

# Brookwood Elementary



## Guide for Parents 2017-2018

**Brookwood Elementary**  
16850 Middlebrook Drive  
Houston, TX 77059  
281-284-5600

281-284-5605 (Fax)  
brookwood.ccisd.net

## What this Book is About

Our goal in creating this guide is to provide you with answers to the most common questions parents have about our school and PTA. We believe that the best education for all our children depends upon strong parental support and participation. We hope the information in this guide will help you understand just how important you are to the success of our school. It will give you the starting points you need to understand how our school operates and how to join in.

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## Mission Statement

The mission of Brookwood Elementary, a model of academic success embedded within a multicultural community, is to develop well-rounded, respectful, compassionate, confident students who reach their full potential through a supportive system distinguished by shared responsibility, meaningful relationships, integrity and high expectations for all.

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### School Hours

K-5<sup>th</sup> grade: 8:00 Bell to Class  
8:05 Breakfast Serving Line Closes  
8:10 Announcements/Pledge  
8:15 Tardy Bell  
8:15 Instructional Day Begins  
3:15 Dismissal Begins

Students arriving by car or on foot may enter the building at 7:45 AM. Bus riders and day care riders will enter through the cafeteria. Students in grade Kinder-5<sup>th</sup> will report to the gym, unless eating breakfast. Students arriving for class after 8:15 AM must enter through the office to obtain a tardy slip. If your child is eating breakfast at school and is arriving by car or walking, they should be in the cafeteria no later than 7:55. The breakfast serving line closes at 8:05.

For security reasons for both students and teachers, students will not be permitted to return to the classroom following afternoon dismissal. If students need to go back to their class, they must come to the office. If the teacher is in the classroom and is able to have the student return, the student will have permission to go back to the classroom. Otherwise, the student will need to wait until the following day. Students are encouraged to organize themselves and their materials so that trips back to the classroom are not necessary.

### Security Measures

Parents must show ID and receive a visitor badge before entering the campus past the office area. Each campus has fencing around its entirety, with locked gates during the school day. Parents will have to be “buzzed” into the front office and also into the Great Hall from the office area. We regret the formality of this as it takes away from the personal feel we strive to create with our families. However, student safety is a higher priority. Thank you for your patience as we strive for continued success in making our families feel welcomed and a part of our school!

## Traffic Safety

Nothing is more precious than our children and we must all work together to ensure their safety. Rules and procedures are in place to protect our children. Everyone is expected to follow these rules at all times. Thank you for working with us to keep our Brookwood Bears safe.

### Dropping Off and Picking Up Students

Parents wishing to drop-off or pick-up their child, please pull up to the last attendant at the curb, and then exit onto Walnut Pond. Please note that no right turn is allowed from Walnut Pond onto Soaring Forest between the hours of 7:45 am - 8:15 am and 3:00 pm - 3:30 pm. This regulation was established by the Pasadena Police Department to protect the many children who cross at this intersection during these time periods.



#### 3:15 1st Dismissal

- "A" bus riders
- Daycare
- Front Porch Walkers - If you would like to walk up to the school to pick up your child from the front of the school, then this is the dismissal option for you. Students will be waiting at side door entrances (Kinder on the left and 1<sup>st</sup> - 5<sup>th</sup> on the right).

#### 3:20 2<sup>nd</sup> Dismissal

- Car Riders - for parents staying in their car to pick up their child. Parents cannot walk up and retrieve students from the car line - will have to get a slip from the office. If you would like to park and pick up your child they will need to be a "Front Porch Walker".
- "B" Buses
- Walkers
- Bike Riders

The above schedule will also be followed during early release days starting at 12:15 p.m.

**Do not drop off your children on Middlebrook Drive.**



Dogs on Campus



Parents, as tempting as it might be to walk your dog up to school, pets are to remain off campus. If you must bring your dog up to campus for some reason, please keep him/her on a leash away from the front porch or near students. Be considerate of children and adults who might be allergic and/or who might be uncomfortable around animals.

School staff will only load children in the passenger side of your vehicle. Parents will receive a car sign to display on the side window when picking up students. If you do not have the car sign, you will need to park and go into the front office to pick-up a transportation verification slip.

Do not form a double line on the driveway because the children might run between the cars.

**Only school buses and day care buses may use the entrance by the gym (near faculty parking). Be aware of students crossing at designated crosswalks.**

### **Traffic Rules**

- An adult must escort children to parked cars.
- Do not park your car and leave it unattended in loading zones.
- Observe the 20 MPH school zone speed limit. The Police Department does issue tickets.
- No cell phones - calls or texting in school zones, including the car rider line.

### **Bus Transportation**

All students except for those students who live in Brookwood, are eligible for CCISD bus transportation. For the entire school year, students in kindergarten and first grade will have a colored tag on their backpack with personal information as well as bus information. The bus drivers issue bus cards to eligible students on the first day of school. Students must return the completed bus card to their bus driver by Friday, September 1st. Students new to Brookwood after this time receive cards from the office.

Students PreK - 1 will not be dropped off the bus unless the receiving parent or assigned adult is there with a white bus card to receive the student. The students will be brought back to Brookwood if the receiving parent is not at the bus stop. Tip: Take a picture of the bus card in case you lose the card.

### **Bicycle Rules**

Students may ride bicycles to school. Bicycle racks are provided and should be used. Students are to walk their bicycles while on campus. Students **MUST** wear a bike helmet to and from school. Bicycle safety is very important to and from school. Please discuss a safety policy with your child. Students will park their bikes in the bike racks located on the side of the school. Students are encouraged to lock their bikes.

### **Rollerblades, Skateboards, Scooters, and Heelies**

Students may not have rollerblades, skateboards, scooters or heeies on school grounds. Besides safety issues, these items create storage problems in the classrooms.

### **Cell Phones/Trading Cards**

Students may not bring Pokemon, Bakugon or any type of trading cards to school. Toys associated with these trading cards are prohibited as well. Students may have cell phones but they must be turned off or on silent and kept in the backpack at all times.

### **Dismissal**

Brookwood Elementary will begin dismissing students at 3:15. The front office must be notified of any transportation changes by 2:30. Emails will not be accepted as a method to change transportation. To ensure the safety of all children, students will not be checked out through the front office after 2:45. Too many changes at the end of the day creates opportunity for us not to get children home to correct way.

### **Emergencies**

It is extremely important that the office & nurse is able to reach a parent in case of an emergency. When your mailing address and/or telephone numbers change, be sure to update this information online through Family Access. Please be sure you have provided telephone numbers of individuals who may be contacted in case the parent cannot be reached.

### **Phone Policy**

The phone is to be used for official school business and emergencies. Students are not allowed to use the phone for making arrangements to go home with a friend or to find out how they are getting home. These arrangements should be made prior to arriving at school in the morning.

Establish a rainy day procedure for your child. Remind your child of this procedure during inclement weather before the school day begins.

### **Lost and Found**

There is a lost and found area near the gym for misplaced items. Small items and valuables are kept in a box in the office. If your child is missing something, please encourage them to check these areas.

### **Lunches-** Take advantage of our lunch app - SchoolCafe'

Student breakfast . . . . .	\$1.25
Adult /Visitor breakfast . . . . .	\$2.05
Reduced breakfast. . . . .	\$0.30
Student lunch with milk . . . . .	\$2.35
Reduced lunch . . . . .	\$0.40
Adult/Visitor lunch . . . . .	\$3.50

Funds can be deposited into your student account by two methods:

1. Parent Online Meal Payment through SchoolCafe'
2. Cash or Check payments may be sent to your student's cafeteria (see below)
  - Cash: Insert cash in a sealed envelope with your student's name, homeroom and PIN number.
  - Checks: Please print the following information on all checks:
    - Student Name or PIN on the memo line of the check
    - Full name of check writer
    - Phone number and Physical address

Students are not permitted to charge lunches in the cafeteria. If your child does not have a lunch or lunch money, the cafeteria will provide a cheese sandwich and milk for your child. Canned puddings or snack packs with metal tops are discouraged. **Knives and glass containers are prohibited.** Children should be able to open their own lunch items.

### **Lunch Guests/Visitors**

Please eat with your child only. Our district safety procedures do not allow individuals to eat with children, other than your own, unless you are listed in our system as an approved lunch guest. We have special tables arranged for you in the Great Hall and picnic tables outside. Please eat at those tables rather than at the class table.

### **Birthday Treats**

Students come to the office for announcements on their birthday. If their birthday falls on a weekend, they can come on Friday or Monday. Summer birthdays do announcements the last month of school. Birthday party invitations may not be handed out by your child in the classroom unless each child is being given one. Teachers can assist in discreetly getting invitations into the Friday folders if needed if the invitations are only for certain students.

At Brookwood Elementary, cakes or cupcakes are prohibited in an effort to keep our school sanitary. Please feel free to send a non-edible treat to school with your child to celebrate his or her birthday. You may send candy or other edible items in a baggie as long as it can go home in backpacks.

### **Checking out During School Hours**

A child must check out at the office when leaving school early and must check in at the office when returning. If at all possible, let the teacher know in advance in writing if your child will be leaving during the school day or arriving late in the morning. Parents must come to the **office** to sign children out once students have entered the building in the morning and until the building is cleared in the afternoon. This is for your child's protection so we know where he/she is at all times. For the safety of your child, changes to transportation may not be made after 2:30 and students may not be checked out from the front office after 2:45.

### **Absences and Tardies from School**

It is the responsibility of the parents to see that students are in attendance each day, unless lawfully excused. In accordance with state guidelines, a student who is not in school at 10:00 AM is reported absent for that day. If a student arrives after 10:00 AM due to a medical/dental appointment that morning, he/she will not be reported absent for that day **if written verification from the health professional is provided.**

A student must be present for a minimum of 90% of the school days to be considered for promotion. If for any reason (excused or unexcused), students are not present 90% of the school days (that is, the student cannot miss more than 17 days of school), the parent or guardian must submit a written appeal in order for the student to be considered as eligible for promotion to the next grade.

Students returning to school after an absence must bring a note signed by their parent, to give to the front office within three (3) days of the absence(s). There is a basket located in the front office for notes. An absence will be automatically unexcused without a note.

For a student to be considered for an excused absence for reasons other than approved by the State of Texas (see CCISD student handbook), a letter requesting such an excuse must be sent to the principal two weeks in advance and the student must be passing all subjects. The letter must include the student's name, dates and reason for upcoming absences and a physical parent signature. A total of five days may be excused per year for unusual cause. None can be granted during STAAR testing days. For the purpose of observing religious holy days, CCISD shall excuse a student from attending school by counting the student "present". Parents must provide written notice for this absence.

The instructional day starts promptly at 8:15. Students who arrive at school after 8:15 must go to the front office. A tardy slip is completed with a copy sent to the parent and teacher. When your student is tardy, they miss valuable class time.

### **P.E. Class**

Students in grades K-5 will have physical education on alternate days of the 6-day block schedule. In order for your child to participate safely and comfortably, the following is suggested:

- Each student needs to wear tennis shoes.
- Girls wearing dresses or skirts should wear long pants or shorts underneath. The shorts or pants can be slipped on right before P.E. and slipped off right after P.E.

All jewelry and money should be left in the student's classroom. If your child is sick or injured, and cannot participate in P.E., please send a note. District policy states that the note will be honored for 3 days, and, after that, a doctor's note is required.

### **Parent Visitation**

Parents are most welcome at Brookwood! However, all volunteers, parents and visitors must check in at the office between the hours of 7:45 AM and 3:15 PM. Please remember that you must show photo identification when entering the school building. Identification badges will be provided and must be worn at all times while in the school building. Parents will be permitted to walk their children to class through the first week of school. It is important that teachers are not interrupted once they are responsible for students (even if you are a volunteer). Actual lesson observation (for 45 minutes) requires a principal approval.

### **Medication/Illness**



Elementary school students may not carry medication nor administer it to themselves. Prescription medication and non-prescription medicine must be in the original, labeled container and be accompanied by a note from the parent. The note must contain the student's full name, date of birth, grade, and teacher's name. Notes for non-prescription medication should also include the name and strength of medication and specific directions for administration. Each prescription and non-prescription medication needs a note.

Parents of elementary school students requiring medication on a long-term basis (more than 10 school days) should be advised as follows:

1. Each student must have on file a completed medication permission form signed by the parent and a directive signed by the physician. This must be renewed each year.
2. Each student's medication must be supplied in a pharmacy container with a label containing the student's full name; name, strength and dosage of medication; and the name of the physician prescribing the medication.

**Keep your child home if they have the following symptoms:**

1. Temperature over 100° F. Students must be fever-free for 24 hours before returning to school.
2. Vomiting or has vomited during the night.
3. Diarrhea
4. A rash other than poison ivy

If your child shows any of the above symptoms while at school, we will call you so that you can come and get your child. Notify the school nurse if your child becomes ill with a communicable disease such as strep, chicken pox, measles or head lice.

**Homework**

Homework is an effective tool in developing responsibility, study habits, and skills. It extends the learning time and involves the home in the child's curriculum. Specific homework requirements are determined by each teacher. The teacher will communicate expectations for homework.

*Recommendations for the parent:*

1. Establish a specific time, place and manner for homework to be completed.
2. Monitor as needed, but do not do homework for the student.
3. Be aware of and assist student to plan a time schedule for long term assignments.
4. **Initiate communication with the teacher when concerns arise. If students take longer than the minutes listed below, please talk with the teacher so adjustments can be made.**
5. Provide the supplies, materials, and an appropriate place needed to do homework.

*Responsibilities of student:*

1. Complete assigned work on-time and return it to the teacher.
2. Plan to schedule work on long-term assignments so assignments will be completed on time.

3. Initiate communication with the teacher when he/she does not understand the assignment.

*Homework may be assigned but should not exceed:*

**Grade 4 and 5: 40 minutes**

**Grades 3: 30 minutes**

**Grades 1 and 2: 20 minutes**

**Kindergarten: 15 minutes**

For grades 3-5, each student is expected to read, or be read to, at least 20 minutes each school night in addition to assigned homework.

### Dress Code

The Clear Creek ISD Dress Code is established to teach grooming, hygiene, instill discipline and modesty, prevent disruption, avoid safety hazards, teach respect for authority, and prepare our students for the future. Students whose religious beliefs require exemptions from the District's

Dress Code in any way may be granted an exemption, provided the student presents a written statement, expressing a religious objection to the Dress Code that the District determines is bonafide.

Accordingly, the following shall apply:

- Appropriate clothing and shoes in good repair are required.
- Shower shoes and house slippers are not permitted.
- No "heelies" (roller shoes)
- Inappropriate clothing includes, but is not limited to, cut-offs, halters, strapless garments, spaghetti straps, tank tops, pajamas, boxer shorts, and clothes that expose the midriff.
- No piercings other than ear piercings.
- Any garment, regardless of what it is called, must be worn no shorter than mid-thigh.
- Skirts and dresses must come to at least mid-thigh when the student is seated.
- Pants or shorts shall be appropriately sized and worn at the natural waistline.
- Shirts may be required to be tucked in unless they are designed to be worn over the waistline and do not exceed four inches below the waistline.
- Clothes, jewelry, and other accessories that contain suggestive, inappropriate, or vulgar slogans or images, or advertise illegal products, alcohol and/or tobacco, are prohibited.
- Spiked and/or leather accessories and/or chains are not permitted (wallets, etc)
- Any type of garment that can be interpreted as gang-related is not allowed on campus during school hours or at any school-related activity.
- Hats, caps, headbands, or any other types of head covering garments are not allowed on campus during school hours.
- Sunglasses may not be worn in the building.
- Clothing/hair styles, which in the judgment of the building administrators, pose a health or safety hazard and/or disrupt the educational process are not permitted.
- At Brookwood Elementary, we also ask that students not wear make-up.

Brookwood Lunch, Block, Recess Schedule (2017-18)

Grade	Teacher	Lunch Table	Lunch Arrival	Lunch End	Block	Recess
Kinder	Gammon	2	10:30 AM	11:03 AM	12:40 - 1:25	
	Abreu	3	10:33 AM	11:06 AM		
	Garcia	4	10:36 AM	11:09 AM		
	C. Martinez	5	10:39 AM	11:12 AM		
	Grindstaff	6	10:42 AM	11:15 AM		
	Woolery	7	10:45 AM	11:18 AM		
	1st	Maldonado	8	10:50 AM	11:23 AM	1:30 - 2:15
Badillo		9	10:53 AM	11:26 AM		11:26-11:46
F. Martinez		10	10:56 AM	11:29 AM		11:29-11:49
Rainwater		1	10:59 AM	11:32 AM		11:32-11:52
Mabry		2	11:06 AM	11:39 AM		11:39-11:59
Jernigan		3	11:09 AM	11:42 AM		11:42-12:02
Mena		4	11:12 AM	11:45 AM		11:45-12:05
2nd	McMahon	5	11:15 AM	11:48 AM	9:45 – 10:30	1:40 - 2:00
	Mankin	6	11:18 AM	11:51 AM		1:40 - 2:00
	Ortiz	7	11:21 AM	11:54 AM		1:40 - 2:00
	Gibson	8	11:26 AM	11:59 AM		1:40 - 2:00
	Johnson	9	11:29 AM	12:02 PM		1:40 - 2:00
	Teaster	10	11:32 AM	12:05 AM		1:40 - 2:00
3rd	Garza	1	11:39 AM	12:12 AM	8:55 - 9:40	12:12-12:32
	Meguader	2	11:42 AM	12:15 PM		12:15-12:35
	Landry	3	11:45 AM	12:18 PM		12:18-12:38
	Smith	4	11:48 AM	12:21 PM		12:21-12:41
	Jackson	5	11:51 AM	12:24 PM		12:24-12:44
	Ali	6	11:54 AM	12:27 PM		12:27-12:47
4th	Schleh	7	11:59 AM	12:32 PM	10:40-11:25	1:20-1:40
	Gutierrez	8	12:02 PM	12:35 PM		1:20-1:40
	Clason	9	12:05 PM	12:38 PM		1:20-1:40
	Shamma	10	12:08 PM	12:41 PM		1:20-1:40
	Stromme	1	12:15 PM	12:44 PM		1:20-1:40
	Nguyen	2	12:18 PM	12:51 PM		1:20-1:40
5th	Veasey	3	12:21 PM	12:54 PM	2:25-3:10	10:45-11:05
	Duhon	4	12:24 PM	12:57 PM		10:45-11:05
	Dowling	5	12:27 PM	1:00 PM		10:45-11:05
	Barrington	6	12:30 PM	1:03 PM		10:45-11:05
	Yates	7	12:35 PM	1:08 PM		10:45-11:05
	8					

## Administrators, Specialty Teachers and Support Staff

Principal	Kathy Gouger	OT	Cathey Long
Asst. Principal	Belen Downs	Speech	Gaby Hernandez
Principal's Secretary	Sharon Polt	Alternative Academics	Kelly May
Counselor	Dawn Hon	Alternative Academics	Kelly Wiggins
Data Specialist	Erika Gamez	SPED	Michele Smalligan
Receptionist	Maria Olmedo	SPED	Elena Self
Nurse	Melissa Parks	Art	Mahnaz Ettehadieh
Sp. Ed Team Leader	Eloise Arnold	Music	Sheila Torrance
Diagnostician	Mariette Ruiz	P.E.	Karen Vincent
Librarian	Jennifer Campbell	P.E.	Donna Martin
Dyslexia	Leah Moore	AA para	Donna Richardson

GT	Barbie Scott	AA para	Mary Lou Carlucci-Powell
Technology Coach	Jenny Dixon	AA para	Nancy Cohen
Literacy Coach	Mariel Moreno	Bilingual para	Luisette Colon-Rivera
Math Coach	Allison Leonard	ELL para	Monica Avendano
Café Manager	Elissavet Vrettos	PK para	Lorena Solano-Bahena
Building Manager	Perla Garcia	PK para	Anna Reyna
Café Monitor	Rodger Barrington	Café Monitor	Nellie Pittman

## **Clear Creek Independent School District**

Dr. Greg Smith, Superintendent of Schools

CCISD Education Support Center

2425 E. Main Street, League City

Phone: 281-284-0000

Fax: 281-284-0005

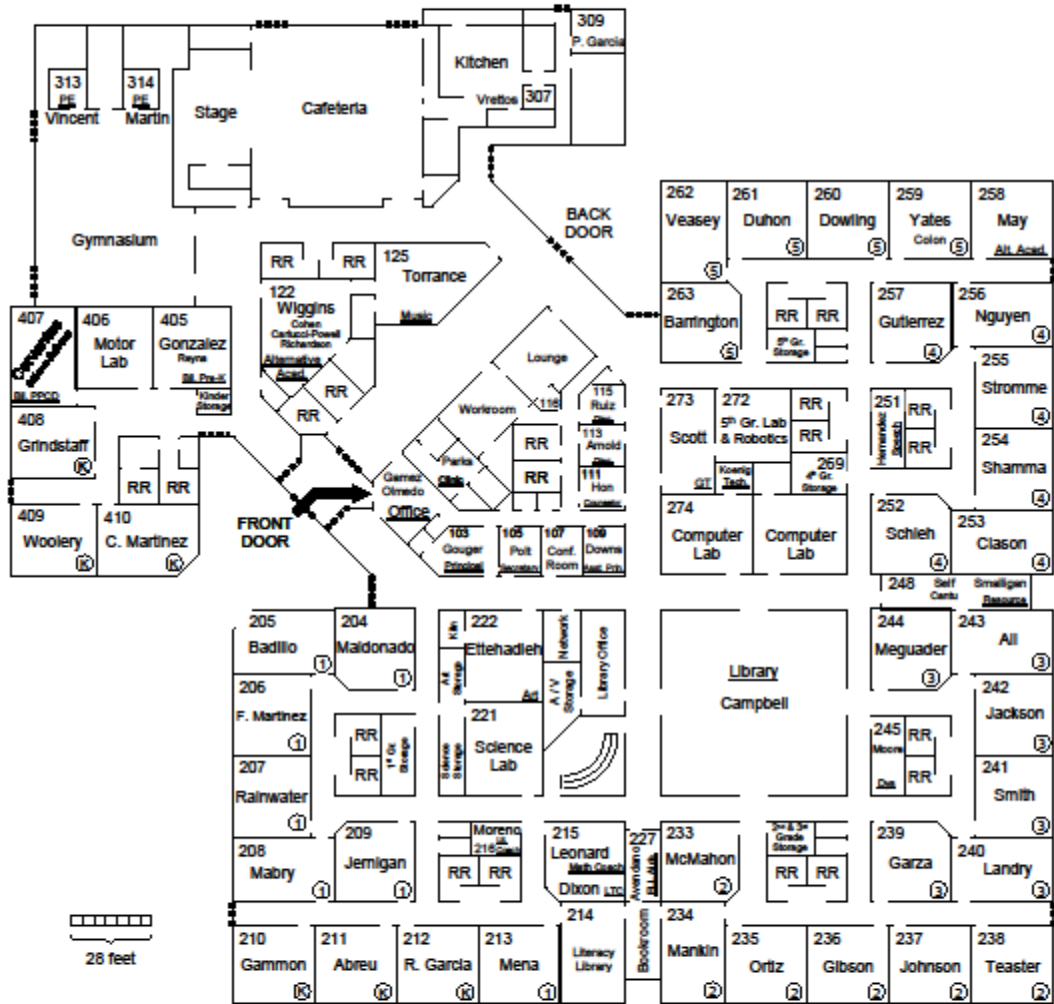
Bus Barn: 281-284-0600

[www.ccisd.net](http://www.ccisd.net)



# BROOKWOOD ELEMENTARY SCHOOL

## 2017-2018



Revised 8-11-17



## PTA's Mission

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

## The Purposes of PTA

- To promote the welfare of children in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

## What is the Brookwood PTA?

We are a 501(C)(3) non-profit, volunteer organization dedicated to promoting the Purposes of the PTA listed above. Membership is open to anyone - parents, teachers, community members, etc. - who shares our goals. Membership in the Brookwood PTA also gives you membership in the Texas PTA and the National PTA.

The **Texas PTA** ([www.txpta.org](http://www.txpta.org)) is one of the largest state PTA organizations in the country and provides many resources to our local PTA and its members such as training and advice for our members. It is also a strong lobbying force for children's issues in the Texas Legislature. The Texas PTA has also designated 18 geographical divisions called Areas which provide field services to local PTAs and Councils. Our PTA is belongs to Area 10.

The **National PTA** ([www.pta.org](http://www.pta.org)) is the oldest and largest volunteer association in the United States working exclusively on behalf of children and youth. Founded in 1897, it has been promoting the education, health and safety of children and families for over 100 years.

Although councils are not part of the direct PTA hierarchy, our PTA is a member of the **Clear Creek Community Council PTA** ([www.ccccpta.org](http://www.ccccpta.org)). It is a conference body composed of all the local PTAs in Clear Creek ISD and Dickinson ISD. It provides information and support for the local PTAs, and parent education opportunities for all parents in our area.

## How our PTA Works

**As a PTA member**, you are eligible to

- speak and vote at PTA meetings
- run for office in our PTA
- serve as an appointed committee chairman
- access resources of the State PTA and the National PTA
- receive special member discounts at various retailers.

**Our PTA is governed by**

- *Bylaws of the Brookwood Elementary Parent-Teacher Association*
- *Brookwood Standing Rules*

These documents establish the framework within which we operate. Changes to our bylaws must be approved at a PTA meeting and by the Texas State PTA. Members may request a copy of the Bylaws and Standing Rules by contacting our PTA President.

**PTA Meetings are:**

- for all members
- 5 times a year (September, November, January, March, and May)
  - 9/19 6:00 PM followed by PTA program
  - 11/2 6:00 PM followed by Open House (no PTA program)
  - 1/16 6:00 PM followed by PTA program
  - 3/23 6:00 PM followed by Mathnasium night
  - 5/18 - time will be announced at a later date, but will be during the day before or after the volunteer tea

Dates and times will also be posted in the PTA newsletter which is sent home with your child once a month.

**PTA Executive Board:**

- is composed of elected officers, appointed committee chairmen and the principal
- meets once a month to approve committee plans and decide on recommendations to be presented to the members at PTA Meetings.

**Our Budget:**

- is approved by a vote of PTA members at the General Meetings
- shows expected income and sets spending limits for committees.

**Membership Dues:**

- are usually collected in the fall.
- are \$8.00 per individual member. The membership form can be obtained in the front office. They will be available at orientation nights also.
- \$3.50 of our dues stays with our PTA and \$4.50 goes to the Texas and National PTA.
- provide funds for the PTA committees to offer programs and activities for student and parents at our school

## **Brookwood PTA Officers 2017-18**

President	Justin Ponchak
1st Vice President	Whitney Maples
2nd Vice President	Ann Gonzales
Secretary	Bekky Kinsey
Treasurer	Lisa Stiles
Parliamentarian	Amy Xenofos

## **Volunteer Opportunities**

**Carnival-** Brookwood's Carnival is PTA's principal fundraising event and provides nearly all of our special purchase funds. Carnival features games, decorations, food, silent auction, set-up/take down, Watch DOGS, and basket drawings. Each year, we strive to underwrite the cost of hosting carnival through sponsor donations.

**Committee Chairs:** Leeanne Jeffery & Christie Shell, [carnival@brookwoodpta.com](mailto:carnival@brookwoodpta.com)

**Library Coordinator-** Come support your child's love of reading by volunteering in the library. There are many ways to contribute. Volunteer duties include book check out (1hr/wk) during your child's class time; or another class, if your child's class time doesn't fit your schedule; or book check out during open check out time. Other duties include creating displays (2hr/month), processing new books/magazines (2hr/month) and helping with Book Fair (1wk/year). Volunteering in the library is a great opportunity to interact with your child while you are shelving books and locating materials for Brookwood students and teachers. Please indicate your areas of interest. **Committee Chair:** Melanie Bilski, [library@brookwoodpta.com](mailto:library@brookwoodpta.com)

**Arts in Education** - National PTA believes that the arts, music, literature, dance, drama, and visual arts are central to learning. This committee coordinates the PTA Reflections art program in the fall. Reflection's kicks off with National Arts in Education Week in September. Ideas for new ways to promote arts in education are welcome! **Committee Chair:** Amanda Herrera, [artsineducation@brookwoodpta.com](mailto:artsineducation@brookwoodpta.com)

**Book Club**- Do you want to share the love of reading with students? Volunteer to host book club sessions once a week (Jan-April) during lunch periods for a small group of students in either 2nd, 3rd, 4th, or 5th grade. You chose the day best suited for your schedule. Training, resources, and books provided.

**Committee Chair: Jayme Sanchez, [bookclub@brookwoodpta.com](mailto:bookclub@brookwoodpta.com)**

**Environmental/ Landscaping-Gardening** - Recycle, reduce and reuse! Be part of the team to help promote and maintain Brookwood's recycling program and generate new ideas. In addition, volunteers are needed to help "spruce up" and maintain our outside and inside gardening areas.

**Committee Chair: Theresa Miller, [environmental@brookwoodpta.com](mailto:environmental@brookwoodpta.com)**

**Field day** - Help make BWE field day a huge success by volunteering to set-up and carry out the events of the day and also help keep our little athletes hydrated by handing out water and serving popsicles. **Committee Chair: Allison Lorfing, [fieldday@brookwoodpta.com](mailto:fieldday@brookwoodpta.com)**

**Fun Run**- Our annual Brookwood Fun Run and 5K is an exciting event for our students and community. Volunteers are needed for set-up, start, finish line, water tables, pacers and clean-up. **Committee Chair: Christina Angulo, [funrun@brookwoodpta.com](mailto:funrun@brookwoodpta.com)**

**Membership**- Volunteers are needed to man the PTA membership table at school/PTA events. Help is also needed for some easy paperwork and administrative tasks. Committee work will be complete in October.

**Committee Chair: Whitney Maples, [membership@brookwoodpta.com](mailto:membership@brookwoodpta.com)**

**Parent Volunteer Coordinator**- We're always looking for new ideas to bring parents and families together. Bring your ideas and come get to know other Brookwood parents by volunteering to help organize family nights at different venues as well as help with our traditional "Lunch with our Heros" in the fall.

**Committee Chair: Lisa Nichols, [parents@brookwoodpta.com](mailto:parents@brookwoodpta.com)**

**Health & Safety/Red Ribbon Week**- Promote health and safety throughout the BWE community by working together with fellow volunteers. Red Ribbon week is held in October, this program touches all grade levels to emphasize the dangers of substance abuse. Volunteers decorate the school and plan daily activities for the week.

**Committee Chair: Sally Bond, [healthsafety@brookwoodpta.com](mailto:healthsafety@brookwoodpta.com)**

**School Store**- PTA runs "Bear Necessities" to offer school supplies and school spirit logo items to students. The school store is also a fun place for children to practice their purchasing power. Volunteers are needed to staff the store for 1/2 hour & 1 hr shifts MWF 7:45-8:10a, TTHF 11:15-12:30. Training is provided.

**Committee Chairs: Michelle Loffi, [schoolstore@brookwoodpta.com](mailto:schoolstore@brookwoodpta.com)**

**Teacher & Staff Appreciation Lunches**- Volunteers are needed to provide food, treats, or goodies for the teacher and staff luncheons and/or special occasions. Volunteers alternate preparing dishes during the year. **Committee Chairs: Allison Locke, [teacherappreciation@brookwoodpta.com](mailto:teacherappreciation@brookwoodpta.com)**

**Watch D.O.G.S. (Dads of Great Students)**- Kicking off in the fall, this program invites dads, grandfathers, uncles and other role models on campus for a half day to assist the teachers and inspire the students.  
**Committee Chair: Stephanie Campbell, [watchdogs@brookwoodpta.com](mailto:watchdogs@brookwoodpta.com)**

**Yearbook**- Each year, PTA publishes a yearbook filled with class pictures, teacher and staff pictures and fun candid shots from events throughout the year. Volunteer photographers are needed for each grade level to take pictures at school events, assemble the collage pages, and proof the yearbook.  
**Committee Chairs: Christie Shell & Sonia Ponchak, [yearbook@brookwoodpta.com](mailto:yearbook@brookwoodpta.com)**

**Young Authors Program (Paw Print Press)**- Students submit manuscripts to their teacher for publishing to the Paw Print Press. Every classroom needs volunteers to type author and dedication pages, laminate covers and bind these keepsake books (1st & 2nd grade helpers are especially needed). Typing can be done at home or school.  
**Committee Chair: Melinda Hamilton, [youngauthors@brookwoodpta.com](mailto:youngauthors@brookwoodpta.com)**

**5th Grade Farewell**- Do you have a 5th grader this year or do you enjoy party planning? Interested parents can get involved in the planning and set-up of the 5th Grade Pool Party farewell send-off. This fun-in-the-sun day takes place during the last weeks of school at the neighborhood pool.  
**Committee Chair: Denise Bourbeau, [5thgraders@brookwoodpta.com](mailto:5thgraders@brookwoodpta.com)**

## Brookwood PTA Activities

Watch for your PTA Newsletter for details on all our PTA events.

**Box Tops for Education, Labels for Education and Tyson Labels** - These promotions offer cash or products for organizations who take the time to clip and send in labels/upc's from their products. Our Boxtop coordinator often gives prizes and incentives for the individuals and classes who bring in the most Box Tops during a specific time period.

**Kroger Neighbor to Neighbor Program** - This program donates a percentage of sales made at Kroger back to our PTA. For more information on how you can link your Kroger card sales to the PTA, visit our website at [www.Brookwoodpta.com](http://www.Brookwoodpta.com).

**Amazon Smile** - Amazon will donate 0.5% of the price of your eligible AmazonSmile purchases to Brookwood when you choose *PTA Texas Congress 4686 Brookwood Elementary PTA*.

## Brookwood PTA Executive Board 2017-18

<b>Officers</b>	<b>Name</b>
<b>President</b>	Justin Ponchak
<b>1st VP - Membership</b>	Whitney Maples
<b>2nd VP – Programs</b>	Ann Gonzalez
<b>Secretary</b>	Bekky Kinsey
<b>Treasurer</b>	Lisa Stiles
<b>Appointments</b>	
<b>Parliamentarian</b>	Amy Xenofos
<b>Ways &amp; Means</b>	
<b>Carnival</b>	Leeanne Jeffery
<b>Carnival</b>	Christie Shell
<b>Standing Committees</b>	
<b>5th Grade Programs</b>	Denise Bourbeau
<b>Arts in Education</b>	Amanda Herrera
<b>Book Club</b>	Jayne Sanchez
<b>Corporate Sponsorship</b>	Allison Garcia
<b>Directory</b>	Andrea Stone
<b>Environmental/Landscaping</b>	Theresa Miller
<b>Field Day</b>	Allison Lorfing
<b>Historian</b>	Gina Moore
<b>Language Liaison</b>	Rachel Acevedo
<b>Language Liaison</b>	Erika Somoano
<b>Library Coordinator</b>	Melanie Bilski
<b>Parent Volunteer Coordinator</b>	Lisa Nichols
<b>Publicity – Webmaster</b>	Vanessa Rodriguez
<b>Publicity – Newsletter</b>	Kristin Marker
<b>Room Rep Coordinator</b>	Melanie Smith
<b>Scholarships</b>	Candice McCormack
<b>School Store</b>	Michelle Loffi
<b>SEPTA Rep</b>	Debra Ludban
<b>Special Purchases</b>	Brenda Collura
<b>Supply Packets</b>	Lauren Stephens
<b>Supply Packets</b>	Stephanie Campbell

<b>Teacher/Staff Appreciation</b>	Allison Locke
<b>Yearbook</b>	Christie Shell
<b>Yearbook</b>	Sonia Ponchak
<b>Young Authors Program</b>	Melinda Hamilton
<b>Youth Protection/Safety</b>	
<b>Fun Run</b>	Christina Angulo
<b>Health &amp; Safety/Red Ribbon</b>	Sally Bond

## **Get Involved - Volunteer!**

Your PTA has many exciting activities planned this year, and we need your help to make them successful. No matter how much or how little time you have available, no matter what your talents are, there is a place for you within our PTA.

Watch for the PTA Volunteer Packet in your child's folder. It is packed with lots of different opportunities to get involved. It's a great way to get to know other students, parents and teachers and make a difference in your child's school!

**Please like and follow your Brookwood PTA on  
Facebook at**

**[www.facebook.com/bwpta](http://www.facebook.com/bwpta)**

**Please join the Brookwood PTA at**

**[JoinPTA.org](http://JoinPTA.org)**

### **How to Register as a Volunteer for Brookwood**

**<https://ccisd.net/online-forms/volunteerregistration>**

- All new and former CCISD volunteers will need to register this year.

## Frequently Asked Questions

### **Does our school have a mascot or symbol?**

Yes, we are the Brookwood Bears and our colors are maroon and blue. We have a school song and Character Pledge.

### **What intermediate school and high school will my child attend?**

Brookwood Elementary students currently feed into Space Center Intermediate School and Clear Lake High School.

### **Is there a special day for my child to wear the Brookwood T-Shirt?**

Although not required, it has become customary to wear school shirts or school colors (blue and maroon) on Fridays. You may also be asked to have your child wear a class shirt for events such as field day or class field trips.

### **Can I do anything special for my child's birthday at school?**

Birthdays are announced over the loudspeaker at the beginning of the school day, and those students come to the office to receive a birthday pencil and sticker. There are no official in-class birthday celebrations, but some parents bring may bring a bagged treat for the whole class that can be passed out at the end of the day (pencils, erasers, stickers, snack, etc). Please contact your child's teacher in advance if you wish to bring a treat. This helps to avoid problems like two treats on the same day.

### **Does the school provide afterschool childcare?**

Yes, the YMCA does provide afterschool childcare for a fee. If you are interested you may contact them at:

EA Family YMCA  
(281) 486-9622  
[www.ymcahouson.com](http://www.ymcahouson.com)

### **Is my child dismissed from school at the same time every day?**

Dismissal begins at 3:15 daily, however there are some early release days scheduled throughout the year. These days are noted on the CCISD school calendar and dismissal begins at 12:15.

### **What if I need to change the way my child goes home?**

Please note that you cannot change the way your child goes home after 2:30. If you know of the change before the start of school, please send a note to your child's teacher (do not e-mail as the teacher may not see the e-mail in time). If the school day has started, please call the office and they will make sure that communication is given to the teacher by 2:30.

### **Does my child have PE every day?**

No. PE is a block class and rotates with Art and Music. Your teacher will give you a list of days your child attends each class. Your child's block time can be found in this packet.



**Are there special procedures in place to help with the safety and security of my child if they are a walker or a car rider?**

Yes. Parents of car riders are given one (or more if requested) car rider signs for the side window of the car. Please write your child's first and last name and grade on the sign. When you come through the car rider line, please have the sign visible. If it is not visible and the teacher on duty does not recognize you as the parent of the child, you must report to the office for your child to be released. Parents of "Front Porch" walkers are required to list the names of individuals allowed to pick up their child at the walker dismissal area. If the individual picking up the child is not on the list (we may ask for identification if staff does not recognize you as an authorized person), you will be sent to the office for the child to be released.

**What's the best way for me to return forms to the PTA?**

PTA forms are usually sent to school with students who give them to their teacher. If you are concerned about the reliability of this method, you can turn forms in directly to the PTA box in the workroom. For safety, it is best to send a check rather than cash.

**Can I eat lunch with my child?**

Yes. Sign in and meet your child's class at the inside cafeteria doors. There are tables inside the Great Hall and picnic tables outside for your use, excluding state testing dates. Please note that for security reasons, you may only eat with your child. Please do not invite friends of your child to eat with you.

**Do I call the school when my child is sick?**

While not required, it is a good idea to let your teacher know your child is sick and how long you think he/she may be home. If you want to pick up make-up work, call the school before 10:00 am and pick up the work after 3:15 P.M. You may want to call to see if work has been delivered to the office before coming to school. Remember that the school office may close early on some days due to after school staff meetings.

**What if my child is having a problem at school?**

It is best to talk with your child's teacher first. Most of the time conflicts can be resolved this way. If you still have some concerns, you may want to talk to the school counselor, assistant principal or principal. The office staff can help you determine who you need to see.

**Does my child have a regular recess time every day?**

Yes. Each class has a regularly scheduled 20-minute recess every day, kinder goes twice a day for 15 minutes each time. Weather permitting; recess is outside on the playground area. In bad weather, the class will have a recess period in the classroom.

**What happens if my child forgets to bring lunch money to school?**

Your child will be sent to the office to call you. If you are unable to bring a lunch or money to the school before lunch time, your child will be given a cheese sandwich.

The school never knowingly allows any student to go without lunch. We have a limited amount of funds for students to borrow (\$2.35). The money must be repaid the following day.

**What if my child needs to leave school during the day?**

You will need to sign your child out through the front office. Please send a note to your child's teacher if you know in advance your child will be leaving. Allow enough time for the office staff to track down your child in case the class is not in the classroom. There is no student checkout after 2:45.

**Does the school have a "Lost and Found?"**

Yes. It is located near the gym. Lost items are hung on hooks along the wall. Small items and valuables are collected in the front office. If your child has lost something at school, have them look in the classroom area first, then the lost and found area. Unclaimed items are donated to charity periodically.

**What are PALs?**

PALs is a highly selective high school volunteer program. PALs are high school students that do a variety of things which include helping students with academic reinforcement and working with student's to boost self esteem.

**What is STAAR?**

The State of Texas Assessments of Academic Readiness Test (STAAR Test) is given to students in grades 3-5. This test is used by the state of Texas to evaluate how effective our schools are in teaching the required curriculum. All three grades take math and reading tests. Fourth grade also takes a separate writing test and fifth grade takes a science test. Test results are sent to parents as soon as they are available.