**Browning Elementary**

**Global Dual Language Academy**

 NORTHWEST HISD AREA

**2022-2023**

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**Handbook for Parents and Students**

**Preparing world leaders for a lifetime of opportunity!**

607 Northwood Street

Houston, TX 77009

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This booklet is intended to serve as a guide for our school. It must be used in conjunction with the Student Code of Conduct and the policies of the Houston Boardof Education and the Texas Education Agency.

 **POSITION STATEMENT**

Browning Elementary is the "School of Choice" for Heights students because we provide rigorous instruction and targeted interventions to close the reading and math achievement gap for at-risk students in an enriching environment.

* Rigorous instruction through small group instruction and cooperative learning
* Targeted interventions through Level I, II and III support from teachers, staff and volunteers

**SCHOOL VALUES**

**Excellence-** In everything we do

**Respect-** Admiration for our work and the work of others

**Urgency-** Our actions define our purpose

**STATEMENT OF OBJECTIVES**

Through rigorous academic to data-driven instruction and character education, Browning Elementary prepares all global PK-5th grade leaders for a lifetime of opportunity.

**MOTTO**

Think big. Work hard. Be AMAZING!

**SCHOOL COLORS**

Hunter Green and Blue

**MASCOT**

Roadrunner

**MOTTO**

Think big. Work hard. Be AMAZING!

**DAILY SCHEDULE**

* 7:15 am Campus Opens
* 7:30 am Students enter the classroom
* 7:30a.m. Class begins breakfast in the classroom
* 7:30 a.m. Class begins instruction
* 7:40 am Students receive tardiness
* 7:40 am City announcements
* 9:30 am Official Attandance is taken
* 2:55 pm PK and Kindergarten Departure
* 3:00 pm 1st through 5th

**COMMUNICATION**

Parent and student action is required every week.

The office, as well as classroom teachers, will send the messages through ClassDojo. Some items, such as the weekly behavior report card, require a parent's signature each week. Teachers may also require parents to sign completed homework packages or exams. According to the Student Code of Conduct, students may be disciplined for not returning signed items as requested.

A teacher may require a student to sign the items before taking them home. This includes, but is not limited to, progress reports, tests, discipline notes, or other forms of communication.

**OUR SCHOOL**

Robert Browning Elementary school is located at the east end of the Heights Community in north-central Houston. A rigorous, high-quality education that connects our inner-city students to the environment has always been important at Browning Elementary.

Our campus is designated as a Dual and Global Language Academy. Throughout the school year, your child will have multiple opportunities to learn about countries around the world through academic concepts, projects, and presentations.

All teachers have met Texas requirements for "Highly Qualified" status. Teachers have begun professional development trainings to ensure your child receives the best education this school year.

All faculty members are committed to preparing our scholars for their future as global leaders.

**OBJECTIVES AND EXPECTATIONS**

For students and parents

**Achievement**

 Each student:

* Demonstrate proficiency in all academic subjects.
* Demonstrate competence in oral and written communication.
* Demonstrate an understanding, basic knowledge and skills in the subject areas of art, music, health and physical education.
* Develop the knowledge and skills necessary for success in a technological society.
* Develop the skills necessary for lifelong learning.

**Citizenship**

 Each student:

* Demonstrate regular attendance, including arriving on time every day.
* Exhibit positive social behavior and refrain from acts of misconduct as described in the Student Code of Conduct.
* Develop short- and long-term career and educational plans, including college attendance after high school graduation.
* Develop competence in practical and technical skills required for career opportunities.
* Demonstrate civic responsibility for functioning in a multicultural society, including participation in community service projects.
* Demonstrate responsibility for completing homework and classwork.

**Parental responsibility**

 Each parent or guardian:

* Make sure your child comes to school every day and on time.
* Support your child to complete tasks and projects.
* Support the school in maintaining appropriate discipline.
* Encourage your child to attend college after graduating from high school.
* Attend school-sponsored events to show your support for the school and its organizations.
* Notify the school of all phone number and address changes.

**SAFETY**

Student safety is a major concern for both parents and school staff. Browning Elementary School's goal is safety above all else. Our rules for cyclists, walkers and drivers are of paramount importance to maintaining an environment for all. We believe that the safety of children cannot be emphasized enough. We urge you to warn your child about safety to and from school, talk to strangers, and go straight home unless prior plans have been agreed.

Rules for walkers

* Walk at all times without running.
* Cross the streets where the crossing guards are located or only on the corners.
* Walk along the sidewalks.
* Don't talk to strangers, don't accept trips with strangers.
* Always follow the planned and direct route to the destination.

Rules for cyclists

* The city ordinance requires all students to wear a helmet.
* While cycling is allowed, it is not recommended.
* Bicycles must be "walked" on the school grounds.
* Bicycles must be parked and padlocked in the bicycle parking lot.
* Only one person can be on a bicycle.
* No one can ride or play with another child's bike.
* Always follow the planned and direct route to the destination.

Rules for drivers

* Please be patient and observant: young children sometimes forget that driveways and streets are for cars. No appointment or deadline is more important than a child's safety.
* Leave and pick up children only at approved locations.
* Observe all parking signs and the location of traffic cones around the school and in the neighborhood.

**SAFETY**

The Browning Elementary School campus is a safe place. However, everyone, including students, teachers, staff members, parents, and visitors, should remain vigilant and immediately report any person, vehicle, or situation that is out of the ordinary.

The school conducts monthly fire drills and semi-annual disaster and intruder drills to maintain our awareness of emergency situations that may arise. All visitors must enter through the front door and be prepared to show their ID.

A CCTV system with cameras located throughout the campus records all activities inside and outside the building. The camera system is operational 24 hours a day and is monitored by the school and the Houston Independent Police Department.

An emergency phone call system exists and can be used to notify parents of situations, either before school starts or during the school day. The system is only effective if we have a current phone number on file. It is the responsibility of each parent to keep all phone numbers and addresses up to date.

* A plan for each child for each day

Children need the security of knowing exactly what to do when the school day is over and they need to remember how they will go home each afternoon and with whom. A message can be conveyed to a child through the school office if an emergency requires a change in plans. Children will not be called to the phone for any reason. Since children are not allowed to leave school once they have arrived and are discouraged from using the school phone, except in case of emergency, parents should do everything possible to help their child remember everything they need each day: homework, library books, money for lunch or lunch, books, money for excursions, signed notes, etc.

* Departure due to inclement weather and other emergencies

In the event that weather conditions become inclement or other emergencies occur and there is a possibility that the school will be closed, the school will immediately contact you through ClassDojo and the principal will activate the emergency phone call system. This system will notify parents by phone and email, if on file, of emergency conditions and measures to be taken.

* Shelter on site

In the event that emergency personnel ask the school to take shelter on site, parents will not be allowed to enter the building to pick up children until fire personnel or police have announced that everything is clear.

**ATTENDANCE**

Student attendance is taken daily at 9:30 am. Students must be at the school to be counted present. A student must attend at least two hours of instruction to be counted present for half a day and at least four hours to be considered present for a full day. Please schedule all doctor's appointments for the last part of the day.

**Excused absences**

The only acceptable excuses for absences are:

* Personal illness
* Dental or medical appointments (doctor's note required)
* Death in the family
* Quarantine
* Weather or road conditions make travel dangerous
* Emergencies or unusual circumstances recognized by the director
* Celebration of religious festivals
* Health Services Provided to Medicare-Eligible Students
* School-sponsored or school-authorized off-campus activities
* Suspensions

**Unjustified absences**

A student is considered to have an unexcused absence if they do not submit a written excuse within three days for one of the reasons listed above or are out of school participating in an activity not approved by the district as excusable. Family holidays are not excused absences.

The school will attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to investigation by the secretary of assistance. Students who are absent will have the opportunity to regain schoolwork.

**Tardiness policy**

School starts punctually at 7:30 am every day. Students are considered late 7:45 am. School officials understand that occasionally traffic, weather, or waking up late can cause a student to be late. However, persistent delay will not be tolerated.

According to the Student Code of Conduct, it is the responsibility of parents and students to arrive on time every day.

**Compulsory School Attendance Laws**

This section is to inform you about Senate Bill 1432 passed by the Texas Legislature effective September 1, 2001. The law states that if a student is absent from school for three (3) days or parts of days in a four-week period without parental consent or is absent without an excuse for ten (10) or more days or parts of a day in a six-month period:

* The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093
* The student is subject to prosecution under Texas Education Code 25.094

It is your duty to monitor your child's attendance, require your child to attend school, and request a lecture with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093(b) for failing to require their child to attend school.

Once enrolled in a Texas public school, all children age 3 and older (PK) are subject to mandatory school attendance laws.

**Perfect Attendance Incentives/Requirements**

Various attendance incentives may be offered to students during the school year. These include but are not limited to, tapes, stickers, pencils. Students will receive a trophy at the end of the year during the Grade-level Awards Day programs.

Requirements for the trophy include:

* Absences for the purpose of receiving a trophy will begin on the second day of school.
* Only students enrolled at Browning Elementary School during the fall and spring semesters are eligible to participate in the trophy award.
* Students with perfect attendance from August 26 to October 25 will get a free bracelet for the fall festival. The band will allow the student unlimited games and attractions.
* Fifth graders enrolled in Browning Elementary School since their kindergarten year and who have perfect attendance throughout the six years will receive a special recognition trophy in their grade-level Awards Day program.

**Departure of students before regular departure time**

Children are not allowed to leave school after their arrival unless certain procedures are followed. Go to the school office to sign the child who will then be called to the office. The office staff will ask you for a valid driver's license to verify your identity. A phone call can be made to the parent or guardian who signed the enrollment form to verify if a person is eligible to remove the student from campus in the event of an emergency. Photo ID is required. The school cannot let students go unless this procedure has been followed.

When possible, a note should be sent to the classroom teacher in the morning if the student must leave before the regular time so that plans can be made accordingly. If a parent is out of town and left their child with another adult, a note should be written to the school authorizing the delivery of the child to this person in case such departure is needed. **Early departure of students** **is strongly discouraged**.

**Dress code**

Students are encouraged to wear uniforms Monday through Friday. Occasionally days without uniform will be announced . Check the monthly school calendar. The director has the final authority for dress code decisions.

* Shirts
* Hunter Green/Navy Blue Polo Shirt with Short or Long Sleeves
* Solid Color T-Shirt Hunter Green or Navy Blue (logos not allowed)
* T-shirts with the name of a college or university on Wednesdays
* Shirts should be worn tucked inside pants, skirts, or shorts.
* If sweaters or sweatshirts are worn, uniforms should be worn under these items of clothing.
* Pants, skirts, shorts
* Navy blue/khaki solid-color pants, uniform shorts or skirts, or solid blue jeans
* Pants, shirts and shorts should fit properly at the waist and a belt should be worn to hold the pants.
* Pants should be straight leg style with cuffs or straight hem at the top of the shoe level.
* Skirts or sweaters must be of traditional design and cannot be more than 3 inches above the knee without divisions or indentations.
* Uniform shorts should be worn on the knee or no more than 3 inches above the knee.
* No oversized pants, torn, cut at the seam or frayed are allowed. All clothing should fit properly.
* Shoes and socks
* Shoes must be closed at all times. These shoes can be leather or sneakers.
* Wear socks with all shoes.
* For safety reasons, platform shoes, stiletto heels, shoes with cleats, combat boots, steel toe boots or any backless footwear, including clogs, crocs, wheeled shoes, house shoes, sandals, open shoes or water socks are not allowed.
* Additional dress and grooming regulations
* Students must be clean and wear clean clothes.
* Clothing, including jewelry, that distracts from the educational process is not allowed. This includes anything that represents the occult, gang membership, death, suicide, violence, drugs, sex, race, gender, obscenities, alcohol, double entendre items, or anything else that is deemed inappropriate.
* Hairstyles should be reasonable and clean. You can not cut designs in the hair.
* Hair colors, other than natural shades of hair color, are not allowed.
* Hats (hats, caps, scarves, "hoodies", etc.) are not allowed.
* No body piercing is allowed, except earrings. All earrings must be of the "tack" type. No hoops or hanging types are allowed. This policy applies to girls and boys.
* Makeup cannot be worn or worn to school.

**Conference with Teachers/Contact**

Parents can request a parent-teacher conference to discuss a variety of topics. Teachers are available during your planning period. Contact the teacher to make an appointment.

Allow 2 business days for your child's teacher to respond to phone calls, emails, concerns, or requests.

**Parents who arrive during the day asking us to interrupt a class so they can talk to the teacher will be rejected. This is an interruption of the educational process.**

**Student Registration**

Copies of student records may be requested at the main office. Applications must be made in person. The records clerk will verify your relationship with the child and your identification. You will be asked to make your request in writing. Records will be prepared and you will be contacted to pick up documents at the main office. The response time for registration requests is before the end of the next business day.

**Volunteers**

All volunteers must pass a police background check prior to any volunteer activity at the school in accordance with Houston Independent School District policies. The first day packages include information about VIPS and procedures to apply. Parentsauthorized by VIPS can attend an excursion to ensure the safety of students.

 **CLINIC**

The school nurse or office staff will contact parents to pick up all students who have temperature or who have vomited. Students will not be allowed to return to class until these symptoms have disappeared for 24 hours.

If the parents cannot be contacted, a relative or emergency contact person listed on the registration form will be called and asked to pick up the child. Parents are expected to keep their contact information up to date.

Teachers will refer children who appear sick or complain of illness to the school nurse. It is the nurse's professional decision to contact the parents. It is the responsibility of parents to keep the nurse informed of all medical conditions related to their child's health.

**Allergies**

It is the parents' responsibility to communicate any diagnosed allergies their child has (food, insects, etc.) to the school nurse with proper documentation from the doctor. Please consult the school nurse for further discussion.

**Notification of communicable diseases and diseases**

Parents should report all communicable diseases such as strep throat, chickenpox influenza, and Covid 19 to the school nurse within 24 hours of a doctor's diagnosis. This information is reported to the City of Houston Health Department for monitoring.

**TASK**

**Purpose of the task**

* Reinforce, enrich and extend learning by providing a variety of educational opportunities outside the classroom.
* Encourage the development of independent study habits, skills and responsibilities.
* Provide an additional opportunity for family involvement in the child's education.

**Responsibility of the teacher**

* Assign work that meets the time guidelines of the school's homework policy and appropriate grade level.
* Give clear and concise instructions.
* Reinforce previous (not new) learning related to the objectives being taught.
* Var iar assignments and avoid repetitive work.
* Checkand evaluate the task according to a system that is clearly explained to the class.
* Provide ar legible copies.
* Providing an opportunityis to receive feedback from students and parents.
* Acceptexceptional situations when the task cannot be completed.

**Student Responsibility**

* Take note, llegor home and devolver all tasks.
* Recover lost or incomplete work.
* Be precise and orderly.
* Youcan give explanations or clarifications if you need it.
* Complete tasks in an appropriate place and within the allotted time
* Checkr su own work and buyorbar if there are errors.
* Do yourbest.
* Have a good attitude about the task.
* Discuss problems or concerns about homework with your teacher.

**Parental responsibility**

* Make school the number one priority during the academic year.
* Provide an appropriate time and place for the task.
* Modela positive attitude.
* Indicate an interest in allowances when requested by your child, but do not complete the work for the child.
* Communicate and cooperate with your classroom teacher if your child is struggling or working longer than expected.
* Apply for child assignments when it comes to short/long-term absences.
* Make sure children read and/or choose items from the task reinforcement list when specific tasks are not given

**Progress Report Notice to Parents**

The Notice of Progress-Parent Report will be sent to parents during the third week of the reporting period or as often as deemed necessary. The parent must sign and return the form to indicate to the teacher thatthey have seen the report. The teacher may require students to sign progress reports before they are taken home.

A teacher may require a student to sign the items before taking them home. This includes, but is not limited to, progress reports, tests, discipline notes, or other forms of communication.

**Report cards**

A report card is issued to the parent or guardian at the end of each qualifying period for grades PK-5. Grades earned during attendance days and/or current transferred grades will be the basis for your report card scores. When a student has transferred from one or more schools within the grading period, the grades on the last report card are considered the basis for the report card grades.

* Students will have a reasonable opportunity to redo an assignment or class exam if they receive a failing grade (below 70%).
* The average of both grades will be recorded for assignment.
* Students in grades 1-5 will receive 2 weekly grades per subject in Reading, Mathematics and Language Arts. Students in grades 1-5 will receive 1 grade per subject in Science and Social Studies.

Definitions:

* Questionnaire: A short assessment covering a minimum number of learning objectives.
* Test assessment covering multiple learning objectives
* Classwork assignments given and completed in the classroom
* Projects: Long-term independent tasks involving multiple steps and a final product to complete in school or at home.

**Criteria for qualifying academic subjects in Grades 1-5**

* 1. (A) Excellent

80-89 (B) Good

75-79 (C) Satisfactory

70-74 (D) Poor

50-69 (F) Fails

Pre-Kindergarten and Kindergarten subjects are graded according to rubric 1,2,3 on the report card.

**Qualification rubric for specialty classes**

The following rubric is used to qualify specialty classes. You will be assigned an E, S, N or you for the Technology, Physical Education, Art and Library Laboratory.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent(E) | Satisfactory(S) | Needs improvement(N) | Unsatisfactory(U) |
| The student actively participates while demonstrating an understanding of the content being taught. | Almost all the time | Most of the time | Rarely | Rarely/Not at all |

**Criteria for qualifying conduct**

E CExcellent performance

S Comportamiento Satisfactorio

P CPoor Behavior

U Comportamiento Insatisfactorio o

All students will receive a weekly conduct score in their Home Communication folder (in this case you will need to sign it and senditto the school) or through The ClassDojo behavior system.

**Discipline**

* Thediscipline can be controlled, modified and improved through the instructional program.
* Apositive approach to children produces numerous benefits.
* Management procedures and guidelines for student behavior are implemented that include clear and concise rules and expectations.

School Conduct Color Codes

Green Amazing Behavior🡪

Yellow Warning🡪(We encourage the student to make better decisions)

Red Stop! Unacceptable behavior🡪

Discipline system

E CExcellent performance

S Comportamiento Satisfactorio

P CPoor Behavior

U Comportamiento Insatisfactorio o

**Rewards for good behavior**

Teachers will use a variety of rewards to accommodate the individual differences of students in their classes. Rewards include, but are not limited to, individual incentive tables, certificates, stickers, pencils, and awards on Award Day.

**Aftermath**

The consequences of specific violations are described in the Student Code of Conduct. Teachers will use a variety of initial consequences. They include, but are not limited to, time out in the classroom, an individual study plan to keep the student focused on classwork, elimination of free play at recess, elimination of extracurricular activities, and field trips. If the behaviors continue, a teacher/student/parent conference will be held.

Corporal punishment cannot be used as a disciplinary technique.

**Birthday treats**

The Texas Department of Agriculture has revised the policy regarding birthday treats at school. If a parent wishes to celebrate a student's birthday, store-bought cupcakes or cookies are allowed at the school, however, they will not be rvedin the cafeteria during the lunch period. Other items such as candy, soda, or fast food items are not allowed during the school day. The sweets boughtors in the store can be given at the end of the day of instruction.

To maintain our instructional focus, the teacher will allow a student to share cupcakes or cookies with their classmates at the end of the day. Pre-K students will use the treat as their daily snack. Parents should send food to the office. Parents will not be allowed to interrupt instructional time to leave items or supervise this classroom activity.

According to the Avance policy, students at Avance PK cannot receive external food.

**Cell Phone Policy**

All cell phones, paging devices, and electronic communication systems must remain in the OFF position while on the school campus during instructional day or at school-sponsored off-campus events.

All cell phones, paging devices, and electronic communication systems must remain in the student's backpack, purse, or locker and cannot be used on their person.

Cell phones confiscated during the day will be handed over to an administrator. Parents will pay a $15.00 fee to get their device back.

**Technology**

The use of technology in the classroom is an integral part of the instructional process. The entire school campus is connected to the Internet with all workstations connected to a local area network. The Student Code of Conduct handles breaches of safety, copywriting, and various other inappropriate uses by students. Students may be denied the right to access an Internet-connected computer if they violate the acceptable use policy. The Board Policy covers violations by employees. Employees are subject to disciplinary action including dismissal for inappropriate use of technology.

**Lost and other valuables**

Students are asked to bring valuable toys and items to school only as part of special school activities. Such items should be labeled with the student's name and broughtback home at the end of the activity.

* Jewelry, clothing, stuffed animals, dolls and other personal items such as cameras, iPods, MP3 players or any other handheld computer game may not be brought, loaned, sold, exchanged or given away at school.
* Lunch items cannot be exchanged or sold between students.
* All removable clothing, such as jackets and sweaters, must be labeled with the child's first and last name.
* A lost and found container is located in the cafeteria. Unclaimed items are donated to charity at the end of the year.

**Criminal Code Information**

Pursuant to Chapter 62, Section 62.03 and 62.04 of the Code of Criminal Procedure for the State of Texas, effective September 1, 1997, our procedures for school notification of registered sex offenders are hereby notified. The official notification is received by the Superintendent of Schools, who then sends copies to each school. A file is maintained in the office for public inspection of all offender notices received during a school year. The notice may include any information deemed necessary to protect the public, including name, sex, race, date of birth, street name, and zip code of the offender's residence, crime, age of the victim, and date of registration. Information is available during regular business hours.

**SDMC (Committee for Decision Making)**

SDMC members will provide information and input on staff budgeting, staffing, curriculum, and staff development decision-making. The SDMC is made up of staff members, parents, and community/business members. Browning's SDMC will meet monthly. The SDMC will meet on the third Thursday of each month to plan collaboratively to work toward meeting campus goals.

If you have a problem that you would like to present to the committee, send questions/concerns to any SDMC member or place a note card in the SDMC box located in the teachers' room.

SDMC minutes will be posted on the school's website and a hard copy will be presented at the office.

**Parent Teacher Organization**

Working together, parents, teachers, and school administrators have implemented many programs over the years for the benefit of our children. Membership is renewable each school year and is open to parents, family members, school employees, community members, and business leaders. The membership campaign takes place at the beginning of each school year, although membership can be obtained at any time.

Our members work to provide the school with meaningful educational programs and volunteerism. Show the pride of your school and become a member today. A room has been designated for our volunteer parents to help classroom and school teachers.