



**2025 - 2026 Academic Year  
Parent Guide**

**Principal - Mr. Troy Michaud  
Assistant Principal - Dr. Sonya Woodfork  
Counselor - Ms. Anita Green  
Counselor - Mrs. Windy Lane**

**16550 Wallisville Rd. Houston, TX 77049  
281-860-1400**

## **Welcome Message from the Principal**

**Harvey Brown Elementary | Channelview ISD**

Dear Parents and Students,

Welcome to the 2025–2026 academic year!

I am excited to begin another year focused on the academic success and personal growth of every student at Harvey Brown Elementary. Whether you are returning or joining us for the first time, we are thrilled to have you as part of our school family.

We believe that strong partnerships between home and school are key to student success. I invite you to be active participants in your child's education—visit the campus, attend events, and stay involved!

This parent guide is designed to provide important information about our campus, policies, and procedures. These guidelines are in place to support the safety, well-being, and academic achievement of all students. After reviewing this guide, please take a moment to go over the expectations with your child.

We look forward to working together this year and building positive, lasting relationships with our families. Please feel free to contact me at any time with questions, concerns, or suggestions on how we can improve our programs.

Sincerely,

**Mr. Troy Michaud**

Principal, Harvey Brown Elementary

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# General Information

## School Hours

- **Office Hours:** 7:35 a.m. – 4:00 p.m.
  - **Academic School Day:** 8:10 a.m. – 3:40 p.m.
  - **Campus Arrival:** 7:35 a.m. – 8:05 a.m.
  - **Campus Dismissal:** 3:40 p.m.
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## Arrival & Dismissal Procedures

### Arrival

Doors open at 7:35 a.m. for all students (car riders, bus riders, and walkers). For safety reasons, students should not be left unattended before this time. Breakfast is available until 8:00 a.m., and instruction begins promptly at 8:10 a.m. Students should be unpacked, seated, and ready to learn by that time.

### Car Riders

- Drop-off follows a one-way route: east on Wallisville Road, turning south onto Harvey Brown Road.
- Drive slowly through school zones and stay alert.
- Keep children in the vehicle until doors are opened by a staff member.
- Pull forward as far as possible before letting your child out.
- Ensure students have belongings ready for a smooth exit.
- If additional time is needed to exit, please pull past the covered patio to keep traffic flowing.
- Staff-assisted drop-off ends at 8:05 a.m. After that, parents must park and walk students to the front office.

## Late Arrival

Students arriving after 8:05 a.m. must be escorted by a parent to the front office. Students arriving after 8:10 a.m. will be marked **tardy**.

## Tardies

Frequent tardiness affects student success. After 6 tardies, a letter will be sent home. Continued tardiness may require a conference with an administrator and counselor. All students zoned to Harvey Brown are eligible for district bus transportation. Transfer students are expected to comply with attendance agreements.

## Early Pick-Up

No early dismissals will be processed after **3:15 p.m.** due to end-of-day transitions. Please make arrangements earlier in the day if needed.

## Car Rider Dismissal

Dismissal begins at 3:40 p.m. from the northeastern door.

- Display the school-issued car tag on your rearview mirror.
- Without a tag, guardians must verify identity in the front office.
- The car rider line concludes at 4:00 p.m. After that, students must be signed out in the front office.
- After 3 late pick-ups, a conference will be required to develop a transportation plan, such as using CISD bus services.

## Walker Dismissal

Walkers are released through the west gate at 3:40 p.m. Walkers must live nearby and walk home independently. **Walker dismissal is not a car pick-up point.**

## Transportation Changes

To change transportation:

- Submit a written note **or** call the front office.
  - No changes will be accepted after **3:00 p.m.** for that day.
  - Indicate if the change is temporary or permanent.
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# Attendance

Attendance is vital for academic success. Texas law requires students to be present 90% of the school year.

Excused absences include:

- Illness
- Medical or dental appointments
- Family bereavement

Please submit a note for all absences. Students with **3 or more unexcused absences** in a nine-week period will be placed on an **Attendance Success Plan** and may be referred to **Truancy Court**.

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# Grades

Parents are encouraged to monitor academic progress through **Skyward**, accessible via the Channelview ISD website. Stay connected with teachers for questions or support. Full grading policies can be found in the **Student Handbook** and **Code of Conduct**.

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# Parent/Teacher Conferences

We welcome parent conferences!

- Please schedule in advance during teacher planning periods or after school.
  - Address concerns first with the teacher; if unresolved, contact campus administration.
  - Our shared goal is your child's success.
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## Awards & Honors

- **Perfect Attendance:** No absences or tardies
  - **Superintendent's Honor Roll:** All A's, no N's or U's in PE, Art, or Music
  - **Principal's Honor Roll:** Final average of A, no grade lower than a B, no N's or U's in specials
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## Communication

Weekly **Wednesday Folders** include classwork and school information.  
Other communication tools include:

- **SchoolStatus**
- **Smores**
- **ThrillShare**
- **Facebook & Twitter**
- **Campus Website**

Please return folders by **Friday** each week.

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## AVID (Advancement Via Individual Determination)

Our campus supports AVID strategies to promote college and career readiness through:

- Student binders
  - Agendas
  - WICOR strategies (Writing, Inquiry, Collaboration, Organization, Reading)
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## Behavior & Discipline

All students are expected to follow the **Channelview ISD Student Code of Conduct**.

Disciplinary actions are based on the frequency and severity of infractions, with a focus on maintaining a safe, respectful environment.

Please consult your child's teacher for grade-level expectations.

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## Personal Items

Students should not bring:

- Toys
- Athletic gear
- Non-essential personal items

**Cell phones and smartwatches** may not be used during the instructional day. Please refer to CISD's electronic device policy.

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## Emergency Contact Information

Please notify the school at **281-860-1400** if your phone number, address, or emergency contacts change. Updated **pink medical forms** must also be kept on file with the school nurse.

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## School Celebrations & Parties

We hold two official class parties per year:

- **Winter Holiday Party**
- **Spring Party**

Parents may send **store-bought birthday treats**, but must contact the teacher **at least 24 hours in advance**. Deliveries should be coordinated with the front office.

## School Meals

All students receive **free breakfast and lunch**.

- **Breakfast:** 7:35 – 8:05 a.m.
- Monthly menus are available online.
- Students may bring a sack lunch.

**Restaurant/fast food delivery is not allowed.** While office deliveries are permitted, they are discouraged due to lost instructional time.

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## Homework & Home Support

We encourage nightly practice of:

- **Math facts** (addition, subtraction, multiplication)
- **Reading fluency and comprehension**

Ask your child questions about what they read and support them with any unfinished classwork brought home. Your involvement builds a strong home-school partnership that leads to student success.