



# SAMBRANO ELEMENTARY

“Education at an Exemplary Level!”



## Student Handbook

2016 -2017

### Mission Statement

Josefa L. Sambrano Elementary School will go beyond excellence by providing a nurturing learning environment that provides a solid foundation and instills a desire to be lifelong learners both academically and socially. In all that we do and all that we teach, we will provide education at an exemplary level.

### Vision Statement

Our students will be academically and socially developed citizens who are evolving in an innovative curriculum that meets the diverse needs of all students and equips them to be positive and contributive members of this society.



# Josefa L. Sambrano Elementary

## 2016 - 2017

7:00 - 7:40      Breakfast

7:45              First Bell

7:50              Tardy Bell

### P.E. Schedule

8:00 – 8:45	Sixth Grade
8:45 – 9:30	Fifth Grade
9:30 – 10:15	Fourth Grade
10:15 – 11:00	Third Grade
11:00 – 12:15	Lunch
12:45 – 1:30	Second Grade
1:30 – 2:15	First Grade
2:15 – 3:00	Conference

### Lunch Schedule

<b>Lunch</b>	<b>Grade Level</b>
10:45-11:15	First Grade
11:00-11:30	Second Grade
11:15 - 11:45	Third Grade
11:30 - 12:00	Fourth Grade
11:45 - 12:15	Fifth Grade
12:00 - 12:30	Sixth Grade



## ATTENDANCE

Regular attendance is an area that we will continue to stress with our students, as it is one of the most important factors of education. When students are absent, they miss out on a day of instruction and on learning the appropriate material. When **your child is going to be absent, please call the day of the absence (872-3950)** with a valid excuse (sickness, extreme family emergency, death of an immediate family member). You can also send a note with the returning student to the attendance office indicating a valid reason. **The note must be received in the attendance office within 48 hours of the absence.**

Please note new attendance as per House Bill 2398 in effect for the 2016 – 2017 school year. Texas education code states the following:

1. Upon the third unexcused absence within a 4 week period, the parent will receive a warning/conference letter and a truancy prevention plan will be initiated for the student. This plan requires that the parent work with the school and be responsible for monitoring their child's attendance (TEC 25.095)
2. If a student fails to attend school without excuse for either 10 or more days or parts of days within a six month period, the parent is subject to prosecution and the student is subject to referral to truancy court (TEC 25.0951)

**The following outlines the difference between an excused and unexcused absence.**

The following outlines the difference between an excused and unexcused absence:

### **Excused absence:**

1. Parent calls the day of the absence with a valid excuse (sickness, extreme family emergency, death of an immediate family member). The number to call is 872-3950.
2. Parent sends a note with the returning student to the attendance office indicating a **valid** reason. Note must be received in the attendance office within 48 hours of the absence.

*Under House Bill 5, it states that all students kindergarten through 12<sup>th</sup> are required to attend school 90% of the time in order to receive classroom credit (TEC 25.092). . **A student who misses too much school, he or she may be retained in the same grade for the following year.***

**Unexcused absence: The following are reasons for an absence to be unexcused.**

1. No phone call or no note
2. Out of town
3. Parent sends a note with an invalid reason

### **Doctor appointments:**

A student who has a doctor's appointment any time during the school day will be counted present for the day if he/she comes to school before or after the appointment and there is a note from the health care professional licensed to practice in the United States (TEC25.087 (b) (2)). **If there is no note, the student will be counted absent.**



## PASSING TIME/TARDIES

School starts at 7:45 a.m. If a student comes after 7:50 a.m., he/she will be counted as tardy. Unexcused tardies are handled in the following manner:

Teachers handle the first three tardies with the guidance of their classroom management plan. On the 4<sup>th</sup> tardy and every tardy there after, the student is sent to an administrator with proper documentation. The first time with an administrator, the student will receive one monitored lunch detention and the parent(s) will be notified. Second or more times with an administrator, discipline will be determined on a case by case basis and parent(s) will have conference with administrator.

## BEFORE AND AFTER SCHOOL

Students are encouraged to go to the cafeteria for breakfast daily. Breakfast is served from 7:00 – 7:40 a.m. During inclement weather, students may enter the cafeteria or gym for shelter. Students are not allowed in the hallways without passes before the 7:40 bell. Students caught in the hallway will automatically be given a warning. After three warnings and student continues to be in hallway, disciplinary action will take place with administration.

Students without legitimate business after school are required to leave the campus by 3:00 p.m. Students are not to be in the building after school hours unless under the supervision of school personnel. Students entering the building without permission will be disciplined accordingly.

Students not picked up by 3:15 (4:00 on tutoring days) will be taken to the office from them to call for a ride. All students must be picked up by 3:30 (4:15 tutoring days) when office staff leaves for the day. Students not picked up on time or returned by transportation because no one is at the bus stop to receive them, will be referred to campus administration.

Child Protective Services and/or Sheriff Department will be contacted after the third time a child is left after hours. In addition, transportation will be suspended and may be denied for students who are returned after three times.

## BEHAVIOR

At Sambrano Elementary, students behave in a respectful manner at all times, in and out of class and at any and all school functions (whether at home or away). Implementation of the Positive Behavioral and Support Framework will be in place to follow the core values (Be Respectful, Be Responsible and Be Safe). The student code of conduct gives a detailed list of consequences for not following school, district and state rules.

## CLINIC/NURSE SERVICES

**What grades get vision and hearing screenings?** All 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade and new students get hearing and vision tests. Teachers and parents may request either one for a child at any time if there seems to be a problem.

**Are medications administered through the clinic/nurse?** All medications must be stored in the nurse's office. Students may not carry medication on their person. This includes Aspirin or Tylenol. Any medication to be given must have a doctor's permission form signed by both the doctor and parent.

**My child has a specific medical condition I want the nurse and teachers to be aware of.**

**What should I do?** We recommend you call and talk to the nurse personally about this.

The nurse will relay the information to the principal and appropriate teachers/personnel. It is very important that you do this. The direct phone number to the nurse is 872-3939 ext. 3953. The front office phone number is 872-3950.



## CLOSED CAMPUS

Closed campus means that students must remain on campus from their arrival until their school day is completed. Students are not allowed to leave campus and return without prior administrative approval. Proper sign-out procedures are conducted through the attendance office.

## DESTRUCTION OF SCHOOL PROPERTY

Students will be responsible and strictly accountable for any damage done to desks, lockers, furniture, books, or any part of the building. Graffiti is considered destruction of school property. Any marks on desks, restrooms, books, or the building will be treated as a criminal action and charges will be filed. Damages done will result in student/parent making restitution. Acts of vandalism by any student are punishable by law and will involve additional disciplinary action from the school.

## DRESS CODE

All parents should ensure that their child adheres to the campus dress code as spelled out in the Student Handbook. The school administration will continue to encourage all students to dress in a fashion that reflects good taste and style appropriate for the school environment. Please assist us by making sure your child adheres to the dress code at all times. Your assistance in enforcing this policy will provide a better learning environment and curtail discipline problems within the campus. Parents will be called to bring proper attire for students dressed inappropriately.

Students at Sambrano are required to wear a uniform. The basic uniform is as follows:

- Short or long sleeved polo shirt with a collar. The shirt color is navy blue. Shirts must be the student's appropriate size and **must be tucked in at all times.**
- Undershirts can **only** be white or navy blue.
- Khaki-styled pants, skirts, shorts or skorts.
- Students are required to wear a belt.
- Students must wear athletic shoes or a casual dress shoe. (No open toe shoes)
- Other than the ears of girls, no piercing is allowed.
- Size of jewelry should be appropriate to the development of the child & not distract from learning.
- No make up allowed

## NON-STANDARD SCHOOL ATTIRE

**All parents should ensure** that their child adheres to the campus dress code. The school administration will continue to encourage all students to dress in a fashion that reflects good taste and style appropriate for the school environment. **The following fashions are prohibited at all times:**

- Baggy/sagging pants or too tight pants. Pants must be no more than two inches larger than the student's waist.
- Cotton web belts with square initial brass buckle (any color) or buckles that are oversize.
- Hats or caps of any type are not to be worn in the building.
- White plain T-shirts are **never** to be worn as an outer garment.
- Bandanas, chains and arm bands are not permitted.
- Shirts that show any part of the abdomen or back, spaghetti straps or halters are not allowed.
- Skirts or shorts must not be shorter than three inches from the top of the knee.
- No bare feet! Shoes must be worn at all times (**no flip-flops.**)
- No unnatural colored hair (ie. green, blue, orange, etc.) **Geometric or unusually patterned, shaved or cut hair (such as Mohawks, shaved patterns, hair longer than the neck in boys, hair that covers the face), as well as inappropriate color or color variations, are against school policy or any other styles that the administration deems as inappropriate.**



Parental assistance in enforcing this policy will provide a better learning environment and curtail discipline problems within the campus. Parents will be called to bring proper attire for students dressed inappropriately.

During the colder months, students may wear only sweaters or coats over their uniform shirt. These sweaters and coats must be free of logos, should not be oversized and no longer than hip length. Hoods cannot be worn in the building.

There are about four times during the year when students are allowed a **“free dress” day**. On these days, students must adhere to the non-standard school attire code and will have a note from administration.

## **EMERGENCY CLOSING OF THE SCHOOL**

Late opening, early closing, or cancellation of school due to inclement weather or other emergency conditions will be announced over the local radio and TV stations by 6:00 a.m. Please plan with your child what he/she should do in case he/she arrives home early and you are not there.

In the event of a late opening, students begin classes then will be served lunch at their regular scheduled time. Breakfast will not be served during a late opening day, therefore, students should eat breakfast at home before arriving to school.

## **FIRE DRILL/LOCKDOWN PROCEDURE**

Teachers will instruct their classes at the beginning of the school year on the proper procedure to follow during a fire drill/lockdown. A map of the school along with procedures will be discussed and reviewed by each teacher in every class to ensure that each student is aware of how and where to exit the building from each classroom. These procedures will be reviewed periodically throughout the year. Teachers will remain with their students when exiting and returning to the building during a fire drill.

## **GUIDANCE AND COUNSELING**

**What are the general services offered by the counselor?** Guidance and counseling services are offered at Josefa L. Sambrano Elementary in a variety of areas including: academics, career guiding lessons exploration, parent relationships, peer relationship, prevention and crisis counseling, teacher-student relationships, study skills, and group testing. Additional services are offered to students with high absenteeism and low grades. Students who need to see the counselor should request a pass from their teacher.

**What is being done to help students deal with age-related problems such as peer- pressure and low self-esteem?** Our guidance counselor is available at all times to help students with their problems. This counseling is done individually and in small groups. The aim is to enhance the coping skills of young people and to teach them to use those skills in their daily lives. If you would like to request counseling services for your child, you may contact the Counselor at 872 – 3950 to set an appointment.



## HOMEWORK

Homework is a very important part of our program. At this age, students will be expected to work more independently. In addition, homework becomes an even greater part of the student's grade. Your child will also receive an agenda to keep track of homework responsibilities and keep communication from school/home. Each student will also have a blue folder that will be sent home every Tuesday. Please check this folder for documents that need to be returned to school or graded work from your child's teacher. Please sign and return the Tuesday folder the following day.

**Accelerated Reading** – All students at Sambrano are required to read library books at home every day for 30 minutes. The student will then participate in taking a short assessment at school after they completely finish reading their book.

**How can parents help their child in making homework a positive and worthwhile experience?** Establishing a daily routine for homework has proven to be important. It can be important for parents to check over their child's work from time to time to provide support and encouragement.

**How can parents maintain an awareness of their child's daily homework assignments?** All students are expected to keep an assignment notebook. This notebook contains a calendar, which provides a daily schedule in which students are to record their assignments for each class.

## HONOR ROLL

**What grade point average (GPA) is needed to qualify for the honor roll?** There is an honor roll for each nine weeks grading period. The student's grades at the end of each nine-week grading period determine whether or not he/she makes the list. A student must a 90-100 for the "A" honor roll or a 80-100 for the "B" honor roll in each class (including electives) to make the honor roll list. Students must also have a "Satisfactory" or "Excellent" rating in conduct. Students are recognized each nine-weeks and at the end of the year.

## ITEMS CARRIED BY STUDENT

**Students are not allowed** to bring items that are not for educational purposes to school. Such items include, but are not limited to: electronic devices, radios, CD's, hand-held electronic games, toys, televisions, beepers, or cellular phones on campus. If they are caught with these items, they will be confiscated and will only be returned to a parent after paying a \$15 fee. If a student is caught with any of these items a second time or more, the item(s) will not be returned until the end of the school year and will only be released to the parents. Disciplinary action will be issued for students who continue to bring the items to school.

If any of these prohibited items are **lost or stolen** at school, the administration **will not** investigate since you were not to have them with you in the first place.

## PARENT CONFERENCES

**When are teachers available to meet with parents?** Teachers are available to meet individually during their planning period which is 45 minutes each day or as a team after school. The time of day varies according to the teacher's conference period. Conference periods are during the time when students are in P.E. (See Bell Schedule for P.E. times). Parents are encouraged to call the office to check on a teacher's conference time and in advance to schedule an appointment, since teachers may be attending training or meeting during conference time and may not be available to meet.



### PROGRESS REPORTS

**How are progress reports handled?** Three-week progress reports are sent to the parents at the midpoint of each nine weeks. Teachers are required to send progress reports home and may request parent/teacher conferences to discuss a student's progress. If a parent does not receive a progress report, they may call the school and request a copy.

### PROMOTION POLICY

**What is the promotion policy?** A student shall be promoted from one grade to the next on the basis of academic achievement. The students must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: Language Arts (including reading improvement if required), Mathematics, Social Studies, and Science. A student cannot be promoted if he/she does not meet these guidelines. Fifth grade students will also have to pass the Reading and Math STAAR to be promoted.

### REPORT CARDS

**How often do students get report cards?** Students receive report cards four times per year, one each nine weeks period as per the school calendar sent home in the fall.

**How are they sent home?** Students get computerized report cards every nine weeks. They are given to students to take home. Semester grades are reflected on the 3<sup>rd</sup> nine weeks report card and on the 6<sup>th</sup> nine weeks report card. If a parent does not receive a report card, they may call the school and request a copy.

### REQUESTING HOMEWORK DURING ILLNESS

**If you are going to be out of school for three days or more, how do you go about requesting homework?** You may call the school at 872-3950 and make your request. It is important to understand that it takes **48 hours** to get the work together. For instance, if you call on Tuesday morning, we will have it ready for you by Thursday morning. Remember, if you do call and request homework, please pick it up between 8:00 a.m. and 3:45 p.m. on the day indicated it will be available.

### S.E.I.S.D. GRADING SCALE

<u>Range</u>	<u>Letter Equivalent</u>
90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
50 – 69	F

### TURNING IN LATE WORK WHEN NOT ABSENT



**What if I forget or lose my homework?** Most teachers will work with the individual student up to a certain point. District policy indicates that a teacher can take away points for late assignments.

## **SUSPENSION FROM SCHOOL**

A student may be suspended from school for severe and continual misbehavior. The absences are considered excused if the student satisfactorily completes the assignments for the period of suspension. A minimum of one school day of make-up time will be allowed for each day's absence due to the suspension. Failure to make up the assigned work by an established deadline will result in a failing grade. The student is excluded from participating or attending any school functions or from being on or around school property during a suspension.

In-school Suspension (ISS) is utilized in many cases for disciplinary action for severe or continual misbehavior. Students in ISS will be provided with supervision while they complete their assignments in a classroom separate from other students. During ISS, the student will not be allowed to participate in any school activities and must be supervised by an adult at all times. Breakfast and lunch will be provided and consumed in an area separated from other students and supervised by a school official.

## **TELEPHONE**

The office and classroom telephones are available to students with an emergency during the school day. The front office staff will determine emergencies. A phone is provided for after-school use only.

## **STATE of TEXAS ASSESSMENT of ACADEMIC READINESS**

**What is the STAAR?** Texas uses the assessment called the State of Texas Assessment of Academic Readiness (STAAR). Guiding the curriculum for this assessment is the Texas Essential Knowledge and Skills (TEKS). The areas tested are reading, writing, mathematics, social studies and science. The new emphasis in Texas, in keeping with the current national educational trend, is to stress the importance, and even necessity, of teaching students higher- order thinking skills. We want your child to master the STAAR; therefore, we spend quality time preparing and testing your child.

## **TEXTBOOKS**

All student textbooks are provided free of charge. However, if a student loses or damages a book, he/she will have to pay for it to be replaced. If a lost book is found, the student is to bring the receipt to the front office for reimbursement. If a book is damaged, fines will be assessed according to the damage. Students are responsible for all textbooks issued to them. Students are not allowed to lend textbooks to other students. We encourage parents to talk to their child about being responsible for their books as they are very expensive to replace. Teachers will conduct book checks every six weeks for damages and fines will be assessed if necessary. Writing in or on books is prohibited, especially gang-related writing.

## **TRANSPORTATION**



**Who qualifies for bus transportation?** Bus transportation will be provided for children who live more than two miles away from school.

**How will bus discipline affect my child?** Students using district transportation should realize that they are under the jurisdiction of the school while at the bus stop and from the time they board the bus until they are released at school. The safety of all students is our primary concern. Persistent infractions of the rules pose a serious threat to the safe operation of the buses and will be dealt with according to district disciplinary guidelines, which students receive on the first day of school. Parents are encouraged to read these and review proper bus behavior with their child.

**Are there rules and consequences for behavior on school buses?** Yes. Offenses and consequences are very similar to those within the school building, with the exception of things like off-the-bus suspension if the student repeats the offense. Students are to ride only the bus to which they have been assigned. Bus drivers warn students on minor infractions before they are referred to an assistant principal. Serious infractions are referred immediately.

## VISITORS

**All visitors must sign in at the main office and pick up a Visitor's Pass.** Student visitors will not be allowed in the classroom during class time. People without legitimate business or those who do not check in at the main office will be escorted out and proper authorities will be called.



### ACKNOWLEDGEMENT

We acknowledge being informed and aware of the Sambrano Student Handbook being located on the Josefa L. Sambrano Elementary website ([www.seisd.net](http://www.seisd.net)). Upon requested, I could have a printed copy of the Sambrano Student Handbook for the 2016 - 2017 school year in English or Spanish. We also understand that students will be held accountable for their behavior as stated by the information on this handbook.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Print name of parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

