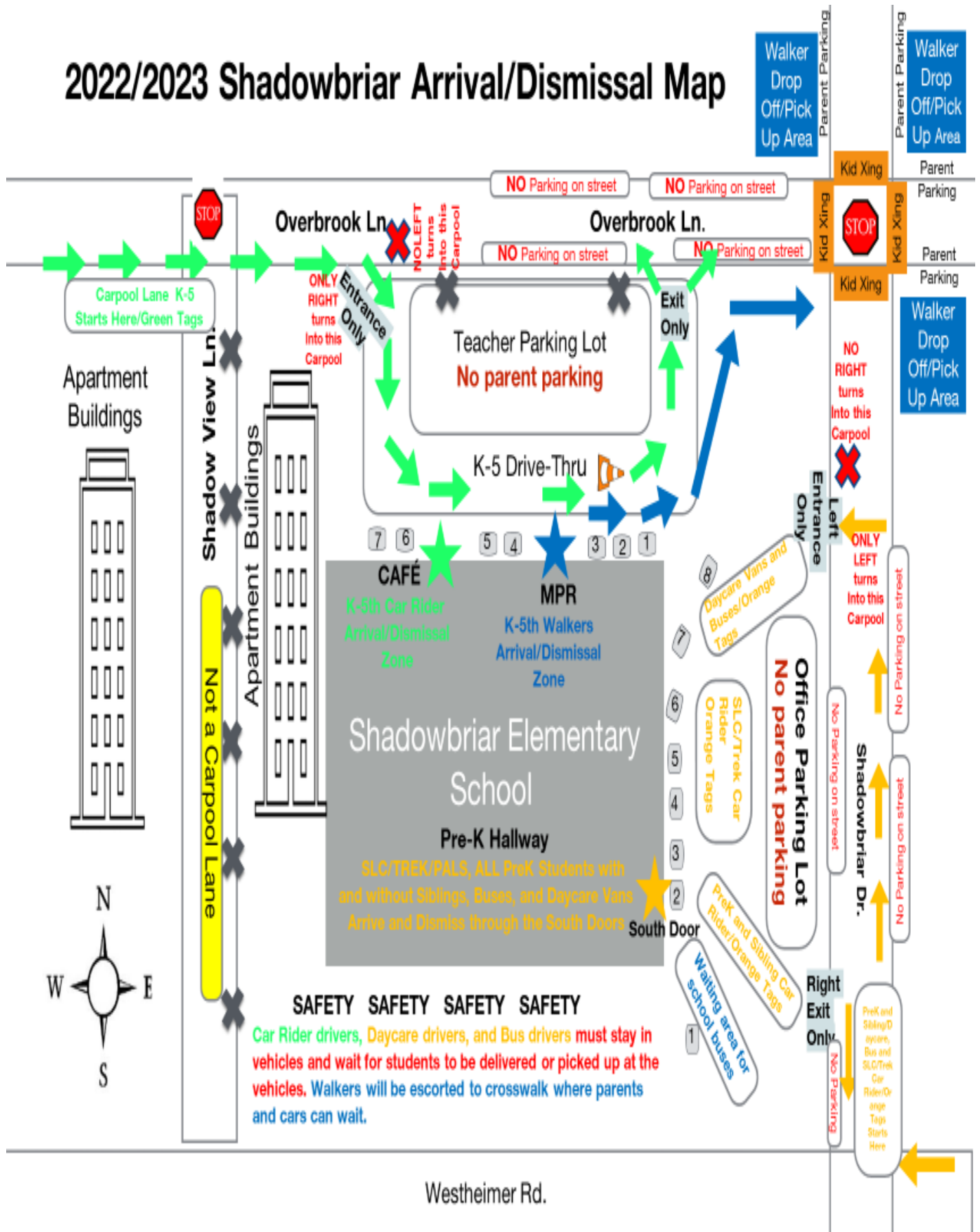
### **EARLY STUDENT PICK-UP**

All students leaving early must leave through the office. The parent or guardian must come into the front office to “sign out” the student, ***WITH*** your Drivers License or ID. Arrangements must be made in advance through the office if the parent/guardian has requested that someone else pick up the student who is not on the emergency card. Identification will be required in the office. This procedure is for the protection of our students. In order to minimize disruptions in the instructional day, please do not pick up students early if it can be avoided. Parents will not be allowed to request an early pick up after 2:00 pm. *\*Parents may be required to have an administrator conference if a student is picked up early on more than three occurrences.*

### **INCLEMENT WEATHER RELEASE**

Parents who wish to take students home due to inclement weather (flooding, etc.) must check out students from the main office. If the situation is serious and there are many requests, a streamlined checkout system will go into effect; students may be signed out in the foyer, and the office staff will call for students over the intercom. These times can be very stressful, but as a team we can ensure safety for all students. If it is dangerous weather at time of dismissal all walkers will be held until weather retreats or until parents pick students up in the carpool lane.

## 2022/2023 Shadowbriar Arrival/Dismissal Map



### **ABSENCES**

Shadowbriar wants to celebrate your child's attendance! Every grade cycle, a Leader In Me Leadership recognition party will take place to honor those students with 98% attendance and higher for the grading period. Surprise attendance parties and gifts will be offered throughout the year to encourage good attendance. Class incentives for attendance will be offered individually by each teacher.

Parents must notify the office **and** homeroom teacher of any change in dismissal procedures by 10 AM.

If your child must miss school due to illness, death in the family, or some unusual circumstances, please call the office to report the absence. When your child returns to school, please send a written note. A doctor's statement will be needed if your child is out for three or more consecutive days. Texas law states that more than 18 absences in a school year may result in automatic retention of a student.

If your child will be out for more than 1 day, please make arrangements with your child's teacher to pick up any missed work. Notify the teacher early in the morning if you plan on picking up work after school.

### **STUDENT HOLIDAYS - NO SCHOOL**

SEPT 5	OCT 4-5	NOV 21-25	DEC 22-JAN 6,	JAN 16	FEB 20 MAR
		13-17, 31	APR 7, 21	May 29	

### **SCIENCE, TECHNOLOGY, ENGINEERING, THE ARTS AND MATHEMATICS (S.T.E.A.M.)**

Science, Technology, Engineering, the Arts and Mathematics (STEAM) education creates an integrated, innovative, learning environment in every classroom. The STEAM approach facilitates a learning experience driven by problem solving, discovery and exploratory learning. We are weaving a STEAM culture into all subject areas, ancillary classes and after school clubs to allow students to connect what they learn with what they see around them. Our magnet program is a school-wide program that every student in our building experiences.

STEAM Magnet Projects Outline: We will utilize the seven-step Independent Investigation Method (IIM) and rubrics to facilitate our semester student magnet projects. Please review the project steps below.

First Semester	Second Semester
<p>-Step One: <i>Select Topic</i> - Teacher facilitates the brainstorming process to identify a series of topics.</p> <p>-Step Two: <i>Goal-Setting</i> - Teacher and students formulate goal-setting questions.</p> <p>-Step Three: <i>Research</i> - Teachers present resources/records to guide the research process.</p> <p>-Step Four: <i>Organizing</i> - Students gather and organize valuable information for products.</p> <p>-Step Five: <i>Goal Evaluation</i> - Teacher checks skills and knowledge acquisition.</p> <p>-Step Six: <i>Develop Product</i> - Core and ancillary teachers work with students to share their knowledge through product design.</p> <p>-Step Seven: <i>Presentation</i> - Students present their products to their class or at magnet showcase night.</p>	

With this seven-step process, students will have the opportunity to apply what they are learning in their core courses to their specific grade level projects. Each semester the projects will be chosen from the Texas Performance Standards. This will allow both students and teachers the opportunity to go deep into key content and skills with the rigor designed for high level project-based learning. This includes analysis, problem-solving and creativity.

Teachers will work with students in small groups to address the connection between the content and the application developed through the project. The depth and complexity AND differentiation provided through these projects fulfills the requirements for the Gifted and Talented Level 3 project.

### **LEADER IN ME-Steven Covey**

Leader in Me for the classroom develops leadership skills in students. Helping students discover their own unique strengths allows teachers to find opportunities for every child to shine—to be a leader. Incorporating the common language of the 7 Habits into all curriculum areas deepens student understanding and acknowledges what the school and teacher believe to be important.

“Leadership” is the umbrella term to encompass the many character traits and basic life competencies that parents, business leaders and educators are voicing as the desired skills necessary to thrive in the 21<sup>st</sup> century:

- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Flexibility and adaptability
- Initiative and self-direction
- Social and cross-cultural skills
- Productivity and accountability
- Leadership and responsibility

A crucial part of this process is that it be school-wide—everywhere, all the time (ubiquitous). With this process, it is our goal that students will exemplify leadership qualities not only at school but throughout their lives off campus. We have developed several family leadership events that we encourage all families to attend. Please watch the calendar for these dates.

Our students will have the opportunity to hold classroom and school-wide leadership roles that allow them to develop leadership and problem-solving skills. This level of student leadership builds self-esteem, social skills and supports student academic development. Our students will learn and utilize the 7 Habits daily and they will be integrated into the semester projects and classroom instruction. Please see our 7 Habits listed below:

Habit One: Be Proactive - You Are In Charge.

Habit Two: Begin With the End in Mind - Have a Plan.

Habit Three: Put First Things First - Work First, Then Play.

Habit Four: Think Win-Win - Everybody Can Win.

Habit Five: Seek First to Understand Then to Be Understood - Listen Before You Talk.

Habit Six: Synergize - Together Is Better.

Habit Seven: Sharpen the Saw - Balance Feels Best.

As a Leader in Me school we have identified three Wildly Important Goals (WIG's) that our entire professional learning community (grades PreK-5) will collectively focus on. Each WIG requires tracking at the student, classroom, grade level and campus level. Please look for the Leader in Me (LIM) parent letter coming home so you can participate with your child/children and find ways to support the leader in your student(s).

### **TIERED INSTRUCTION (TIER I, TIER II, TIER III)**

- **TIER I:** At Shadowbriar **ALL** students receive Tier I instruction that is aligned with district and state standards. This level of instruction is rigorous and differentiated to meet various needs of our learners. At the TIER I level of instruction 85% of our students are set to master content objectives taught by our highly qualified teachers.
- **TIER II:** When students show evidence of academic or behavior challenges students will receive an additional layer of instruction, in addition to TIER I. This will include further support through adjustments in classroom, pull out or technology interventions. Students will also be provided additional time utilizing resources specifically designed to address academic and behavioral skills deficits.
- **TIER III:** When a student shows the need for additional support beyond the TIER I, and TIER II systems he/she will be placed into a TIER III instructional level support system, which includes classroom level technology support: MyOn, Renaissance 360 and Imagine Literacy and Zearn. Intervention specialists are utilized for students in Math and Reading grades (K-5) that will provide weekly classroom pull-out sessions.

### **Additional Information on TIERED Instruction:**

- With tiered levels of support offered during the school day, less than 5% of our students typically need tutorials before or after school.
- Tiered levels of instruction help students become more successful on district and state assessments.
- You will be notified in writing if campus leaders determine your child(ren) will receive TIER II and/or TIER III level instruction based upon student data, and teacher recommendation.
- With behavioral and academic support in place most students are able to gain the skills needed to be successful, without additional enrichment or tutorials.
- It is important as a parent/guardian, to partner with us and let the classroom teacher know of any learning gaps or deficits so our Shadowbriar administration, teachers, and staff can address all your concerns.

### **WEIGHT OF GRADES**

<b><u>Type of Assignment</u></b>	<b><u>Weight of Assignment</u></b>
Class Work (We Do) (Teacher created assignments, including station assignments and technology assignments)	25%
Independent Practice (You Do)	30%
Participation/Homework (Homework is assigned weekly by Grade Level)	15%
Quizzes/Assessments/Projects	30%

### **GRADE ACCOUNTABILITY SYSTEM**

Numerical grades are to be given for: Reading, Math, Language Arts, Social Studies, and Science/Health. The minimum passing grade is 70. Letter grades are to be given for Art, Music, Technology, Library, P.E., Handwriting, and Citizenship.

A = a numerical grade of 90-100

B = a numerical grade of 80-89

C = a numerical grade of 75-79

D = a numerical grade of 70-74

F = a numerical grade of 69 or lower

To ensure that all parents are aware of where their students are performing the following guidelines are written:

- Parents should access grades and other student details through the HISD Parent Student Connect Portal. Help them register at **[www.houstonisd.org/psc](http://www.houstonisd.org/psc)**
- Graded work will be kept in the LIM student binder for parent conferences.
- Students will also track their homework, grades, attendance and other identified goals in their leadership notebooks.
- A parent signature is required for any student who performs lower than 60% on graded assignments.
- Wednesday communication folders will be sent home each week and designed specifically for each grade level to communicate with their parents. Grades will be included for academics and behavior. However, all paper assignments that are graded will be kept in Leadership Notebooks and parents can meet with the teacher to discuss any concerns. Wednesday folders **MUST** be signed and returned every Thursday.
- All students at risk of falling below 70% on a six-week grade cycle must have a student/teacher/parent conference.

### **PROGRESS REPORTING**

The state law requires that the teacher send home a Notice of Progress to inform parents of failing grades and other deficiencies. Shadowbriar sends progress reports home to every student on the third week of each six-week grading period. Progress reports are distributed during homeroom. It is the responsibility of the student to take the progress report home and give it to his or her parents. Students who miss homeroom when progress reports are distributed should see their homeroom teacher before the end of the day or when they return to school. **Parent signatures are required and progress reports must be returned the following day.**

### **STUDENT DISCIPLINE**

Shadowbriar Elementary promotes student responsibility and leadership through the Leader In Me program, CHAMPS and effective classroom systems and procedures. CHAMPS stands for **C**onversation, **H**elp, **A**ctivity, **M**ovement, **P**articipation, and **S**ynergy. In both the classrooms and communal spaces in the building, students can consult posters explicitly informing them of how they should be conversing, how they can seek help, if need be, what activity they should be engaging in, etc.

Students are expected to be prepared to be active and involved learners upon entering each classroom. Students are expected to follow the posted campus and classroom expectations throughout the school year. If inappropriate behavior has resulted in an office referral Shadowbriar will follow the HISD Code of Student Conduct.

If a student's behavior warrants exclusion from a field trip, he/she will receive instruction on campus on the day of the field trip.

## **ASSESSING AND DOCUMENTING STUDENT CONDUCT**

### **Conduct marks**

The following criteria should be used as a guideline in determining conduct grades at the close of each grading cycle:

- E (Excellent): The student has an exemplary attitude. The student is cooperative and adheres to all school and classroom rules.
- S (Satisfactory): The student occasionally violates a school or classroom rule, but behavior is generally acceptable. The student is generally cooperative and usually adheres to classroom and school rules.
- P/N (Poor/Needs Improvement): The student commits frequent infractions of either school or classroom rules. The student frequently violates the Student Code of Conduct. The student has been referred to an Administrator.
- U (Unsatisfactory): The student has a poor attitude, is uncooperative and disrupts the school and/or classroom activities. The student shows little respect for school or classroom rules. The student has been referred to the assistant principal more than once during a grading cycle or has been suspended from school as a result of behaviors exhibited in your classroom. The U class conduct grade may only be given with administrative approval.

Conduct grades are given to each student at the end of each grading cycle. Conduct grades of P, N or U require a parent teacher conference.

### **CAFETERIA**

As a Title I school breakfast and lunch will not be charged to ANY students. However, **All HISD students must complete and return the blue economic form** delivered in the first day packets.

### **LUNCHROOM RULES**

The visitor lunch day is Friday. Parents may come and eat or bring lunch for their children on that weekday. We will kick off lunch visitations on September 09, 2022.

- ❓ Because lunch is only 30 minutes, please refrain from checking students out of school for lunch; it creates a disruption in the learning environment when students arrive back to class.
- ❓ Parents visiting for lunch may provide lunch for **ONLY** his or her child(ren). For safety, full class lunch celebrations will not be allowed.
- ❓ Parents are asked to take their child out to the visitor eating area or courtyard located right outside the cafeteria.

Lunch time should be a pleasant and relaxing time for our children. In order to ensure this objective, the following expectations were developed:

1. Enter into the cafeteria quietly.
2. Students may speak in a soft voice only to tablemates in front of or beside them.
3. Students must stay in their assigned seat until excused from the table.
4. Students are to raise their hand and wait for assistance when needed.
5. Students may not leave their seat without permission.
6. Students must eat their own food and may not share or touch other people's food.  
(this is a requirement from Nutrition Services-please teach your children that sharing in the lunchroom and touching others food is unacceptable).
7. Students may not bring carbonated sodas.
8. Students may only bring individual portion sizes of food. **No "leftover" food** will be allowed out of the cafeteria.
9. Keep the table and floor area clean.
10. Follow the 4 step cafe procedures to clean up, empty tray, and line up for dismissal.

***We are a "peanut free" school due to severe allergic reactions. Please refrain from bringing anything with peanuts.***

The Texas Department of Agriculture issued the Public-School Nutrition Policy in March of 2004 to promote a healthier environment in schools. Reminder: Elementary campuses may not serve or provide access for students to Foods of Minimal Nutritional Value (FMVN). Such foods or beverages may not be sold or given away to students on school premises by anyone. If cupcakes (which have been approved for a birthday) have been sent to school, they will be distributed by the teacher after lunch or at the end of the day. *There will be two class party days and one school event that will be exempt from this.*

### **CLINIC - MEDICINE**

Our school nurse is on duty in the clinic every day. Any medicine that your child needs throughout the school day must be dispensed through the clinic. **Medicine to be dispensed to a student must be in the original PRESCRIPTION bottle with the child's name on it.** It is district policy that all medication must have a form signed by a physician and parent in order to be given at school. This includes medicines like Tylenol, aspirin, cough syrup, etc. Do not send medication with students. No medicine should be given to the nurse through a student. Only parents can provide the nurse with necessary medicine and paperwork. **Please Note:** Students with fevers should remain home until the fever has subsided for 24 hours (without medication).

### **CELL PHONES**

Cell phones are not permitted on campus. Cell phones will be confiscated and held in the main office until a parent conference is held. Violations can result in a fine of \$15 to be paid within 30 days of confiscation or the phone may be kept until after the school year ends. An HISD cell phone compliance form will be signed by every 3<sup>rd</sup>-5<sup>th</sup> grade student prior to our standardized assessments.

## **COMMUNICATION**

If you need to speak to your child's teacher during the day, please call during his/her conference time or after school. We do not call teachers out of their classrooms unless there is an emergency. You may also leave a message on the teacher's voice mail.

You will be notified of upcoming events through a monthly calendar, which will be sent home at the first of each month. You can also find important dates on our website. The calendar will keep you informed of all special events occurring at Shadowbriar. Your child's grade level will keep you informed of grade level objectives and ways to help your child or children. Visit our website at <http://www.houstonisd.org/shadowbriares> for updates.

## **DRESS CODE**

Shorts, slacks, pants, skorts, skirts and dresses:

Bottoms should be khaki, blue or black. If falling around hips, students must wear a belt. Skirts, dresses, shorts, and skorts must be at least fingertip length. Jeans with Shadowbriar Bulldog spirit t-shirts, sport or Shadowbriar club shirts, can be worn on Fridays. Jeans must be one color without holes. Shadowbriar Bulldog spirit t-shirts can be worn with khaki, blue or black bottoms any day of the week, or with jeans only on Fridays.

### Earrings and hair

Children wearing earrings are allowed stud earrings only. Nose piercings are not allowed. Hair color must be of natural tones, rainbow colors are not allowed.

### Shoes and socks

Closed-toed flat shoes with socks should be worn every day. Tights can be worn but must be a solid color. Shoes must have a non-slip sole. Shoes or boots with heels or wheels are not allowed. **Crocs are dangerous on our tile floors and should not be worn.** Students will be asked to change their shoes if they wear Crocs to school.

### Shirts:

PRE-K/ KINDERGARTEN/FIRST.....BLUE polo/shirt with collar  
SECOND GRADE .....RED polo/shirt with collar  
THIRD GRADE .....YELLOW/GOLD polo/shirt with collar  
FOURTH GRADE ..... DARK GREEN/HUNTER polo/shirt with collar  
FIFTH GRADE .....WHITE or GRAY polo/shirt with collar

Students may purchase Shadowbriar Bulldog spirit t-shirts for \$12. Shadowbriar Bulldog spirit t-shirts may be worn any day of the week with appropriate bottoms. If you need assistance with any of the dress code items, please contact our counselor.

**We are a community focused on learning. Any piece of clothing, shoes, accessories, makeup or hair design that is observed to distract/detract from that focus can be a violation of school dress code and may be addressed by the administration.**

### **PARKING**

No parking is permitted in the driveways as designated by red-painted fire lanes. Refer to arrival and dismissal procedures for where to park when dropping off and picking up students. The front parking lot on Shadowbriar Drive has signage for parking spaces. Extra visitor spaces are available in the gated fence to the north of the school, parallel to Overbrook Dr. Failure to obey these regulations can result in a traffic violation and/or the towing of your vehicle by the HISD Police, Houston Police or Fire Departments.

### **EMERGENCY CONTACT INFORMATION**

Please keep us informed of any changes that should be made on your child's enrollment card such as address, work numbers and home phone numbers. It is imperative that you can be reached if your child is ill. If at some point your phone is not working or your phone number changes, please let the teacher and office know how to stay in contact with you. Failure to provide adequate contacts can result in referral to a Child Advocate.

### **PERSONAL POSSESSIONS**

**Please label in permanent ink all of your child's school possessions.** This also includes sweaters, wind suit jackets, coats, lunch kits, and folders. We maintain a lost and found but often cannot locate the owners of the clothing because the name is not inside. Unclaimed items are given to a charity prior to winter break and at the end of the school year.

## **Safety**

### **FIRE, INTRUDER, AND SHELTER IN PLACE DRILLS**

At Shadowbriar we practice keeping your children and our campus safe from dangerous events. It is imperative to your child's safety that he or she respond appropriately when asked to practice our safety routines during periodic campus-wide drills. We ask that you work with your child to let them know that we want what is best for them and to please be extra mindful and cautious during these practice drills. We will notify you if your child/children struggle to follow the expectations. Feel free to have them share the drill procedures with you and ask any clarifying questions. Within the first ten days we will have several practice drills. Please learn our safety procedures and contact a member of our Campus Safety Committee if you have any questions.

### **WEAPONS**

Parents and visitors cannot bring any firearm or any other prohibited weapon on school property. This applies even if you have a concealed handgun permit. Knives and other related sporting goods (e.g., knives, guns, razors, box cutters, blades bombs, laser lights, airsoft pellet

guns, toy guns) are also prohibited on campus. Campus includes the parking lot and carpool lane.

### **ITEMS NOT ALLOWED AT SCHOOL**

No guns of any kind, bb's, paintballs, lighters, spinners, vape pens, alcohol, deodorizers, Exacto blades, projectile items, knives, or pocket knives are allowed on school property. No toys, balls, radios, CD players, hand-held games, liquid paper (white out), trading cards, permanent markers, or other similarly distracting objects are allowed on school property. No gum, glass-bottled drinks, or any sodas are allowed on school property. *\*See the HISD Code of Conduct for a full list of items not allowed on campus.*

If any of the above items are brought to school, the teacher (or a staff member) may confiscate the item. Any item confiscated may not be returned to the student. Depending on the level of infraction a parent conference may be required. Student consequences will align to HISD's Student Code of Conduct.

### **PARENT INVOLVEMENT**

The role of parents in school activities is very important. A child's attitude about school and the importance of school is affected by the attitude of his/her parents. Therefore, the school encourages all parents to fully participate in the school's activities. Membership and participation in the PTO is a great way to stay connected to the school.

**PTO** – Parent Teacher Organization – The PTO is a parent and teachers' partnership. Parents assist in many ways: behind the scenes from home, making copies, donating items, field trip volunteering, etc. During the open house you will learn ways you can build relationships with your child's teacher and develop opportunities for campus input.

**W.A.T.C.H Dog Dads** – This program is designed for students' dads or male role models. It is offered as a family and community engagement opportunity. Hours are flexible, and kids love it! Learn more during Open House.

**VIPS** – Volunteers in Public Schools – Parents are encouraged and welcomed to volunteer at school. The Lunchroom, clinic, art and science center, physical education, library, and classroom are just some of the areas in need of volunteers. Volunteers must register online at <https://www.houstonisd.org/vips> before volunteering. This process may take up to three weeks for clearance. You will not be allowed to join your child on campus or field trips if you are not cleared through VIPS.

**SDMC** – Shared Decision-Making Committee – Our campus SDMC establishes, monitors, and evaluates goals for budgeting, staffing, curriculum, planning, school organization, staffing patterns, and staff development. It is aligned to state legislation and HISD board policy. The intention of the SDMC is to pull together our community in a constructive, organized, and unified body to enhance the education of all students. Representatives are elected by the faculty. The Council meets monthly and as needed to discuss issues brought forth by the administration, staff, parents, or community. Parents are encouraged to serve on the SDMC and serve no more than two consecutive years.

**PAC** – Parent Advisory Committee – The mission of the Houston ISD Title I, Part A Parental Involvement Program is to empower parents and schools to form partnerships and to provide resources that will help improve the involvement of families and increase student academic achievement. Shadowbriar will conduct a minimum of four, thirty-minute, parent meetings in the 2022-2023 school year. Parents are encouraged to join.

**PARTIES AND CELEBRATIONS**

- Parties – There can be only two parties per year, per class, at the end of each semester. These are pre-scheduled and posted on the school calendar.
- Celebrations – Parents may bring cookies or cupcakes (purchased and showing ingredient label) for birthday celebrations (no birthday cakes please). At school, students may not celebrate their birthdays in the cafeteria or with only a portion of students in the class. Please be sure to include enough for all members of the class. Prior arrangements must be made and confirmed with your child's classroom teacher.
- No balloons, flowers, etc. may be delivered to students in classrooms. These items will be kept at the front office until dismissal.
- Personal invitations to off-campus parties are not to be distributed at school.

**MAGNET CONTRACTS**

*Please refer to the entrance agreement regarding behavior, academics, projects and academics for further details pertaining to magnet students.*

**SIGN AND RETURN THE PARENT AND STUDENT ACKNOWLEDGEMENT PAGE  
POSTED AFTER THE HOUSTON ISD LEADERSHIP INFORMATION PAGE.**

## **Houston Independent School District**

Hattie Mae White Educational Support Center

4400 West 18th Street • Houston, Texas 77092-85013

### **Board of Education**

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### **Administration**

Millard House II, Superintendent of Schools

Yolanda Rodriguez, Elementary School Office 1

Lysette Cooper, School Support Officer

Mark Samuel, Principal, Shadowbriar Elementary School

## **Shadowbriar Elementary School**

**A STEAM Magnet and Leader In Me School**

**281-368-2160 • Fax: 281-368-2170**

**<http://www.houstonisd.org/shadowbriares>**