

# **George I. Sánchez Elementary School**

## **Student and Parent Handbook**

### **2015-2016**



**Welcome -**...to another wonderful year of learning! It is our belief that when the school and home work together, there is no limit to the possibilities our children can achieve. This handbook is intended to give you information regarding our school and how it functions. Please use it as a reference for any questions you may have. Let's plan on collaborating to give our students the outstanding education they deserve. Please call us or come by if you have any questions, concerns, or suggestions. Thank you for the love and dedication you give to your children to ensure their success!

**School History-** Our school was named after Dr. George I. Sánchez who was a pioneer in Bilingual Education and considered by some as the "Father of Mexican-American studies." He was appointed to the School Board to be chairman of a committee to evaluate the facilities at Pam School, which served our student population at the time. The report of that committee eventually led to the construction of the Sánchez Elementary School building in 1976.

**Helpful Phone Numbers-**

Main Office .....	414-4423
Principal.....	Azucena G. García.....
Assistant Principal.....	Gloria Perez.....
Counselor.....	Linda Wasielewski.....
Parent Support Specialist.....	Jennifer Riojas-Santos.....
AISD Central Administration Office.....	414-1700
Transportation (Buses).....	414-0238

**Sanchez website-** [www.sanchezes.org](http://www.sanchezes.org)

**School colors-** Gold and Green

**Mascot –** Aztec

**Instructional Hours-**

7:00-7:30 a.m.	Breakfast is served
7:30 a.m.	Students dismissed to their classrooms
7:40 a.m.	Announcements/Pledges
7:45 a.m.	Instruction begins (Student who are not with their class at this time are considered tardy)
2:45 p.m.	Students are dismissed

**Office Hours-** 7:30-3:30 p.m.

**Absences-** Our goal at Sánchez is to have every student *in* school and *on time* every day except when illness or extenuating circumstances prevents this. Instruction begins at 7:45 a.m. Students who arrive after 7:45 a.m. are documented as arriving late or tardy. Please call 414-4423 before 10:00 a.m. to report your child's absence.

**Attendance Policy-** Students are expected to be in school except in cases of emergency or for reasons as explained below:

**Personal illness** – If the doctor sees the student, a note from the physician's office is required to count the absence as 'excused.' If a physician does not see the child, a note explaining the cause for the absence will need to accompany the student upon returning to school.

**Illness in the immediate family**, however all school work is the responsibility of the student. **Death of a relative** - absence is limited to 3 days, unless reasonable cause is shown by the parent or guardian for a longer absence. **Observance of a religious holiday** - any student of any religion shall be excused if the purpose is to observe a religious holiday consistent with the student's creed or belief. Written notice of absences for religious purposes is required. **Any other excuse must be approved by the school prior to the absence.** In addition, if a student has 3 absences in a four week period or 10 absences in a 6 month period, the parents can be referred to ASAP (Absence Student Assistance program).

**Tardies-** Promptness to class is very important. Students are to be with their class and ready to learn at 7:45 a.m.. **Students are considered tardy after 7:45 a.m.** When a student arrives to school after 7:45 a.m., a tardy slip must be obtained in the office in order to be permitted to join the class. Excessive tardiness will be referred to the ASAP. When a student leaves school before the school day ends, it is also considered being absent for part of a day and will count negatively on a student's attendance record.

**Address and Telephone Information-** It is the responsibility of parents/guardians to keep the school informed of current address and contact information at all times. Please advise the office immediately if you move or if you change your telephone number. In the event of an illness or an emergency concerning your child, we must be able to reach the parent, guardian, relative or a family friend.

**After School Care-** Sánchez families have several options for after school childcare as follows:

Extend-a-Care: **(512) 472-9402**.

El Buen Pastor Early Childhood Development Center: **(512) 476-4505**

Metz Recreation Center: **(512) 478-8716**

These programs are independent of the school and should be contacted directly at the telephone numbers listed. If you would like to speak with someone, please contact our Parent Support Specialist at 414-3039.

**Arrival Procedures for Students-** The front doors will be unlocked at 7:00 a.m., all other exit/entrance doors on campus will remain locked throughout the day. The front doors will be locked at 7:45 a.m. and for the remainder of the day anyone wanting to enter campus will need to ring buzzer in the front entrance to be allowed in. Thank you for your understanding that this policy is for the security of our students. All students are to report to the cafeteria/gym upon arrival to the school in the morning. The classroom areas are off limits during morning arrival time. Students are to report to the cafeteria upon arrival in the morning and promptly join in the breakfast line if necessary. Students who have eaten at home are to go directly to their assigned area and quietly await dismissal time from the cafeteria.

**Birthdays-** The Texas Department of Agriculture (TDA) states that schools may permit birthday celebration snacks only if they are offered *after* the students' lunch period and *not* in the cafeteria. Contact your child's teacher if you would like to send cupcakes (no cakes) to school for your child's birthday to arrange an appropriate time. Celebrations will NOT be allowed during the lunch periods in the cafeteria. In addition, please observe the following guidelines: \*Please send all utensils necessary for snacks to be served to students (plates, forks, cups, napkins, etc.). \* If invitations for birthday parties are sent to be distributed at school, there must be one for every child in the class, no one should be excluded. \* Flowers and/or balloons will not be allowed in the classroom because these cause a distraction for the students.

**Celebrations involving snacks (foods of minimal nutritional value)-** District policy allows schools three celebration events during which students may be offered foods of minimal nutritional value (snacks). At Sánchez, those three days will be selected by our CAC and the community will be notified via our newsletter or a flyer.

**Cell or Mobile Phones:** District policy allows students to have cell or mobile phones in their possession as long as they are kept concealed throughout the entire school day. The phones must be on silent mode and solely for purpose of using them either before or after school hours. Devices that disrupt the educational environment will be taken away from students and parents/guardians will have to come by the school to pick them up.

**Breakfast-** Breakfast will be served from 7:00 to 7:30 a.m. Students arriving before 7:30 will pick-up their breakfast card (younger grades only) and report directly to the breakfast line. We urge all students to eat a healthy breakfast at home or at school so that they will be ready to learn. Students who arrive after 7:30 a.m. may pick up a sack breakfast and take it to class to eat. In these cases, students are to pick up their tardy slips as appropriate to take to class. The sack breakfasts will only be offered from 7:30-8:00 a.m. . If buses are late, bus riding students will be served breakfast before going to class.

**Visits during lunch-** Note that parents are welcome to accompany their child during the students' designated lunch time. Individuals that are not the parents must be on the pickup list in order to be allowed to have lunch with the student. If the visitor is not on the student registration contact information, an office staff will contact the parent to permit visitor to have lunch with the student. If the parent cannot be contacted with numbers left on file, the visitor will not be allowed to visit with the student during lunch.

**Visitors during school hours-** All visitors including parents are required to report to the main office. Visitors are to enter the school through the front main entrance. Visitors/Parents will be asked to present a valid ID, in order to be allowed on campus. AISD Students not from Sánchez ES will not be permitted on school grounds during their school hours (since they should be in attendance at their home school).

**Bus Transportation-** Students are responsible for following all bus riding rules set forth by the bus driver. All students should be ready when the bus arrives. The driver will not wait for students who are not already at the bus stop at the pick-up time. At drop-off time, students must have an adult waiting for them in order to be dropped off (if this is not the case, bus drivers are not allowed to drop off students and students will be taken back to campus and parents will need to make arrangements to pick up the child from campus). The driver will make written referrals to the school administration for students who do not respond to requests to correct misbehavior. Referrals may result in a student's suspension from the bus, whereupon the parents will need to provide transportation to the school.

**CAC (Campus Advisory Council)-** The Campus Advisory Council is a group of elected parents, staff, and community members who address the school issues related to the school budget, curriculum, student achievement, and general operation of the school. Detailed information regarding the CAC will be sent home during the first month of school. Please consider becoming a CAC member as it is a great opportunity to become both better informed and involved in your child's education.

**Discipline-** One of the most important lessons education should teach is discipline. This is the training that develops self-control, character, order and efficiency. It is the key to good conduct and proper consideration for other people. If students have a positive attitude, they can help make the school an effective place to learn. Additional information is available on the AISD Student Code of Conduct.

**Communications-** The school will send notices home in English and Spanish to inform parents of upcoming events and/or important information. In addition, a school wide newsletter will be sent home at the beginning of each month. Teachers will send information home as needed. It is important that students give all notices, letters and other communications to their parents as soon as possible so please help by asking for any newsletters on a daily basis.

**Homework Policy-** Homework is assigned **Monday** through **Thursday** for all students in Kinder-Fifth grades. In addition, **Reading homework is a daily assignment** and parents should monitor and sign their children's reading log. Teachers will inform parents of their specific class policy. Thank you for supporting your child in his or her education.

**Health Services and Medication-** AISD, in collaboration with the Children's Hospital of Austin, provides our campus with a School Health Team consisting of a registered nurse (RN) and a School Health Assistant (SHA). Their assigned time at our campus varies based on the needs of our students. All students must have a completed and signed health Consent Form on file. In the absence of your written permission on the form, the School Health Team cannot legally treat a student in the event of illness, unless it is a medical emergency. All medication must be kept in the school office. Please do not send any kind of medication to school for your child to take "on his own." A special form completed by the parent authorizing school personnel to administer medication is required. Plans should be made for all medication that is needed 3 times a day to be given at home and not sent to school. When medicine must be administered at school, Texas law requires that it be furnished in its original labeled container and with the parent's signed permission form on file in the office. The container and a note from you must include: student's name, name of medicine, purpose of medicine, dose, time of day or when it is needed, and how the medicine is taken. The necessary forms can be obtained from the office. If we call you about your child being ill, please make every effort to pick up your child immediately, in order for him/her to get the care needed. In cases when a student has a fever, the student is to have been "fever free" for 24 hours before returning to school. This practice reduces the likelihood of infection to other students.

**Leaving School During the Day-** Any student leaving the school during school hours must be signed out in the school office. Please make an attempt to schedule medical appointments after school. If this is not possible, please make sure to bring a written excuse from the doctor's office to turn in to the office. Leaving before the school day ends is considered an 'absence for part of a day' according to ASAP guidelines and can also count negatively towards a student's attendance record. Students are not allowed to leave the school grounds for any reason without getting permission from the school office. Students will be released only to parents and guardians who are on the Student Registration and Data Verification Form. Persons who are picking up a student must be prepared to provide identification (driver's license or other appropriate form of picture ID).

**Security-** All persons who are not either students or staff members must sign-in at the office and wear a visitor's badge. If parents have special custody or security concerns, it is their responsibility to inform the school in writing and provide copies of court orders that give or deny permission to specific parties.

**Student Dress Code-** AISD has established a dress code for all students Pre-K thru 12<sup>th</sup> grade. In addition, Sánchez Elementary has adopted a **school wide modified dress code** to be observed by all students. The primary purpose of this dress code is to instill an atmosphere of pride among our students and to promote an atmosphere of learning. Your cooperation with this dress code is greatly appreciated. Please refer to the Sánchez Elementary Modified Dress Code Guidelines for details.

**Study Trips-** Permission to participate is authorized by the parent signature included on the Student Participation and Information Release Form. Parents will be notified in advance whenever children will leave campus on study trips.

**Telephones-** Each teacher has a private telephone number with voice mail. Any calls to the teacher will be transferred from the office to their voice mail. Teachers will not answer the phone during instructional time, but will check messages periodically. Your call will be returned, if need be, at the earliest possible time. Arrangements regarding the end of day dismissal should be made in writing at the beginning of the day. Students should know each morning how they are to be dismissed at the end of the day, the expectation is that they should not have to use the office phones after school to see who is picking them up. Please make sure you have made these arrangements before dropping your child off in the mornings. We cannot guarantee that we can deliver messages to students about changes in departure procedures (such as "Don't ride the school bus today" or "Tell my child to go to the library or to grandma's house after school today") which are called in after the noon hour. Students may use the telephone for emergencies only. Students are not permitted to use mobile phones during school hours. All mobile phones brought to school must remain concealed and in the "off" mode throughout the day. Students caught using mobile phones during the day will have the phone confiscated and it will only be released to parents.

**Textbooks / Library Books-** All textbooks are lent to students for their use during the school year. Textbooks and library books are the responsibility of the student and parent. If a book is lost or damaged, the parent is required to pay for the book. The cost of the book can be obtained from the office staff or the librarian.

**Items Brought to School-** Students are not allowed to bring any item to school which may pose a danger to self or others, too valuable or important to be lost, or which distracts others. Inappropriate items will be collected by the teacher and returned at the end of the school day. In cases that involve potentially dangerous items or in which a habit of bringing inappropriate items to school has developed, parents will be contacted to come pick up the items themselves. Dangerous items will be sent to the school office to be picked up by the parent after they have been notified.

**Withdrawal from School-** When it is necessary to withdraw a child from school, please contact the school at least three days before the date of withdrawal. Before a student can be cleared to withdraw, he/she will need to return all textbooks and library books. Books that are lost, damaged or destroyed must be paid for before the withdrawal card is released.