

BARBARA BUSH
ELEMENTARY SCHOOL
13800 WESTERLOCH
HOUSTON, TEXAS 77077
281-368-2150
FAX:281-368-2153



PARENT/STUDENT HANDBOOK

2024-2025

Revised 8.2.24

www.houstonisd.org/bushelem

Twitter @BarbaraBushElem

MISSION

Success for every student in a consistently rigorous academic program. Bush Elementary values hard work, dedication, and excellent attendance by the students, faculty, and staff.

VISION

Bush Elementary is committed to providing a positive, safe, and enriching environment for children to learn, where all are valued. All children should enjoy their learning, achieve their potential, and become independent life-long learners.

School Pledge

I believe in myself.

I am not afraid to dream.

I have the courage, the pride to meet each challenge.

I will not quit.

I am an important member of the team and my successes will inspire others.

I have the heart of a winner.

I am a Bush Bobcat!

ROAR!

SCHOOL SONG

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

Mascot: Bobcat

School colors: Red, white, and navy

Year school opened: 1992

HOURS

School Hours: 7:30 a.m. – 3:00 p.m.

Office Hours: 7:15 a.m. – 3:30 p.m.

There are no early dismissal days this school year. It is important to the formation of good habits as well as to the educational process that all students arrive at school on time. Establish a daily plan for each child so that he or she can arrive at school on time each day.

Daily Schedule

- 7:15 a.m. Building Open
- 7:20 a.m. First bell
- 7:30 a.m. Second bell – Instruction Begins
- 7:40 a.m. Tardy bell
- 3:00 p.m. Dismissal

Students should not arrive at school before 7:15 a.m. We do not have a staff on duty to supervise students before 7:15 a.m.

The policy of the Houston Independent School District does not provide for the supervision of students before or after school hours. The policy reads as follows:

<p>THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:15 A.M. OR STAY AFTER 3:10 P.M.</p>

First Name	Last Name	Email	Title
Bryce	Barry	bryce.barry@houstonisd.org	Principal
Tamica	Lewis	tamica.lewis@houstonisd.org	Assistant Principal
Courtney	Windham	tamica.lewis@houstonisd.org	Assistant Principal
Jennifer	Moreno-Calix	jennifer.morenocalix@houstonisd.org	Counselor
Marangel	Santos	marangel.santos@houstonisd.org	Nurse
Shawntai	Phillips	shawntai.phillips@houstonisd.org	Sped Chair / Tchr, SLL
Mia	Victor	MVICTOR@houstonisd.org	Speech Language Pathologist
Ausha	Hartley	doreen.bonsuasare@houstonisd.org	Tchr, Resource
Dhia	Pusparani	dhiah.pusparani@houstonisd.org	Tchr, SLL
Doreen	Bonsu	doreen.bonsuasare@houstonisd.org	Tchr, PSI
Zonia	Flores	Zonia.Flores@houstonisd.org	Administrative Assistant
Adriana	Rosales	AROSALE3@houstonisd.org	SIR
Jessica	Ayala	jessica.ayala@houstonisd.org	General Clerk II
Guaira	Gomez	GGOMEZ4@houstonisd.org	General Clerk
Elias	Gomez	egomez4@houstonisd.org	Plant Operator
Cidoline	Ehunyi	cidoline.ehunyi@houstonisd.org	Cafeteria Mgr.
Christine	Giles	CGILES@houstonisd.org	Crossing Guard
Barbie	Miller	BMILLE12@houstonisd.org	Librarian
Eileen	Miles	Eileen.Miles@houstonisd.org	Tchr, Drama
Leslie	Weir	leslie.weir@houstonisd.org	Tchr, Technology
Nicholas	Antolini	nicholas.antolini@houstonisd.org	Tchr, Music, Elementary
Quynh	Bui	quynh.bui@houstonisd.org	Tchr, Art

Robert	Benson	robert.benson@houstonisd.org	Tchr, Physical Education
Karlee	Locus	karlee.solis@houstonisd.org	Tchr, Pre-K
Jennifer	Espinoza	jennifer.espinoza@houstonisd.org	Tchr, Pre-K
Janice	Castaneda	jcastan1@houstonisd.org	Tchr, Kindergarten
Alexa	Hower	alexa.hower@houstonisd.org	Tchr, Kindergarten
Huyen	Tran	huyen.tran@houstonisd.org	Tchr, Kindergarten
Shawn	Tang	shawn.tang@houstonisd.org	Tchr, Kindergarten
Sandra	Loyo	sandra.loyo@houstonisd.org	Tchr, Kindergarten
Jyandria	Carr-Vaughn	jyandria.carrvaughn@houstonisd.org	Tchr, First Grade
Brandy	Burgstiner	Brandy.Burgstiner@houstonisd.org	Tchr, First Grade
Kelley	Bishop	kelly.bishop@houstonisd.org	Tchr, First Grade
Tina	Nelson Sand	Tina.NelsonSand@houstonisd.org	Tchr, First Grade
Jatorey	Upshaw	jatorey.upshaw@houstonisd.org	Tchr, First Grade
Ma Lana	West	malana.west@houstonisd.org	Tchr, Second Grade
Sandra	Carlin	SCARLIN@houstonisd.org	Tchr, Second Grade
Elizabeth	Bracken	elizabeth.bracken@houstonisd.org	Tchr, Second Grade
Andrea	Hampton	andrea.hampton2@houstonisd.org	Tchr, Second Grade
Yasmin	Ahmad	yasmin.ahmad@houstonisd.org	Tchr, Second Grade
Walter	Hall	walter.hall@houstonisd.org	Tchr, Third Grade
Anne	Hodge	anne.hodge@houstonisd.org	Tchr, Third Grade
Shakeia	Carson	shakeia.carson@houstonisd.org	Tchr, Third Grade
Brittany	Rumans	Brittany.Rumans@houstonisd.org	Tchr, Third Grade

Briana	Harper	briana.harper@houstonisd.org	Tchr, Third Grade
Kasey	Garza	KSOLIS@houstonisd.org	Tchr, Fourth Grade
Yanjie	Zhang	yanjie.zhang@houstonisd.org	Tchr. Fourth Grade
Zyler	Carter	zyler.carter@houstonisd.org	Tchr, Fourth Grade
Eric	Willms	eric.willms@houstonisd.org	Tchr, Fourth Grade
Paul	Dancer	paul.dancer@houstonisd.org	Tchr, Fourth Grade
Rachel	Larson	RLARSON@houstonisd.org	Tchr, Fifth Grade
Edith	Hillman	EHILLMAN@houstonisd.org	Tchr, Fifth Grade
Brittney	Cortez	brittney.cortez@houstonisd.org	Tchr, Fifth Grade
Shekinah	Blue	shekinah.blue@houstonisd.org	Tchr, Fifth Grade
Eunmie	Jang	EJANG@houstonisd.org	Teacher Assistant
Maritza	Hernandez	maritza.hernandez@houstonisd.org	Teaching Assistant
LyTeaira	Lucas	lyteaira.lucas@houstonisd.org	Teaching Assistant
Maryama	Gueye	maryama.gueye@houstonisd.org	Teaching Assistant
Shweta	Kumari	shweta.kumari@houstonisd.org	Teaching Assistant
Nancy	Hernandez	nancy.hernandezlopez@houstonisd.org	Teaching Assistant
Rosemary	German	rosemary.german@houstonisd.org	Teaching Assistant
Charina	Morillo	charina.morillo@houstonisd.org	Teaching Assistant

HOUSTON INDEPENDENT SCHOOL DISTRICT

2024-2025 YEARLY CALENDAR

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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JULY 2024						
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AUGUST 2024						
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SEPTEMBER 2024						
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OCTOBER 2024						
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NOVEMBER 2024						
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DECEMBER 2024						
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JANUARY 2025						
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FEBRUARY 2025						
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MARCH 2025						
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APRIL 2025						
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MAY 2025						
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JUNE 2025						
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JULY 2025						
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AUGUST 2025						
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SCHOOL DAY START AND END TIMES 7:30 – 3:00 Elementary 8:30 – 4:00 K-8 and Middle School 8:30 – 4:00 High School	FIRST DAY OF SCHOOL August 12, 2024	LAST DAY FOR STUDENTS June 4, 2025	LAST DAY FOR TEACHERS June 5, 2025
	5TH QUARTER (SUMMER 2025) Voluntary summer courses 2024 - Jun. 17 – Jul. 19 2025 - Jun. 16 – Jul. 23 <i>[Mandatory for some students]</i>	INSTRUCTIONAL DAY START AND END TIMES: NES 8:00 – 3:30 PK – 2 nd grade 8:00 – 4:00 3 – 5 th grade 8:30 – 4:30 6 th – 12 th grade	
RECESS (NO CLASSES) Thanksgiving – Nov. 25 – 29 Winter Recess – Dec. 23 – Jan. 3 Spring Recess – Mar. 10 – 14	HOLIDAY (NO CLASSES) Jul. 4 – Independence Day Sep. 2 – Labor Day Oct. 4 – Fall Holiday Nov. 28 – Thanksgiving Jan. 1 – New Years Day Jan. 20 – MLK Jr. Day Feb. 17 – President's Day Mar. 31 – Chavez Huerta Day Apr. 18 – Spring Holiday May 26 – Memorial Day Jun. 19 – Juneteenth		REPORT CARD Sept. 27 (Friday) Nov. 11 (Monday) Jan. 13 (Monday) Feb. 28 (Friday) Apr. 25 (Friday) Jun. 4 (ES, KB, MS) Jun. 13 (HS)
POSSIBLE MAKE-UP DAYS June 6 – June 12			SCHOOL LEADERS' INDUCTION AND PREPARATION July 22 – July 29 – Principals and APs NEW STAFF INDUCTION July 30 and July 31 – Staff New to HISD ALL STAFF INDUCTION AND PREPARATION Aug. 1 – Aug. 9 – All staff
STAFF PD (NO CLASSES) Jun. 14, Sep. 3, Oct. 3, Nov. 8, Jan. 6, Feb. 14, May 2, Jun. 5, Jun. 13			

**BARBARA BUSH ELEMENTARY
IMPORTANT DATES**

2024 – 2025
DATES SUBJECT TO CHANGE

Date	Time	Event
August 2, 2024	5:00-8:00 p.m.	PTO Rolling Back to School
August 7, 2024	3:00–3:40 p.m. Last names A-L 3:50 – 4:30 p.m. pm Last names M – Z	Meet the Teacher
August 12, 2024	7:30 a.m. – 3:00 p.m.	First Day of School
August 27, 2024	5:00 p.m. – 6:30 p.m.	PK, 1, 3, 5 Parents' Night
August 29, 2024	5:00 p.m. – 6:30 p.m.	K, 2, 4, Pusparani/Bonsu/Phillips Parents' Night
September 13, 2024	6:45 a.m. – 7:30 a.m.	Bush Buddies Walk
September 23-27, 2024	All week	Book Fair Week
September 24, 2024	Dinner 5:00-6:30 p.m. Fair 5:00-7:00 p.m.	Book Fair Dinner & Fair
October 26, 2024	4:00 – 7:00 p.m.	BBE Monster Dash/Bash
December 17, 2024	9:00 a.m.	Choir Winter Holiday Program
December 18, 2024	9:00 a.m.	Choir Winter Holiday Program
December 20, 2024	1:30 p.m.	Winter Holiday Parties
January 30, 2025	9:00 a.m.	Drama Club Performance
January 31, 2025	9:00 a.m.	Drama Club Performance
February 13, 2025	TBD by Teacher	Valentines' Celebrations
February 28, 2025	All Day	Go Texan Day
TBA	TBA	Movie Night
March 7, 2025	11:15 a.m. – 12:00 p.m.	Family Picnic
March 26, 2025	9:00 a.m.	Second Grade Play
March 27, 2025	9:00 a.m.	Second Grade Play
March 28, 2025	9:00 a.m.	Second Grade Play-Parents Only
TBA	TBA	PTO Glow Party
TBA	TBA	STAAR RLA Gr. 3-5
TBA	TBA	STAAR Science Gr. 5
TBA	TBA	PTO Bush Buddies Walk

TBA	TBA	STAAR Math Gr. 3-5
May 16, 2025	All day	Field Day
TBA	TBA	PK & K Parent Orientation
TBA	TBA	K Play
TBA	TBA	K Play-Parents Only
June 4, 2025	7:30 a.m. – 3:00 p.m.	Students' Last Day
June 4, 2025	TBA	PK & K Promotion Ceremonies
June 4, 2025	TBA	5 th Grade Promotion Ceremony
June 4, 2025	TBA	EOY Parties

***Subject to change**

2024– 2025 DRESS GUIDELINES

We at Barbara Bush Elementary School feel that attending school is the most important job our children will ever have. We feel that the way our children dress influences their attitude towards school. To provide the best possible learning environment, the Bush Excellence Committee (BEC) approved an official uniform for Bush students. (Updated and approved by the SDMC/BEC on 5/15/2023)

Bush Uniform Policy

Clothing Item	Styles	Colors	Special Comments
Tops	Long or short sleeve polo style shirt	<u>Solid</u> red, white or navy	Official Bush Logo shirts are permitted. Oversized shirts are not permitted
	Oxford cloth, button down shirt	<u>Solid</u> white	Long or short sleeve
	Official Bush Logo T-Shirts	Red, white, or navy	ONLY official Bush logo T-shirts are permitted with no design alterations
	Long sleeve shirts worn under uniform tops	Solid Red, White or Navy	No other colors are permitted under uniform tops.
Bottoms	Pants or Capri pants	Solid navy or khaki	Must fit at the waist.
	Walking shorts, skorts or skirts	Solid navy, blue denim, or khaki	Must be school appropriate length.
	Plain blue jeans	Blue denim only	No holes, or rips, no low riders, no fringe, no oversized legs, no embroidery, no overalls

	Bush plaid skirt, walking shorts or skorts	Bush plaid only	Available at Flynn O’Hara Uniforms. Must be finger-tip length or longer.
	Tights, leggings, pants worn under skirts, shorts, or jumpers	Solid red, white, navy, blue denim or khaki	Leggings are permitted only under skirts, shorts, or jumpers, and <u>cannot be worn by themselves as pants.</u>
Dresses/ Jumper	Long & short sleeved	Solid red, navy, or Khaki; official Bush plaid	Must be school appropriate length.
Sweaters	Solid colored sweaters	Solid navy, red, white	Solid colors with no embroidery, with the exception of the Bush logo.
Jackets worn in the classroom	Jacket, sweater, or sweatshirts	Solid red, white, or navy	Official Bush logo fleece jackets are permitted.
Outdoor Jackets	Jacket or coats worn outdoors only	Any color	Jackets worn to and from school and at recess only.
Shoes	Closed toe and closed heel rubber soled shoes (flat heels only)	Any color	Laces must be a proper length. Shoes must be worn with socks. No cowboy boots. (Except for Go Texan Day)
	No Crocs or Croc-like shoes		
Masks	Masks may be worn on campus	Any color	Bandanas and Neck Gators are not permitted

Official Bush logo wear may be purchased at the Bush PTO School Store online by visiting their website at: bbepto.com.

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

General Guidelines

- On days that the students attend P.E., girls wearing a skirt, dress, or jumper should wear modesty shorts underneath these items.
- Stud earrings are recommended for safety purposes.
- No caps, hats, or bandanas are allowed inside the building.
- No hoods are allowed to be worn inside the school building.
- Solid Color = no stripe(s) or logos (Bush Elementary logos are the only logos allowed.)

- Only solid red, white, or navy long sleeved shirts will be permitted under uniform tops on cold days.
- Only plain headbands or headbands with bows are allowed.
- Students may wear scout uniforms on meeting days.

Items considered inappropriate for school:

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

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

1. Classroom teacher will notify student and parent of the dress code infraction.
2. Upon a second occurrence, the student will be sent to the clinic so that an office staff member can call the parent.
 - Parent will have the option of providing dress code clothes or the child will be given clothes to wear for the school day. (Please wash and return clothes the next day.)
 - If clothes cannot be provided, the parents will be asked to bring dress code clothes.
 - Students will not return to class until dress code infraction has been corrected.
 - A Dress Code Violation letter will be sent home with the student to inform the parent of the infraction. Please sign and return this letter.
3. Chronic and repeated dress code infractions may result in a Discipline Referral to the office.

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

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

(Updated and approved by the SDMC/BEC on 5/15/2023)

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs.

ATTENDANCE

Good attendance is a key to success in schools. The Texas Education Agency (TEA) requires elementary schools to average 98% for daily attendance of ALL enrolled students. Poor attendance hurts students because they’re missing out on valuable instruction and student work. Also, attendance is a factor that TEA uses to rank schools. In addition, HISD uses the school’s attendance rate to determine the amount of funding allocated to a school. If our attendance is 98%, then Bush Elementary receives 98% of the

funding available. If our attendance rate is 95%, then Bush Elementary does not receive 5% of our funding which is equivalent to \$170,000.

We must have every student that is well at school every day. It is each parent's duty to monitor their child's attendance and request a conference with school officials to discuss any attendance concerns. In HISD schools, a student must attend at least 90% of the days the course meets during the school year to receive credit for a course. 90% attendance is a promotion standard. Students will be required to attend summer school if not attending at least 90% of the school days. All absences count (whether excused or unexcused) towards earning class credit. This means that an elementary school student will fail to meet the State of Texas promotion standards of being in class at least 90% of class days if their attendance rate falls below 90% for the year.

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

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

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

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

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

- Personal illness
- Sickness or death in the immediate family
- Quarantine
- Weather or road conditions making travel hazardous (not just rainy or cold)
- Participation in school activities with permission of the principal
- Emergencies or unusual circumstances recognized by the principal

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

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

COMPULSORY ATTENDANCE LAW

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

Absences may be considered "excused" according to Board Policy (see Attendance). Vacations and trips out of the country during the time school is still in session are not considered excused absences.

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

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

TARDIES

Students who arrive after 7:40 a.m., are tardy. Students must pick up a tardy slip from the front office in order to be admitted to the classroom. Excused tardies are in the same category as excused absences (see Attendance). Oversleeping, alarm clock trouble, no ride, etc., are considered unexcused tardies. Plans and backup plans should be made to ensure that students arrive on time each day. Tardies are shown on the report card and are documented in every child's permanent record folder.

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

ITEMS LEFT AT HOME

Parents may drop off the following classroom items that were left at home. These items will be placed in the teacher's box in the front office.

- Red communication folder
- Backpack
- Glasses -Students will be called to the office if their glasses are brought to the office by the parents.

JUNE BOX

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

UNNECESSARY ITEMS

This term applies to things that do not directly relate to the child’s instructional day. Toys, ear buds, AirPods, iPads, hand-held video-type games, trading cards and similar items should not be brought to school. The school will not be responsible if such items are lost or stolen. If “unnecessary” items are brought to school, the child may be subject to disciplinary action.

Students who buy, sell or trade such items will be subject to disciplinary action. Unnecessary items that are “taken up” by the teacher will be placed in the “June Box”. (See J)

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

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

LOST AND FOUND

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

Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold, or traded.

We recommend that you clearly and securely label all removable articles of clothing as well as other belongings with your child’s first and last name to prevent loss. Our lost and found is located outside the double doors by the track.

Lost and found articles will be displayed periodically in the main hallway so that students can claim these items. Encourage your child to check for his/her things. At various times throughout the year, unclaimed items will be donated to a charity. This will be noted in the Paw Prints, our weekly newsletter.

CONFERENCES

Parent/Teacher conferences are a valuable tool to be used in helping children to be happy and successful at school. Teachers are on the frontlines with students and should always be contacted first if there is a question, concern, or wondering. If your question, concern, or wondering has not been addressed then at that point you can reach out to the grade level AP. As a reminder, Ms. Windham is over 1st, 3rd, and 5th. Ms. Lewis is over K, 2, and 4. We know conferences are important, please follow the below guidelines to ensure that you have the best possible conference with your child's teacher.

To arrange for a conference:

1. Make an appointment – Write a note/email to the teacher to arrange an appointment time.
2. Be available for an in-person conference whenever possible. Teachers can share work samples, clarify assignments, etc. when meeting in person.
3. Be “tuned in” to your child so you know when to request a conference.
4. Watch test papers, Progress Reports, etc. that may signal trouble areas. View your child's up to date grades on the Parent Connect site.
5. Please do not ask to have teachers called out of class for a conference. Instructional time belongs to the students.

COMMUNICATION DAY

Wednesday is Communication Day at BBE. We will make every effort to send all notices, calendars, newsletters, etc. home on Wednesdays. All Bush students receive a red pocket folder to carry communications from school to home and vice versa.

The newsletter, Paw Prints, is sent out electronically weekly and posted on the website. It contains important dates and information regarding events and news at Bush Elementary. The Paw Prints will be emailed to parents and posted on the Bush website on Wednesdays. If you are not receiving the emailed version of the Paw Prints, then the office does not have your correct email address. Please make the change in Parent Connect. Only parents can make contact information changes in Parent Connect.

TEACHERS' BOXES

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

BUSES

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

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

Bus Rules and Procedures

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

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

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

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

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

BUS ELIGIBILITY

Students must live over three (3) miles from their zoned school to be eligible for school bus transportation. All routes and eligible zones are established by the HISD Routing and Scheduling Department. Drivers must run the route and pick up at the locations determined by Routing and Scheduling. Please do not ask drivers to make changes to the route.

Memorial Thicket - All addresses zoned to Bush Elementary

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

BUS ZONE / HANDICAPPED PICKUP

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

BUS LANE – PARKWAY PLAZA

The red painted curb along the bus lane is a “NO PARKING” and “NO DROP OFF” zone for passenger cars. It is extremely dangerous to drop off students in the bus lane or have students walk across the lane. Please use the crosswalk if you are walking up to pick up your child(ren) from the Multipurpose room. Also, the bus lane is reserved for the HISD bus and day care vans. Due to the lack of sidewalks, no walkers or bicycles will be allowed in the day care/bus lane.

ARRIVAL

Doors open at 7:15 a.m. Please do not drop off your child before 7:15 a.m. as the school does not have staff on duty to supervise children arriving before 7:15 a.m.

Below are options for drop off:

- HISD bus (only eligible to families in Memorial Thicket)
- Daycare van - Parents sign up with a local provider
- Carpool lane off Westerloch Dr. - Parents drive up to the carpool lane
- Walkers - All walkers need to safely use the crosswalks.
- Bikers - All bikers need to be mindful of traffic and use the crosswalks. Students can lock their bikes at the bike racks.

Students who arrive between 7:00 a.m. – 7:15 a.m. will wait at the following locations:

- PreK – In the cafeteria
- K – 2 on grade level Paw Prints under the carpool awning
- 3 – 5 on grade level Paw Prints under the main door awning

At 7:15 the doors of the school will open. Children will make their way and be seated outside of their teachers door where they will wait until the teacher opens the door at 7:25.

At 7:20 a.m., the school bell will ring for students to report directly to their classrooms. Students will be tardy after 7:40 a.m. After 7:40 a.m., students will need to enter through the main entrance doors on Parkway Plaza Dr. by the front office.

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

EARLY PICK UP

Students who need to leave school for an appointment must be checked out in person in the front office. Parents should plan to pick students up before 2:30 p.m. or plan to wait for 3:00 dismissal time. Students will not be called after 2:30 p.m. This plan is in place for the safety of all students.

BARBARA BUSH ELEMENTARY
DROPOFF AND DISMISSAL PROCEDURES 2024-2025

Morning Dropoff

School doors will open for students at 7:15

K-2 students will enter through the doors facing Westerloch, located by the carpool lane. Kindergarten, 1st, and 2nd grade will line up in designated spots under the awning. 3rd, 4th, and 5th will walk around to the main doors and line up in designated spots. PreK parents will be given a special-colored tag allowing them access to the bus lane to drop off their student to the multiple purpose room where PreK Teacher Assistants will be awaiting them.

Doors open at 7:15am. Students who want breakfast will be directed to the cafeteria. All others will be led to their classroom door.

Students will be tardy after 7:40. After 7:30, students will need to enter through the main entrance doors by the front office to receive a tardy slip. Options for drop off are:

- HISD bus (only eligible to families in Memorial Thicket)
- Daycare van - Parents sign up with a local provider
- Carpool lane off Westerloch - parents drive up to the carpool lane
- Walkers - All walkers need to safely use the crosswalks.
- Bikers - All bikers need to be mindful of traffic and use the crosswalks. Students can lock their bikes at the bike racks.

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

Pickup procedure during the school day

Students who need to leave school for an appointment must be checked out **in person** in the front office. Parents will need to present their state issued ID. Parents should plan to pick students up **before** 2:30 p.m. or plan to wait for 3:00 dismissal time. This plan is in place for the safety of all students.

**** NEW DISMISSAL PROCEDURES FOR THIS SCHOOL YEAR ****

Students will follow the dismissal procedure based on the youngest sibling. Older siblings will go to their youngest sibling's class for dismissal:

PreK Students	Kindergarten Students	K - 5th Grade Students
<p>Students will be picked up as WALKERS from the PreK room door.</p> <p>**NO CARPOOL**</p>	<p>Students will remain in their classrooms and be picked up based on their preferred method of dismissal when their dismissal number is called.</p>	<p>Students will be picked up based on their preferred method of dismissal, either walkers or car riders. When their dismissal number is called.</p>

Students eligible for HISD bussing or being picked up by a daycare bus will be dismissed from the cafeteria.

Establish a routine that your child understands and can follow based on their grade-level dismissal procedures. If you must alter the routine, be **sure** your child knows the changes **before** leaving home in the morning. Notify the

teacher in writing (note in folder or email) when such changes occur. Substitutes do not have access to the teacher's email and won't know if there's a day of change in dismissal message sent via email.

Practice

Practice makes perfect! Students should practice buckling and unbuckling their car seats, so they do this independently. All students must exit from the passenger side of the car only. Parents are to remain in the vehicle.

CARPOOL DISMISSAL – WESTERLOCH DR.

Carpool dismissal is an option for students in grades K-5 only. Cars wait **outside** the carpool lane/parking area on Westerloch Drive until the principal motions for the cars to pull up. This begins at approximately 2:50 p.m. with the dismissal number displayed from the rear-view mirror.

Bush Elementary's carpool occurs via an electronic carpool number notification system. Therefore, only **written and displayed dismissal numbers** will be communicated to the teachers. The number needs to be **continuously displayed until the student is picked up**.

Please be courteous of others as you wait in the carpool lane. Do not cut in line or double park. Stay in your car at all times. Do not use your cell phone in line or in school zones. Avoid honking your horn unless it is an emergency. **Failure to follow the guidelines may result in loss of carpool privileges.**

PreK DISMISSAL

PreK students AND older siblings - Parents will walk up to the second green pole on the Westerloch side of the covered carpool lane door to show their dismissal number to pick up their PreK child at 2:50. Please have your dismissal tag out and visible. Parents will NOT be allowed to drive into the carpool lane to park and pick up students.

CARPOOL PROCEDURES

Please follow these procedures for the drop-off and pickup zones:

1. Students must wait until the car has come to a complete stop before opening a car door to enter or leave the vehicle.
2. Drivers must stay in their cars while in the carpool line.
3. Do not park in the area leading up to our faculty parking lot driveway. Violators will be asked to move.
4. Parents who skip the line will be asked to drive around the block. Please be patient and drive safely.
5. Follow all Harris County Traffic Laws. Do not:
 - a. Speed in the school zone
 - b. Park illegally
 - c. Make illegal U-turns
 - d. Block residential driveways

Walker Pickups

K through 5th grade students - At approximately 2:50, a Bush staff member will begin to input the dismissal numbers into the electronic notification system. This number will show up in the classroom, informing teachers and students of the parent's arrival. The student will then be dismissed to meet their parent in the grass area by the carpool awning. Walker parents will display their dismissal number to the bush staff member who is entering numbers. It's the parent's responsibility to supervise his/her child when the child is out on the grassy area at arrival and dismissal.

OTHER SAFETY ISSUES

1. Cars on both sides of the street must make a complete stop and may not pass a school bus loading or unloading students (upper red lights will be flashing).
2. U-turns are NOT permitted on any streets surrounding the school.
3. Jaywalking is extremely dangerous. Crossing guards are stationed at each corner to assist your child and you in crossing the street safely. Please use the crossing guards on the corners.
4. Students must not cross mid-block by themselves for arrival and dismissal.
5. Please make prior arrangements with your child regarding regular pick-up and bad weather pick-up locations.
6. Walker parents will display their dismissal number to the bush staff member who is entering numbers.

BICYCLES

Students and parents are encouraged to ride bicycles to school when weather permits. We have bike racks at the front of the school.

Please follow these guidelines:

1. Children are required to wear bicycle helmets per city ordinance.
2. A bicycle is a vehicle. Bicyclists must obey traffic laws and rules, such as riding on the right side of the road, obeying traffic signs, etc. A child needs to be prepared for riding in the street by teaching him/her riding skills and the rules of the road.
3. Students and parents must walk their bikes once they are on school property and sidewalks surrounding the school during arrival and dismissal. Please walk the bike or scooter to the street corner.
4. Bicycles should be walked through intersections during the busy traffic hours in the morning and afternoon. Regardless of the time, bicyclists must stop at stop signs and obey other traffic ordinances.
5. All bikes should be locked to the bike rack.

SAFETY GUIDELINES

Please read all new dismissal procedures as they have been updated based on student grade levels.

If you are parking and walking up to the building, please be mindful of all traffic signs. Use the sidewalks and cross at the crosswalks while walking to and from the school. Do not cross between cars in the carpool lane, walk through the bus lane, or the teacher's parking lot.

Pay attention to the crossing guards at the two intersections near the school. They are there for your safety and for the safety of students. Crossing guards will direct walkers when it is safe to cross. Do not drive through the intersection in any direction if a crossing guard is allowing walkers to cross the street.

CROSSING GUARDS

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

BREAKFAST

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

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

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

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

LUNCH

Breakfast and lunch are free for all Bush students or students may bring a lunch from home.

Lunch is a time for the students to eat and socialize with the students seated near them. Parents may come eat lunch with their child on their child's birthday or designated birthday make up day for summer birthdays. On this special day, parents may eat in the courtyard with their child only.

If your child forgets his/her lunch, you may drop it off at the office by 10:00 a.m. The parent will fill out a tag with your child's name, grade, and teacher and affix it to your child's lunch and place the lunch on a cart at the office. The lunches will be wheeled down to the cafeteria at 10:00 a.m. for students to pick up their lunch at their lunch time. Once the lunch is left at school, the office is not responsible for loss or students not picking up their lunch. Dropping off lunch should not be a regular habit as lunches should be sent to school each day with your child.

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

HISD shares the lunch menu calendar on their website.

Lunchroom Rules:

1. Students will be quiet in the serving line.
2. Students will be polite to the Food Service/Supervision Personnel.
3. Students must sit in their assigned seats.
4. Students may bring thermos bottles and non-carbonated drinks in cans (NO Coke, Dr. Pepper, etc.)
4. Students may talk in quiet voices during lunch.
5. Students will stay seated during the lunch period unless they receive permission from the duty teacher.
6. Students will be responsible for leaving the tabletops clear and picking up paper from under the tables.
7. Students may not purchase multiple dessert items.
8. Lunch items may not be bought, sold, or traded.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

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

FMNV – Restricted Foods

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

BIRTHDAY BOOK CLUB

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

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

BIRTHDAY CELEBRATIONS

Parents may celebrate their child's birthday at lunch. If the birthday falls on a weekend, the parent can choose to celebrate the birthday the day before or after the weekend. If the child has a summer birthday, then the parent may celebrate a half-birthday (6 months prior) or a day in May or September. Parents wishing to celebrate a summer birthday during the school year must contact the teacher to ensure only one birthday is being celebrated on that day.

There are certain days during the school year that TEA requires the campus to be closed to visitors due to Interim STAAR testing and STAAR testing. Sadly, birthdays cannot be celebrated on these days. These closed to visitor days are announced in Paw Prints.

On the child's birthday or designated alternative summer birthday date, the parent may come and enjoy lunch with their child (no other children can be removed from their assigned lunch seat). Parents may eat lunch with their child on their birthday in the courtyard at the picnic tables if it's not raining outside. However, sharing food with other children is not allowed because we have students on campus who have allergic reactions to certain foods.

Please do not plan to have a birthday party in the cafeteria, at recess, or in the classroom. Party hats, decorations, balloons, etc. must be reserved for off-campus parties.

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

PARTIES IN THE CLASSROOM

Students at Bush have two class parties each year. These occur prior to the winter holidays and on the last day of school. The parties are for the students to celebrate the oncoming winter break and the end of the school year. Teachers will ask the Room Parent to work with the other parents to provide the items needed for the activities and any type of food/snack. At the request of the teacher, Room Parents may assist the teacher during the class party. On Valentines' Day the students have a simple treat and exchange Valentines, but not a party.

SAFETY AT BUSH ELEMENTARY

Safety is our number one core value. We must be safe before we can teach, learn, and grow. Safety policies and procedures are constantly reviewed and revised as needed. Not counting our big start of school events: Meet the Teacher, First Two Days of School, and Parents' Night; ALL adults entering the building MUST show a government issued photo identification at the front office every time entering the building. The identification will be run through a background check device before an adult may receive a visitor's pass. If parents are to come into school to volunteer and/or attend field trips, then they must be VIPS approved.

Information about being VIPS approved is available on the HISD website, in this handbook, and will be available in the first few weeks of school.

SAFETY PATROLS

Fourth grade students interested in becoming a safety patrol for 5th grade must have a grade of 80 or higher in all subjects, an "E" in conduct, and good attendance. Once the safety patrol members are selected, they will receive three weeks of training in May/June to prepare them for duty in 5th grade. Being a member of the Barbara Bush Safety Patrol is an honor and we appreciate all they do to help keep our school safe. Safety patrols will receive a special pass to be dropped off and picked up in the bus lane.

DISCIPLINE PLAN

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

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

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

The Bush Discipline Plan includes:

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

JUST IN CASE

We depend upon our patrons and nearby residents to “keep an eye on” the school especially on weekends and holidays.

If you suspect vandalism or notice any unusual occurrences at the school, please call HISD Police at 713-892-7777 or the Harris County Constable at 281-463-6666.

EMERGENCY PROCEDURES

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

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

Please make sure there is space on your phone’s voicemail to receive messages from the school. Also, please do not block the school’s number so we can contact you in case of illness or an accident.

Be sure that you have a plan for picking your child up during the day should he/she get sick at school.

Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times.

Be sure that changes in “pick-up procedures” are clearly communicated and discussed before the child leaves home. Notify the teacher in writing when such changes occur.

Students will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to students. This will not be done for messages that are of a routine nature. Plan ahead! Your child’s instructional time is important.

MEDICAL INFORMATION

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day.

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

A school nurse cannot give medication without express orders from a physician. For such medication to be dispensed, the physician must complete an HISD form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the pharmacy container that shows the child's name and the type of medication. Over-the-counter medication (i.e. Benadryl) must also have a pharmacy sticker with prescription information if it is to be administered at school.

Students who become ill at school will be sent home if:
fever is 100 or above and/or vomiting occurs.

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic before 9:00 a.m.

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

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

INCLEMENT WEATHER

Plan for rainy or "bad" days. Be sure your child is familiar with your plan and can follow it. Please do not call the school office with instructions and messages. This should be handled in advance. Please notify the teacher by letter in folder or email in the morning of any changes in dismissal plans.

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

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations. Please do not plan to call the school with lastminute instructions; this will be impossible with the number of students we have enrolled. If school is closed during the day, parents should come as quickly as possible to pick up their students.

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

The principal does not have the authority to cancel or close school. HISD's superintendent has the authority to cancel or close schools. Please listen to the news for any decisions made by the superintendent.

PESTICIDES

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

PROMOTION STANDARDS – HISD

Subject to change by TEA or HISD

HISD is committed to helping all students be successful at every grade level. Since parents are key partners in ensuring academic achievement, they are strongly encouraged to familiarize themselves with the promotion standards. Click on the following link to get the most up to date information on promotion standards: <https://www.houstonisd.org/promotionstandards>

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

For Grades 1 and 2

- Meet the state requirement of overall yearly average of 70 or above and the local requirement of an average of 70 or above in four core courses: language arts, mathematics, science and social studies.
- Sufficient attendance – in attendance at least 90% of the days regardless of excused or unexcused absences

For Grades 3-5

- Meet the state requirement of overall yearly average of 70 or above and the local requirement of an average of 70 or above in four core courses: language arts, mathematics, science, and social studies.
- Sufficient attendance – in attendance at least 90% of the days regardless of excused or unexcused absences

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

GRADING

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

All content area grades in 1st-5th grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

90-100	Excellent quality of work – thorough mastery of subject matter; student is able to teach the information to others and easily transfer concepts to new contexts.
80-90	Good quality of work – average mastery; occasionally requires the help of a teacher; understands different aspects of content and how they might fit together to form a whole; most of the time, student can transfer understanding into new contexts.
75-79	Satisfactory quality of work; requires more support from teacher to understand concepts; is able to understand several aspects but is unable to make connections between them; student struggles to transfer understanding to new contexts.
70-74	Below quality of work expected; below average achievement; has the ability to make obvious connections; might be able to memorize something but unsure how or why the memorized procedure or content functions; does not have the ability to transfer information to new contexts.
Below 70	Unsatisfactory quality of work; failing; student does not understand the content and cannot complete work without teacher support.

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

- E Excellent quality of behavior – totally self-disciplined.
- S Satisfactory quality of behavior – cooperates readily.
- P Poor quality of behavior – below average.
- U Unsatisfactory quality of behavior – needs drastic improvement.

GRADEBOOK

All 1st – 5th grade teachers record student grades on the online gradebook. Parents have access to their child's grades by registering in the parent section of the HISD portal at

<https://www.houstonisd.org/domain/11001>

GRADING POLICY

Bush Elementary's grading committee has created a general grading policy. Teachers will share their grade level specific grading policy at their Parents' Night session.

- Number of grades in each subject area – Math, Reading, and Language Arts will have a minimum of 2 grades recorded per week totaling 12 grades per 6-week cycle. Science and Social Studies will have minimum of 1 grade recorded per week totaling 6 grades per 6week cycle.
- Categories and Weights of assignments – Each subject at each grade level will have three categories: Tests/Projects (40%), Classwork/Quizzes (45%), and Exit Tickets (15%).
- Reassessment plan – If a student does not pass a test (score 69 or below), the teacher will reteach the tested objectives. The student will then have an opportunity to retake the same test or another test that assesses the same objectives. The retest grade may then be used to supplant the previous failing grade. Benchmark assessments, spelling tests, math fact tests, and projects will not be reassessed.
- Make-up assignments: If a student is absent from school, he or she will have either:
 - o The number of days the child was absent or five days after returning to make up missed assignments.The time period needed to make up the missed work will be at the discretion of the teacher. A grade penalty for makeup work after an unexcused absence should not be imposed.
- Penalties for academic dishonesty – Paper will be picked up and student will be given an opportunity to redo the assignment.

HOMEWORK

Homework for students is optional. If the teacher assigns homework, it is for extra practice and will not be taken for a grade. This policy is in place to ensure equity in our grading practices. All graded work will be completed at school.

Homework polices vary by grade level. Each grade level has their own policy, and every member of the grade-level team must follow it.

PROGRESS REPORTS

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

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

REPORT CARDS

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

BACKPACKS

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

FIELD TRIPS

Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the teachers.

For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form returned and paid by the stated due date.

Money is collected from students to cover the cost of buses and fees for field trips. Only cash is accepted, bills only, no coins. Reservations, bus arrangements, and prior approval must be obtained for all student trips. It is necessary for our office to complete these arrangements, and prior approval must be obtained for all student trips.

Be sure to adhere to the timelines for money collection and return of permission slips to ensure that your child has a reserved space and can participate. If your child's permission slip and money (if needed) are not returned by the stated due date, then your child will not be able to attend the field trip.

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

A high standard of conduct is expected of students who participate in field trip activities.

Any student who exhibits poor conduct in the classroom as reflected on his/her report card and/or current conduct average may be excluded from participation in a scheduled field trip. Exclusion from a

field trip(s) may also be used as a consequence for specific acts of misconduct. Any student whose behavior is unacceptable on a field trip will be excluded from field trips for the remainder of the school year. Parents will be notified of the possibility of their child not attending a field trip when permission slips are sent home. Your child will be placed in another teacher's classroom with work to complete during the field trip time. If it is determined that your child does not meet the behavior requirements, the parent will be notified at the latest when the permission slips are sent home.

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

FIELD TRIP CHAPERONE POLICY

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

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

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

AFTER HOURS ACTIVITIES

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

LIBRARY

A library is a wonderful place where children can learn and explore. Positive experiences in the library often help shape the children of today into the adult readers of tomorrow. With everyone's help and cooperation, the Bush Elementary Library will be a beginning step which will encourage each child to become a lifelong reader.

The following information is designed to make each child's use of the library easy and beneficial. All students visit the library and have an opportunity to check out books as long there are no lost or overdue books.

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

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

PHYSICAL EDUCATION

All PK – 5th grade students attend physical education classes once a week for 45 minutes. In addition, all students receive 30 minutes a day of recess. Please make sure your child wears closed toe/athletic type shoes every day for their safety during these physical activities.

RECESS

All PK – 5th grade students receive 30 minutes of recess daily. Please make sure your child has a jacket/coat for colder days as recess is always outside unless it is rainy or extremely cold. Then, recess is held indoors for 30 minutes.

TESTING

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

Gifted and Talented

- 2nd Grade - Abilities and Achievement Exams – 2nd Grade universal testing (for students not previously identified not as G.T.). Parents do not register their child for this testing as it will automatically happen.
- Kindergarten and 1st Grade & 3rd – 5th Grade - At parent request for first – fifth graders not previously identified as G.T. Parents must register online if interested in their child testing for the G.T. program. The weekly newsletter, Paw Prints, will announce when the G.T. application window is open. See Gifted and Talented section of this handbook for more details.

STAAR (State of Texas Assessments of Academic Readiness)

3rd Grade – Reading Language Arts, Math

4th Grade – Reading Language Arts, Math

5th Grade – Reading Language Arts, Math, Science

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

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

NWEA MAP

Houston ISD will be using the NWEA MAP assessment to measure student progress in:

- Math: Grades K-5
- Reading: Grades 2-5
- Science: Grades 2-5

MAP will be given as a Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY) assessment to measure growth. Use this link to find out more about MAP Growth.

MAP Growth is a computer-adaptive test. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. MAP Growth uses a RIT scale to accurately measure what students know, regardless of their grade level. It also measures growth over time, allowing you to track your child's progress throughout the school year and across multiple years. Once your child completes a MAP Growth test, they receive a RIT score. RIT scores have the same meaning across grade levels. This stable scale allows teachers to accurately measure each student's academic growth throughout the school year and over time.

You can use your child's RIT score to help them meet their goals. For example, older students can enter their RIT scores into our college explorer tool to see which colleges and universities they're on track to enter. For sample tests, click on <https://warmup.nwea.org/>. You can also find more information by going to the NWEA Family Toolkit by clicking on <https://www.nwea.org/familytoolkit/>

PROGRAMS

SPECIAL EDUCATION AND 504

Bush Elementary is committed to providing an inclusive learning environment for all students. All students are provided with instruction within the least restrictive environment. Students who qualify for the special education or 504 program have an individual education plan and provided accommodations. Special Education and 504 committees meet annually to review the student's goals and progress and make new recommendations. The committee includes a parent, administrator, teacher, special education teacher and/or 504 chairperson.

RESPONSE TO INTERVENTION (RTI)

When the teacher notices a behavior or academic concern with a student, the teacher place the student on intervention through RTI, which stands for Response To Intervention. The student will be progress monitored for at least 4 to 6 weeks while the teacher collects data on student performance based on the intervention provided. The teacher will have an RTI PLC meeting with the IAT liaison to determine the next steps in supporting the student.

INTERVENTION ASSISTANCE TEAM (IAT)

Intervention & Assistance Team (IAT) committee consist of teachers, parents, administrators, and evaluator(s) working together to set specific goals for a student who is not showing progress through response to intervention RTI.

REQUEST FOR EVALUATION

Once a student has been provided with intense interventions through the general education teacher and the support teacher and student data shows minimal or no student progress, the IAT committee will meet to determine a possible referral for an evaluation from the special education team. A parent may also request a full and individual evaluation to rule out the need for special education services or determine the student's eligibility for services. For more details regarding request for evaluation, please email the IAT liaison, Ms. Calix, at jennifer.morenocalix@houstonisd.org.

GIFTED AND TALENTED

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

In 2nd grade, all students who are not already identified as Gifted and Talented will be screened for giftedness without the needs for parents to apply. All other GT testing will be conducted during a district determined window.

Bush offers the G.T. program in kindergarten through fifth grade. Eligibility for the program is determined by classroom performance, standardized test scores, teacher recommendation, and specialized testing. The weekly newsletter, Paw Prints, will announce when the G.T. application window is open.

How do students get into the Gifted and Talented program?

- 1) Parents complete an application on the HISD website.
- 2) Parents must let Jessica Ayala in the front office know if they are applying for another magnet GT school
- 3) Students will be tested during the testing window.
- 4) Parents will be notified of results by HISD.

ESL/TELPAS

Emergent Bilinguals (EB) are a group of students with different language, academic, and social emotional needs. At Bush Elementary, EB students are placed in the English as a Second Language (ESL) program. They will be provided sheltered instruction by an ESL-certified teacher following the English Language Proficiency Standards (ELPS), which are cross-curricular student expectations. The ELPS are designed to accommodate the Texas Essential Knowledge and Skills (TEKS). Students identified as EB are carefully monitored by the Language Proficiency Assessment Committee (LPAC). They review important

information on EB students upon their initial enrollment and at the end of each school year. The Texas English Language Proficiency System (TELPAS) is an assessment program for students in Texas Public Schools who are learning the English language. Annually, Texas assesses EBs in listening, speaking, reading, and writing to determine their English proficiency level: beginning, intermediate, advanced, or advanced high. Emergent Bilingual students can be reclassified as English proficient based on reclassification criteria developed by TEA and HISD. LPAC monitors the students for two years after they are reclassified as English proficient to ensure progress continues.

RECORDS

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

RESIDENCY

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

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

REGISTRATION FOR NEW STUDENTS

Registration information is posted on the Bush Elementary website. Please contact our Student Information Representative (SIR), Adriana Rosales, for registration questions not provided on the website. Please email her at arosale3@houstonisd.org

Age Requirements

Students must be four on or before September 1 to be considered for pre-kindergarten eligibility. Students must be five on or before September 1 to enter kindergarten. Students must be six on or before September 1 to enter first grade.

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

PRE-KINDERGARTEN

Bush Elementary has 2 PK classes of 22 students at Bush Elementary. Prekindergarten at Bush is a full-day program that runs from 7:30 a.m. – 3:00 p.m. To be eligible for Pre-Kindergarten, children must be four (4) years old on or before September 1 of the present school year. There are no exceptions to this age rule.

Effective, September 9, 2023, Pre-Kindergarten parents applying to a non-magnet Pre-K program are no longer required to submit a school choice application. Parents do not need to interface with the transfer process. The campus transfer analyst or SIR will complete the enrollment and send a list of Pre-K students to the district transfer analyst daily for the student transfer to be approved. Please email the Student Information Representative (SIR), Adriana Rosales, at arosale3@houstonisd.org for more details.

Pre-Kindergarten Qualification

Non-Tuition (TEA Eligible): Student is eligible for enrollment for Non-Tuition prekindergarten by meeting at least one of the following criteria:

1. Child is homeless
2. Child unable to speak or understand English*
3. Child is economically disadvantaged
4. Child of an active-duty member of the U.S. military or one who has been killed, injured, or missing in action while on active duty
5. Child is or has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing
6. Child meets any eligibility criteria for Head Start
7. Child of a person eligible for the Star of Texas Award as a peace officer, a firefighter, or an emergency medical first responder

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

Tuition (TEA Non-Eligible): Students can only be enrolled into an HISD prekindergarten program once all eligible students have been enrolled. There is no guarantee that a tuition-based program will be available as it is based on the enrollment of eligible students, which varies from year to year.

KINDERGARTEN

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

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

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

ORGANIZATIONS

PARENT ORGANIZATIONS

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

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

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

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

PARENT/ADULT STANDARDS

All adults are role models for our students on campus. Please make sure the following standards are being upheld on campus.

- Parents should dress appropriately while on school grounds. Clothing should not be revealing or cause distractions to other adults and/or children on campus.
- Parents may not talk to other people's children about an encounter that happened at home or at school.
- Parents are not allowed to enter a classroom without an administrator escort.
- Parents may not verbally or physically discipline another child on school grounds, at the bus stop, or on the way to or from school.
- Parents may only use appropriate language on campus and in both verbal and written communication with the faculty and staff. Screaming and yelling at faculty, staff, other parents, and/or students is unacceptable.
- Courteous communication is the expectation for all adult communication with Bush Elementary employees.

PARENTS' NIGHT

Parents' Night is an important night every school year that parents should plan to attend. The event includes a school overview with the principal followed by a session with your child's teacher(s). The teachers share extremely important information about their classroom's daily schedules, expectations, curriculum overviews, in addition to other information. Please mark your calendars for this important night of learning for the parents. Please plan for childcare as this event is for parents. This date will be shared in the Paw Prints.

PARKING

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

Safety above all else is a core HISD value. Follow all no parking signs and guidelines around Bush Elementary. The carpool lane is a "No Parking / Fire Zone" area. Do not park along any red painted curb. These are tow away zones. Do not park your car and leave it unattended in this zone. The faculty and staff parking lot is reserved for Bush Elementary faculty and staff ONLY.

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

ROOM PARENT

Every PK – 5th grade level needs room parents. These parents play an important role in communicating with the other parents in the classroom about classroom events and items/materials needed for any type of special event happening in the classroom.

Room parent communication is established via the information collected by the teacher at the beginning of the school year. Any parent not following the purpose of the room parent communication listed above can be removed from the communication after a warning.

The room parent communication forum does not discuss students and or disparage students, teachers, staff, parents, or community members. The sole purpose of this room parent communication is to reach out about classroom events such as the need for parent volunteers in the classroom or at other school related events; or it's used to request materials needed for classroom or school related events.

VOLUNTEER OPPORTUNITIES

We want and need Bush parents to be involved in our school and their own child's educational process. There are many volunteer opportunities available. Be sure to watch for the Volunteers in Public Schools (VIPS)

form that will be sent home at the beginning of the school year. Parents interested in volunteering may also contact the PTO or their child's teacher.

In accordance with HISD Board of Education policy, "Criminal history checks shall be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, whether with or without direct monitoring by employees of the district." All volunteers must participate in a Volunteer Criminal History Background Check by completing the Volunteer Access to Police Records form (see the front office) and attaching a copy of an official form of identification (Texas Driver's License, Texas Identification or passport). Completed forms should be submitted to the school where you plan to volunteer. If you plan to volunteer at more than one school, please list the schools on the form. Background checks for volunteers are required every school year and are good for volunteer service at any HISD school. Please allow up to three weeks for processing.

SCHOOL STORE

The School Store is open on select days. Supplies such as pencils, notebooks, etc. are available. Parents may purchase school supply packs and dress code items such as the motto t-shirt, polo shirt, fleece jackets, and other accessories. School Store is also available online at BBEPTO.COM. Clothing items purchased online will be delivered to the students in class. School Store is available to students in grades PK-5 throughout the school year on specified days. Proceeds from the store go to the PTO and are used to enhance the instructional program at Bush.

SECURITY

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

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

SECURITY CAMERAS

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

SIGNING IN AND OUT

All visitors to the building must first report to the office and show a government issued photo ID to be officially checked in by the office staff. All visitors must be approved through the VIPS system in order to visit the campus during an instructional day or chaperone a field trip. New parents to Bush must go through this approval process that can take up to five weeks for clearance. Returning Bush parents must renew their

access yearly. Even with VIPS approval, all visitors must show a government-issued photo ID such as a driver's license or passport, sign in and wear a badge each time they visit Bush Elementary.

SELLING/TRADING

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

VISITATION / STUDENTS

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

SMART WATCHES/PERSONAL TECHNOLOGY

PERSONAL TECHNOLOGY DEVICES MAY NOT BE IN A STUDENT'S POSSESSION FROM 7:30 A.M. – 3:00 P.M.

On May 19, 2022, the Bush Excellence Committee (BEC) updated and combined the cell phone and technology w

School provided technology is to be used for approved instructional purposes only during the school day from 7:30 am – 3:00 pm. Personal technology devices may not be in a student's possession from 7:30 a.m. – 3:00 p.m. Personal technology devices are cell phones, iPads, tablets, smart watches, or any other type of technological device that can do any of the following: phone call, texts, pictures, audio recording, or messaging of any time. These devices must be stored in the student's backpack during school hours from 7:30 a.m. – 3:00 p.m. If a student is in possession of one of these devices on their arm or clothes during the school day, then it will be confiscated and turned into the office. At the time of pick up, the parent will sign an acknowledgement of receipt of items. Teachers and Admin will follow the HISD Student Code of Conduct to enforce any discipline concerning technology. If the technology is not picked up within 30 days, the office will no longer be responsible for the technology. Multiple confiscations will result in a discipline referral for the student.

Bush Elementary will not be held responsible for valuable items if they are lost or stolen on school property
(i.e. cell phones, smart watches, ear buds, iPads, etc.)

QUICK INFORMATION

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

NEWSLETTER

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

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

Parents must log into HISD Parent Connect to include their email address and phone number to receive school information such as the weekly newsletter, Paw Prints.

DOJO

Be Sure to follow your child’s classroom teacher on Dojo! Contact your child’s teacher for more information.

WEBSITE

www.houstonisd.org/bushelem

The Bush Elementary website is updated weekly to include the most up-to-date Paw Prints.

Previous issues of the Paw Prints are also found here so parents can go back to review information. General information about Bush Elementary can be found on the Bush Elementary website.