



THE ABC'S  
OF  
BRYSON ELEMENTARY SCHOOL

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District Website: [www.emsisd.com](http://www.emsisd.com)  
Campus Website: <http://www.emsisd.com/brysonelem>  
Campus Twitter Page: @BrysonElem

# BRYSON ELEMENTARY

## CONTACT INFORMATION

Principal	Whitney Wheeler <a href="mailto:wwheeler@ems-isd.net">wwheeler@ems-isd.net</a>
Assistant Principal	Kim Ray <a href="mailto:kray01@ems-isd.net">kray01@ems-isd.net</a>
Counselor	Allie Warren <a href="mailto:awarren@ems-isd.net">awarren@ems-isd.net</a>
Nurse	Thoy Fongsamouth <a href="mailto:tfongsamouthi@ems-isd.net">tfongsamouthi@ems-isd.net</a>
Administrative Secretary	Michelle Henson <a href="mailto:mhenson@ems-isd.net">mhenson@ems-isd.net</a>
Student Data Secretary	Lesa Davis <a href="mailto:ldavis01@ems-isd.net">ldavis01@ems-isd.net</a>
Office Assistant	Paula Davis <a href="mailto:pdavis01@ems-isd.net">pdavis01@ems-isd.net</a>

# THE ABC'S OF BRYSON ELEMENTARY SCHOOL

**Absences:** Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

**According to state attendance regulations, we must have a parent letter or doctor's note for any student absence within five days of the absence.** While your phone calls are greatly appreciated, they do not excuse an absence. Parent notes should be emailed to ldavis01@ems-isd.net and the student's homeroom teacher. Please reference the student's first and last name along with the absence date and reason.

Absences are excused for illness, appointments with a health care professional (with a note or receipt from the health care professional), serious illness or death of a member of the student's immediate family, or an emergency that prevents the student from being in school. Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

District attendance letters will be sent home per district policy. Attendance letters are required by state law in order to make parents aware of a student's attendance. If you have any questions about your child's attendance record at any time please contact Lesa Davis in the school office.

**Appointments:** When your child has a doctor or dental appointment, please get a note from the doctor to **excuse the time away from school**. If your child arrives after 10:00 a.m. without a doctor's note, it will be counted as an **absence**, not a tardy. If your child leaves school before 10:00 a.m. and does not return later in the school day, a doctor's note must be received or they will be considered absent for the day.

Please do not call and ask for your child to be waiting in the office before you arrive to school. To avoid loss of instructional time, the parent must be in the office before a student will be called from class for an appointment. **No child will be called from class after 2:30 p.m. unless you have a family emergency.** Please plan appointments accordingly.

**Arrival:** Students arriving between 7:10 and 7:25 a.m. should report to the cafeteria for breakfast, the gym, or the playground area where school staff members are supervising students. The main halls will be opened at 7:25 a.m. and students will be dismissed to their classrooms. The tardy bell rings at 7:35 a.m., and students should be in class ready to begin their day. **Any student arriving after 7:35 a.m. will need to use the main entrance, located in the front of the building.**

We respectfully request that parents help instill an "independent start" in their child. Please encourage your child to walk independently to the cafeteria, playground, or to their individual class should they arrive after 7:25 a.m. We invite parents to walk students to class the first day of school. After the first day, we ask that parents allow their kids to walk into the building and to class independently. Staff members are stationed throughout the building each morning to assist students. We will also have extra staff available the first day of school to assist students with locating classroom(s). We have found that when students walk to class independently, they experience less separation anxiety and have a better start to their day.

We request that parents avoid popping in during student arrival or dismissal for informal conferences with teachers. We respect your privacy and will not hold informal conferences during arrival or dismissal when others are able to overhear the conversation. Our teachers are happy to schedule conferences with parents and will gladly make phone calls or communicate through email, if preferred.

**Birthdays:** Birthdays are special! Student birthdays may be recognized in the classroom during the last 15 minutes of the school day; however, we do not hold birthday parties at school. **Students may bring snacks or treats to share with classmates on their birthday, however due to food allergies, we encourage parents to send unopened store bought items with the ingredient label showing or non-food items (pencils, erasers, etc.).**

If a student wishes to pass out birthday invitations at school, all students in the classroom or all students of the same gender in the classroom must receive an invitation. This should be done at the end of the school day. Please remember, due to confidentiality, teachers may not provide a class list of student's first and last names.

**Campus Communication:** Establishing and maintaining open lines of communication between school and home is important for student success. In our efforts to be eco-friendly, most communication is electronic. To ensure you receive campus news, please be sure both the school office and your classroom teacher have correct email addresses on file.

Campus communication includes, but is not limited to:

**Campus and Teacher Websites:** Both campus and grade level/teacher websites are updated regularly. Teacher websites can be accessed from the campus website at <http://www.emsisd.com/brysonelem>

**Conferences:** Teachers will conduct at least two parent/teacher conferences during the year. Fall/Spring conferences will be held to discuss your child's progress and assessment scores. If you need to speak with your child's teacher during the year, please contact them directly to set up a conference. Campus administrators are available to meet with parents and teachers as well.

**Teacher Newsletters:** Classroom teachers will send weekly newsletter updates.

**Principal Message:** The Principal Message a newsletter sent via email (School Messenger) to communicate school updates and reminders.

**PTA Newsletter:** The PTA newsletter is sent quarterly.

**School Messenger:** School Messenger is a phone call-out, text, and email system used to communicate important campus news.

**District and Campus Websites:** Check both the district and campus website for celebrations, updates, etc.

**Twitter:** Twitter is used to share campus stories and communicate campus updates and reminders. Follow our school on Twitter @BrysonElem.

**Daily Folders (BOB Folders):** Each day, your child will come home with a BOB folder that contains important information such as a class newsletter, important notes about events that are taking place at the school, a behavior chart and class work. **Please check your child's BOB folder and initial behavior charts daily.**

**Dismissal:**

In order to ensure all students are dismissed to the appropriate location, teachers will be collecting student dismissal information within the first few days of school. The information given should represent your child's normal dismissal routine. We understand that there will be changes made from time to time, and we will work with you and your child in the event of a change.

**To help with efficiency and ease any traffic issues, please refer to the campus arrival and dismissal map.** This map was shared with parents during Meet the Teacher Night and via email. Bryson teachers and staff members monitor students as they exit the building and are on duty at the designated arrival and dismissal locations. To ensure student safety during the ongoing construction in our school zone, students will not be allowed to walk or ride their bikes to school.

**Car Riders:** All K-5<sup>th</sup> grade car riders will be dismissed from the south side of the building as noted on the Bryson arrival and dismissal map. Please display or hang your student car tag from your rear view mirror. This will help the car lines move quickly and efficiently. Older siblings will sit with younger siblings in the designated dismissal location and be released to parents at the same time. To ensure student safety, students will not be released to parking lot areas or to parents who walk up to meet their child.

**Bus Riders:** Students riding the bus to or from school will meet the bus in the designated bus pick-up/drop-off area. Staff will be on duty to assist students.

**YMCA and Daycare:** Students attending the YMCA after school program will be checked in at the cafeteria during dismissal. K-5<sup>th</sup> grade students riding a daycare bus will be dismissed from the bus circle area.

**Inclement Weather Dismissal:** In the event weather affects student dismissal, we will continue to dismiss students from the south side of the building, but may need to move students inside. Please note that severe weather, including lightning, could delay dismissal to ensure student, parent and staff safety. We appreciate your patience and understanding on inclement weather dismissal days.

**Deliveries:** Gifts, such as flowers and balloons, for students should not be delivered to the school. These will not be delivered to the classroom.

**Disclosure Permission:** The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; a list of student names and birthdays for generating school wide or classroom celebrations or recognition; a student's name and photograph posted on a district-approved and – managed social media platform. Directory information will be released to anyone who follows procedures for requesting it. However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the registration packet.]

**Dress Code:** We encourage students to be clean and well groomed at all times.

- Student's hair shall be neatly cut, clean, and/or combed so as to be kept out of the eyes. Hairstyles should not, in the opinion of the administration, cause a health or safety hazard or a disruption of the educational process.
- Appropriate footwear must be worn.
- Shirts of underwear type, see-through clothing, muscle shirts, halter tops, tube tops, spandex clothing, or any clothing which exposes a bare midriff, back (below the shoulder blades), chest, or underwear MAY NOT BE WORN. Shoulders, back, chest, and midriff must be covered.
- Dresses, skirts, shorts, "skorts", and jumpers must be mid-thigh length or longer. When appropriate, students' jumpers or dresses must be worn with shirts or blouses underneath. Boxer shorts, wind shorts, hats, and pajamas are not allowed.

- Clothing or possessions which promote/display inappropriate messages shall not be permitted. Apparel should not display risqué prints or symbols, gang graffiti or monikers, lewd, vulgar, obscene, or suggestive language/design. Advertisements or symbols that promote or depict drugs, alcohol, tobacco products, or violence are prohibited on all apparel, jewelry, and accessories. No chains, handcuffs, or any other accessories that suggest weaponry will be allowed.
- Any clothing, which is identified by the administration as gang-related or a safety concern, will not be permitted.
- Pants or shorts must be worn at a natural waistline and underwear cannot be visible.
- Leggings are only acceptable to be worn under shorts, skirts, dresses, and/or blouses that maintain the dress code of reaching to mid-thigh or longer in length.

Please refer to the EMS-ISD Student-Parent Handbook and Student Code of Conduct for additional information related to dress code. This handbook is available online at [www.emsisd.com](http://www.emsisd.com)

**Early Checkout:** If your child is checked out of school early, this will count as a partial-day absence and will be considered unexcused. To excuse the absence, the student must bring a doctor's note when they return to school. Students will not be called to the office until the parent has arrived and signed them out for the day. Additionally, students will not be called to the office for early release after 2:30 p.m. This helps ensure all students are prepared and in the proper dismissal area with the assigned teacher. Please note we will work with parents in the event of an emergency.

**Electronic Devices:** Use of electronic devices, including cell phones, is not permitted in the classroom unless the teacher provides permission for the devices to be utilized for educational purposes. If students bring such items to school for before or after school use, each student is responsible for his/her items. Any electronic devices must remain in a student's backpack and be turned off during the school day. The school is not responsible for the loss and/or damage of these items. Refer to the EMS-ISD Student-Parent Handbook for additional information regarding electronic devices at school.

**Free/Reduced Lunch Information:** Applications from the EMS ISD Nutrition Services department can be found online at <http://www.emsisd.com/services/operations/child-nutrition/>

**Internet Access:** Bryson Elementary has internet access available in the computer labs and classrooms. Students working on specific assignments are supervised by their teacher at all times and students are provided with clear directions for internet use. EMS-ISD makes every effort to filter access to inappropriate websites.

**Late Pick-Up:** We understand there will sometimes be unexpected circumstances, which prevent students from being picked up from school at 2:40 p.m. If you find that you are going to be late picking up your student from school, please notify the office immediately. If students have not been picked up by 3:00 p.m., we will begin calling your child's listed emergency contacts.

**Lunch Information:** Visiting your child for lunch is a special treat. When visiting your child for lunch, please sit at the visitor tables located on the stage. Students may not invite friends to sit at the visitor table(s). Please be sure to sign-in at the front office when entering the building. All visitors are required to present a valid ID to gain access to the cafeteria, wear your visitor badge where it can easily be seen or is visible to staff, and sign-out in the front office before leaving the building.

**Lunch Schedules:**

Kindergarten	11:00 - 11:30
First Grade	11:30 -12:00
Second Grade	11:15 – 11:45
Third Grade	11:45 – 12:15
Fourth Grade	12:20 – 12:50
Fifth Grade	12:00 – 12:30

**Lost and Found:** Please clearly label everything that comes to school with your child with his/her first and last name. During the school year, unclaimed articles of clothing are displayed in Lost and Found in the hallway by the cafeteria. If your child is missing a sweater, jacket, coat, lunch box, etc., periodically take time during the school year to check Lost and Found for these items. After providing parents with adequate notification, remaining Lost and Found items will be donated to a local charity.

**Meals:** Elementary student lunches are \$2.55; breakfast is \$1.35 and is served from 7:15-7:25 a.m. You may pay online, or send a check or cash to school to pay for your child's meal(s). A computerized account will be kept and your child will charge his/her meals against their balance. Extra snacks are available at an additional charge. All prices are subject to change. **Parents do have the option to restrict items purchased by students.** Please refer to the Nutrition Department website at <http://www.emsisd.com/services/operations/child-nutrition/> or contact the campus cafeteria manager for more information.

**Medication:** If it is necessary for a student to have medication while at school, the appropriate request form should be completed and returned to Health Services. Original forms may be obtained from the school or the district website, [www.emsisd.com](http://www.emsisd.com), under Health Services. Medication, prescription or nonprescription, will not be given without written permission.

Medication sent to school in any unlabeled container or plastic type bag will not be given. Maintenance of adequate amounts of continuing medication is the responsibility of the parent or legal guardian. Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee. If you have any questions regarding your child's medication needs, please contact Nurse Thoy at (817) 237-8306 or by email [tfongsamouthi@ems-isd.net](mailto:tfongsamouthi@ems-isd.net)

**Office Hours:** The Bryson School office will be open from 7:10 a.m. to 3:30 p.m. daily.

**Pets:** For the safety of our students and your pets, we request that you do not bring pets to school. This includes bringing pets to student arrival and dismissal. While your pet may be friendly, many children are afraid of animals and large groups of people and traffic can be upsetting to pets. We appreciate your support in this effort.

**Playgrounds:** Our playground areas will not be supervised by Bryson staff members before 7:10 a.m. or after school. Students will not be released to meet their parents on the playground during student dismissal. If your family plans on visiting our playground areas after school, students will need to be picked up at the designated student release areas before parking in the designated area to access the playground.

**PTA:** Bryson has a very active PTA and we encourage you to participate. More information regarding PTA membership and opportunities to volunteer will be sent home at the beginning of the school year. PTA meetings are scheduled throughout the school year. Please check the campus website, the Bryson PTA Facebook page, and PTA flyers sent home in student folders for more information.

**Report Cards/Progress Reports:** At the end of every six weeks, a progress report will be sent home with your child stating the progress being made and any areas of needed improvement. Your child's report card will come home every nine weeks. Both of these items need to be reviewed, signed, and returned to the homeroom teacher.

### **School Hours are from 7:35 a.m.-2:40 p.m.**

7:10 a.m.	Building opens and staff is on duty in cafeteria, gym, and playground
7:10 – 7:35 a.m.	Breakfast is served
7:25 a.m.	Students are released to class
7:35 a.m.	Tardy bell rings and class begins
2:40 p.m.	Dismissal bell rings and students are released from school. To make the most of our time with your child, instruction will take place until the bell rings at 2:40 p.m.

**Secure Entrances:** All EMS-ISD campuses will remain locked throughout the school day. All visitors should proceed to the front entrance of the building and check in with the front office through Raptor. This system is used to track visitors, students, faculty, contractors and volunteers at our schools, thus providing a more secure, closely monitored environment for our students. **All visitors will be required to show a valid ID upon each visit to the school.**

**Student Illnesses:** When your child is ill, please contact the school to let us know he or she won't be attending school that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

**Student-Parent Handbook:** The EMS-ISD Student-Parent Handbook and Student Code of Conduct is available online at [www.emsisd.com/services/human-resources/student-services/](http://www.emsisd.com/services/human-resources/student-services/)

**Tardies:** A student will be considered tardy or late if they are not in his or her classroom when the **7:35 am tardy bell** rings. According to state attendance laws, tardies are considered a partial day absence, so please be mindful of the number of tardies your child receives. A large amount of tardies can negatively affect your student's overall attendance record and result in lunch detention.

**Transportation Changes:** To ensure the message is communicated to the teacher and the child, all changes in transportation must be made by 2:00 p.m. We encourage parents to call the office and email the teacher with transportation changes. Additionally, students will not be called to the office for early release after 2:30 p.m. This helps ensure all students are prepared and in the proper dismissal area with the assigned teacher. Please note we will work with parents in the event of an emergency.

**Visitors:** We always want you to feel welcome to visit our school. For the safety of all, district policy requires all volunteers and visitors to sign in at the school office using the Raptor system and receive a visitor badge. If you are not wearing a badge, you will be stopped by a staff member and escorted to the office to obtain a badge. Please remember to sign out when you leave. **All visitors will be asked to show a valid ID upon each campus visit.**

**Volunteers:** We love our parent volunteers! If you would like to volunteer in the classroom or the school library, help with class parties, attend student field trips, etc., please complete a Volunteer Background Check by following these 3 easy steps: (1) Go to: [www.emsisd.com](http://www.emsisd.com) (2) Select: Parents (3) Choose: Volunteering (4) complete and submit a Volunteer Application. **Background checks must be completed each school year. Please allow up to 7-10 days for processing.**

**YMCA After School Care** – YMCA offers after school child care until 6:30 p.m. A fee schedule and additional information about YMCA can be found at [www.northwestymcafw.org](http://www.northwestymcafw.org) or by contacting the YMCA main office at (817) 237-7237.