

Blackshear
ELEMENTARY



**BLACKSHEAR ES – *WHERE THE PRIDE
OF 3RD WARD BEGINS***

2022-2023 Parent Handbook

Dr. Sukari Stredit-Thomas, Principal

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



BLACKSHEAR ELEMENTARY SCHOOL

Houston Independent School District

Trustees

The Board of Education is the official policy-making body of the Houston Independent School District. The regular monthly board meeting includes opportunities for parents and community members to address the board about pertinent school issues. The nine trustees, elected from separate districts, serve staggered four-year terms. You may visit www.houstonisd.org to view a [trustee district map](#).

District I: Elizabeth Santos (1st Vice President)
District II: Kathy Blueford-Daniels (2nd Vice President)
District III: Dani Hernandez
District IV: Patricia Allen
District V: Sue Deigaard (Secretary)
District VI: Kendall Baker
District VII: Bridget Wade
District VIII: Judith Cruz (President)
District IX: Myrna Guidry (Assistant Secretary)

Trustee Dr. Patricia Allen represents the families and children from Blackshear ES.

Email: patricia.allen2@houstonisd.org

Phone: Board Services 713-556-6121

Mail: c/o HISD Board Services
Hattie Mae White Educational Support Center
4400 West 18th Street
Houston, TX 77092-8501

For more information about HISD:

Visit www.houstonisd.org

Call the HISD Information Center at 713-556-6005

Sign up for eNews: www.houstonisd.org/subscribe

Follow us on Twitter: www.twitter.com/HoustonISD

HISD is an equal opportunity employer. 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 and activities.

BLACKSHEAR ELEMENTARY SCHOOL

LEADERSHIP TEAM

Campus Administrators

Dr. Sukari Stredit-Thomas
PRINCIPAL

Stephanee Dorsey
ASSISTANT PRINCIPAL

Christina Mitchell
TEACHER SPECIALIST

Andrea Landry
TEACHER SPECIALIST

ELEMENTARY SCHOOLS OFFICE INFORMATION

Dr. Erwin Garcia-Velasquez
ASSISTANT SUPERINTENDENT

Tammie Daily
SCHOOL SUPPORT OFFICER

4400 West 18th Street
Houston, TX 77092-8501
713-556-7100

DISTRICT OFFICE ADDRESS & PHONE NUMBER

BLACKSHEAR ELEMENTARY SCHOOL

SCHOOL MASCOT AND COLORS



Mascot: Lion Cub

Colors: Red and Black

Family Mission Statement

The DAILY mission of Edward L. Blackshear Elementary School is to strengthen the capacity of our scholars, staff, parents, and community to be lifelong learners that are committed to the pursuit of academic excellence, strong character and responsible leadership.

- By building respectful relationships within our Blackshear Family and Community
- By providing our staff and scholars with rigorous and authentic individualized learning opportunities
- By nurturing our entire community – our scholars, staff, parents, and community will have the ability to process, communicate, and achieve at high levels, which will allow them to compete in today's global economy.

Family Vision Statement

In collaboration with scholars, educators, parents, community members, business partners, and HISD – Blackshear Elementary will be the school of choice in the city of Houston. Blackshear will consistently receive an accountability rating of "Met Standard" with Academic Achievements and Progress Distinctions in Reading, Math, and Science, Blackshear Elementary's staff will be sought after nationwide for their highly effective instructional practices and leadership skills.

BLACKSHEAR ELEMENTARY SCHOOL

HOUSTON INDEPENDENT SCHOOL DISTRICT




2022-2023 ACADEMIC CALENDAR

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

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

JANUARY 2023							FEBRUARY 2023							MARCH 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL 2023							MAY 2023							JUNE 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1													1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

Key  Holidays  Teacher Preparation Days (no students)  Teacher Service Days (no students)		Holidays September 5, 2022 October 5, 2022 November 21-25, 2022 December 22-January 4, 2023 December 22-January 6, 2023 January 16, 2023 March 13-17, 2023 March 31, 2023 April 7, 2023 April 21, 2023 May 29, 2023		Labor Day Fall Holiday Thanksgiving Break Winter Break for Teachers Winter Break for Students MLK Day Spring Break Chavez-Huerta Day Spring Holiday Spring Holiday Memorial Day
School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School		Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers		Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31
Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)		Last Updated 02/15/22		

BLACKSHEAR ELEMENTARY SCHOOL



ASSESSMENTS

BLACKSHEAR ELEMENTARY SCHOOL

2022-23 HISD ASSESSMENTS CALENDAR (06.17.22)

FALL 2022

AUGUST 2022

August 22 - September 30

- o Texas Middle School Fluency Assessment (TMSFA)

**Previous gr. 6 students who did not meet the passing standard for the 2022 Spring STAAR*

August 29 - September 16

- o (BOY) Ren360 (gr. 1-8/Alg. I/Eng. I & II)
- o (BOY) TX KEA (gr. K) Math & Read

August 29 - September 23

- o (BOY) Benchmark Running Record (gr. 1-3)

SEPTEMBER 2022

September 19 - October 21

- o (BOY) CIRCLE Pre-K

September 26 - September 30

- o Credit-By-Exam (CBE) #1

OCTOBER 2022

October 12

- o PSAT 8/9 (gr. 8-9)

October 12

- o PSAT/NMSQT (gr. 10-11)
- o SAT School Day (gr. 12)

October 25

- o PSAT 8/9 (gr. 8-9)

October 27

- o Makeup SAT School Day (gr. 12)

October 31 - November 11

- o ASVAB (Fall Window)

October 31 - November 18

- o High Frequency Word Exam #1 (gr. 1-2)

NOVEMBER 2022

November 5 & 12

- o GT Assessment: Entering Kindergarten (4 year-olds/Pre-K) Application Only

November 7-11

- o Credit-By-Exam (CBE) #2

November 14 - December 2

- o Universal GT: CogAT/Iowa-Logramos (gr. K) PAPER ONLY

November 14 - December 16

- o TEA Interim Assessment Fall (gr. 3-12 STAAR subjects)

November 28 - December 21

- o (Fall) HISD District Pre-Approved Assessments (DPAs)/District Performance Assessment Tasks (DPATs)

**Single Semester High School Courses*

DECEMBER 2022

December 3 & 10

- o GT Assessment: Entering Kindergarten (4 year-olds/Pre-K) Application Only

December 6-16

- o End-of-Course (English I, English II, Algebra I, Biology, US History)

** December 6-16 – Algebra I, Biology, US History*

** December 6 – English I*

** December 8 – English II*

** English I & II make-ups must be completed by the end of the day on **December 9th***

** Alg. I, Bio, & US His make-ups must be completed by the end of the day on **December 16th***

December 12-21

- o High School Course Final Exams - recommended (gr. 9-12)

SPRING 2023

JANUARY 2023

January 9 - February 10

- o (MOY) CIRCLE Pre-K

January 9 - February 11

- o GT Enrolled/Non-Enrolled Applicants: CogAT/Iowa-Logramos (gr. 1-12) PAPER ONLY

January 17 - January 31

- o Ren360 Dyslexia Screener (gr. 1) Early Literacy

January 17 - February 3

- o (MOY) Ren360 (gr. 2-8 Math & Read/Alg. I/Eng. I & II)
- o (MOY) Ren360 (gr. 1 Math)
- o (MOY) TX KEA (gr. K) Math & Read

January 17 - February 17

- o (MOY) Benchmark Running Records (gr. K-3)

BLACKSHEAR ELEMENTARY SCHOOL

January 23 - March 3

- o National Assessment of Educational Progress (NAEP) - Selected Schools Sample

January 30 - February 10

- o High Frequency Word Exam #2 (gr. 1-2 retesters)

FEBRUARY 2023

February 13-17

- o Credit-By-Exam (CBE) #3
- * Not to be used for spring promotion

February 20 - March 31

- o Texas English Language Proficiency Assessment System (TELPAS)
- * Gr. K-12 Listening, Speaking, Reading, and Writing
- o Texas English Language Proficiency Assessment System (TELPAS) Alternate
- * Gr. 2-12 Listening, Speaking, Reading, and Writing

February 21 - March 3

- o ASVAB (Spring Window)

MARCH 2023

March 6 - April 18

- o TEA Interim Assessment Fall (gr. 3-12 STAAR subjects)

March 13 - April 28

- o STAAR Alternate 2 Preview Window

March 22

- o SAT School Day (gr. 11) | Given in one day

March 27 - April 28

- o STAAR Alternate 2 (gr. 3-8 & EOC Assessments)

APRIL 2023

April 12

- o SAT School Day (gr. 11) | make-up day

April 18-28

- o STAAR End-of-Course English I & II
- o STAAR Grades 3-8 Reading Language Arts
- * Make-ups must be completed by the end of the day on **April 28th**

April 24 - May 26

- o (EOY) CIRCLE Pre-K
- o (EOY) TX KEA (gr. K) Math, Read, & Dyslexia Screener
- o (EOY) Ren360 (gr. 1-8/Alg. I/Eng. I & II)

April 25 - May 5

- o STAAR Grades 3-8
- * Grade 5 & 8 Science
- * Grade 8 Social Studies
- o STAAR End-of-Course
- * Biology
- * US History
- * Make-ups must be completed by the end of the day on **May 5th**

April 27 - May 19

- o IB Exams (gr. 9-12)

MAY 2023

May 1-12

- o AP Exams (gr. 9-12)

May 1-26

- o (EOY) Benchmark Running Records (gr. K-3)
- o HISD District Pre-Approved Assessments (DPAs)/District Performance Assessment Tasks (DPATs) - gr. K-12

May 2-12

- o STAAR End-of-Course (Algebra I, Biology, US History)
- o STAAR Grades 3-8 Math & Algebra I
- * Make-ups must be completed by the end of the day on **May 12th**

May 8-19

- o High Frequency Word Exam #3 (gr. 1-2 retesters)

SUMMER SEMESTER 2023

JUNE & JULY 2023

June 19-22

- o Credit-By-Exam (CBE) #4

June 20-30

STAAR EOC ONLINE ADMINISTRATION

- o STAAR End-of-Course (English I & II, Algebra I, Biology, US History)
- * Make-ups must be completed by the end of the day on **June 30th**

June 26 - June 29

- o Summer Ren360 Early Literacy (grs. K-1) | Reading (grs. 2-11) | Math (grs. 1-11)

BLACKSHEAR ELEMENTARY SCHOOL



SCHOOL MANAGEMENT SYSTEMS

School-Wide Arrival

In the morning, all students will enter through their designated arrival locations (depending on morning transportation). **Student let-in time is 7:25 a.m.**

- **HISD/Private Bus:** Red Gate
- **Car Riders:** Front Parking Lot
- **Walkers:** Front Walker Gate

All students will collect their breakfast from the breakfast cart and go directly to their classroom. Students will eat breakfast in their classrooms.

Any Pre-K or Kindergarten scholar will be escorted to their designated classroom area.

HISD/Private	Car Riders	Walker	Pre-K/K Escort
Gilpin Tellison	Landry Mitchell O'Neal Martinez	Dorsey	Griffith
Late Arrivals – Red Gate 7:45 – 8:00 a.m.			
Griffith O'Neal			

School-Wide Dismissal

A transportation roster will be given to classroom teachers and bus captains by 2:00 pm for the first two weeks of school.

SEND ALL STUDENTS TO THE RESTROOM BEFORE THEY LEAVE FOR DISMISSAL. Be sure that **ALL** students have their backpacks and all other belongings prior to leaving the classroom. Students will not be allowed to return to the classroom once escorted to their dismissal location.

In the afternoon, all students will enter through into the cafeteria. **No student will be allowed to be picked up after 2:00 p.m.**

Morning Routines & Procedures: Breakfast

Breakfast will be picked up near the circle drive and eaten in the classroom.

- Cart 1: Near First Grade Wing (1st, 2nd, and 5th)
- Cart 2: Pavilion (SLL, PK, K, and 3rd)
- Cart 3: 4th Grade Steps (PALS, K, 3rd and 4th Grade) – Moved to front of main office doors after 7:45 AM.
- All scholars arriving prior to 8:00 AM will eat breakfast in the classroom.
- All scholars arriving after 8:00 AM will eat breakfast in the cafeteria.
- Breakfast will not be distributed after 8:30 AM. Scholars arriving in need, after 8:30 AM, will receive a snack from the main office.
- **All educators must teach scholars sanitary breakfast eating routines for their classrooms. Routines must be evident when entering the room.**

Morning Routines & Procedures: Threshold

Educators will open their door at 7:25 AM to begin receiving scholars. Educators will stand at the door and create a Threshold to scan scholars: educators should greet scholars (method), check for scholar feelings and dress code. Educators will also remind scholars of morning routines before they enter the classroom.

Departmentalized and Team Educators

The first educator who sees the scholars will be responsible for:

- Create a threshold
 - Educator stands at door
 - Welcomes scholars as they come in the room
 - Check for dress code violations
 - Check scholar's feelings
 - Give morning instructions
 - Scholars begin Do Now/Warm-Up

All following educators who see the scholars will be responsible for:

- Create a threshold
 - Educator stands at door
 - Welcomes scholars as they come in the room
 - Check scholar's feelings
 - Give instructions for what scholars need to do when they enter your classroom
 - Scholars begin Do Now/Warm Up

*Every time scholars' transition as a group and return to the room, every educator will conduct a Threshold before letting scholars into the room.

Scholars must have clear directions and feel welcomed every time they enter the room.

Instructional Staff Daily Routines: Scholar Attendance

Scholars' attendance is critical for their success. It is imperative for educators to build strong positive relationships with scholars and parents to ensure scholars are in school every day. When scholars are not in school, they are not learning.

- Educators will reach out to parents each morning at 8:00 AM if a scholar is not present, and document this contact on the parent log in Office 365 Excel. **The parent contact log will be available for viewing by the administration and the attendance team.** The attendance team will begin reaching out to scholars to get them into school. Home visits will be conducted to get scholars back in the building.
- Home Room and Self-Contained Educators will submit scholar attendance at 9:30 AM each day in PowerSchool.
- Home Room Educators must ensure they know who is present prior to inputting into PowerSchool.
- SIRS will run the ADA attendance report and email to general clerks (Toliver and Hall) to begin calling parents. Clerks will document information from parents in the 2022-2023 Scholar Attendance Parent

- Contact Log Information – Office 365 Excel Spreadsheet.
- Attendance team will huddle at 10:30 AM to discuss absent scholars and next steps – Truancy Process.

Instructional Staff Daily Routines: Grades (PowerSchool)

Grades are used to exhibit the learning of scholars. It is imperative that parents are able to see updated grades each week, in order to assist us in intervening when scholars are not performing at Masters and Meets level. All grades placed in PowerSchool must have evidence to support the grade (i.e. Microsoft Forms, Formative Assessments, Exit Tickets, etc.) Please remember, it is against Blackshear and HISD Board Policy for any educator to falsify grades. **All grades must have evidence.**

Parent Communication: Grades (PowerSchool)

- A communication binder with conduct charts will be sent home daily with every scholar.
- All forms of parent communication must be sent out each Thursday in scholar's communications binders – flyers, monthly school newsletter, monthly grade level newsletters, and upcoming events.
- Grade level leaders must submit their monthly newsletter
- When we contact parents weekly or bi-weekly we can:
 - Build stronger parent relationships and check on families
 - Show that you care.
 - Support scholar success.
 - Get scholars who are not participating to participate more or come to school.
 - Update parents on their child's glows and grows.
 - Discuss assignments and answer any questions or concerns.
- Educators first method of contact should be by phone, so that you are able to talk to a parent. If unable to reach the parent by phone, educators can use the HUB and Class Dojo to contact parents. Please make sure you get a response using these alternative methods of contact.
- If you are unable to contact a parent, or get a response, please complete a SAF so that Ms. St. Julien can work on contacting the parent. Also, please email Dr. Thomas and Ms. Rodriguez with the scholar's names and contact information you have.
- Educators will create a log with notes in PowerSchool as evidence of their parent contact. Please remember that these logs cannot be deleted.
- Each Grade level will send out a monthly newsletter to parents using the weekly Communication Binder and Class Dojo.
- Grade level leaders must submit their monthly newsletter to Dr. Thomas on the last Thursday of each month. A calendar invite with the deadlines will be sent to all educators by **August 18, 2022**.
- Please remember that we have an opportunity to create lasting relationships with our parents that will ultimately lead to the success of all of our scholars.
- All scholars and parents must be connected to Class Dojo. If you need assistance with this, please reach out to your content specialist or administrator.**

GRADES

- Grades must be updated weekly with a **minimum** number of grades per content area **each week**. Grades can include weekly assessments, independent practices, campus common assessments, or exit tickets.

Grade Level	Reading	Math	Language Arts	Writing	Science	Social Studies	Conduct/Health/Handwriting
K	3	3	2	2	1	1	At least one per week
1	3	3	2	2	1	1	
2	3	3	2	2	1	1	
3	3	3	2	2	1	1	
4	3	3	2	2	1	1	
5	3	3	2	2	3	1	

- Principal and Specialists will check PowerSchool on Tuesday morning of each week to check for the previous week's grades. If grades are not in PowerSchool each week, the accountability process will be followed.

WEIGHT OF GRADES

- **Classwork:** Friday Weekly Exit Ticket Averages = 25%
- **Quizzes:** Weekly Assessments = 25%
- **Tests:** Bi-Weekly Campus Wide Assessments (Big 6 Test) and Projects = 50%

RETEACH GRADE

- All scholars who earn a grade below 70 must have a re-teaching opportunity. The recorded grade will be the average of the original grade and the re-teaching grade.
- If **60% of the class failed** an assignment or assessment, then the **grade cannot be recorded** for that assignment or assessment. The class must have a re-teaching opportunity to ensure mastery of the objective(s) and grades are **not averaged together** since the original grade should not have been recorded.

MAKE-UP ASSIGNMENTS

- An "I" will be recorded for incomplete assignments.
- Scholars have up to 3 days to complete an assignment without point deduction.
- After 3 days, scholars have up to 2 weeks to complete an assignment with a 20-point deduction.
- After 2 weeks, incomplete assignment will have a failing grade as determined by the educator.

PROJECTS

- All projects must have a rubric with weighted points for each criterion adding up to 100 points.
- Make sure to have the rubric signed by a parent.
- For examples of rubrics, go to www.rubystar.com.
- Late projects will have a 5-point deduction for every day that the project is late.

LEVELS OF INTERVENTION

- Any scholar who is struggling must be referred to the Intervention Assistance Team.
- Tier I = classroom intervention. Provide flexible small group intervention in the classroom.
For example:
 - Group 1 (larger group) = 20 minutes block, 3 times per week.
 - Group 2 = 30 minutes block, 3 times per week.
 - Group 3 (smaller group) = 30 minutes block, 5 times per week.
- Tier II = intervention specialist and outside resources such as Zearn.
- Tier III = intervention specialists (Teacher Specialists)

RETENTION OF SCHOLARS

- ALC, GPC and SSI procedures as required by the district and state will be used.

HOMEWORK

- Scholars in K – 2nd will have 25 minutes of homework Monday – Thursday.
- Scholars in 3rd – 5th will have 35 minutes of homework Monday – Thursday.
- Friday Homework is an option to educators as they see needed but within time limits above.

ANCILLARY GRADES

- E = Excellent (Above average effort and participation).
- S = Satisfactory
- P = Poor (frequent misconduct or lack of participation)
- U = Unsatisfactory (repeated misconduct or lack of participation. Evidence of warning the parent must be present).

PROGRESS REPORTS AND REPORT CARDS

Progress Reports must be sent home at the midpoint between the beginning of the six-weeks grading period and the end. All grade level leaders are responsible for ensuring progress reports are printed, reviewed and sent home. All appraisers will review progress reports for the educators they appraise. Please review and adhere to the dates below.

Report Cards must be ready based on the dates below. Please keep your grades in PowerSchool up to date at all times. All appraisers will review report cards for educators they appraise. Please review and adhere to the dates below.

REPORT CARD GRADES VERIFIED	REPORT CARDS GO HOME
October 4, 2022	October 7, 2022
November 8, 2022	November 11, 2022
January 10, 2023	January 13, 2023
February 28, 2023	March 3, 2023
April 17, 2023	April 20, 2023
May 25, 2023	May 31, 2023

