



Student Parent Handbook

GALLEGOS

ELEMENTARY

2022-2023

Norma Gonzalez- Principal

Ana Lilia Gonzalez- Assistant Principal

Gallegos Elementary School

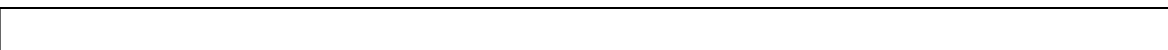
7415 Harrisburg Blvd.

Houston, Texas 77011

Tel. 713-924-1830

Fax 713-924-1833





Attendance	pg. 5-6
Absences	pg. 6
Cafeteria Rules	pg. 7
Code of Student Conduct	pg. 7
Concerns by student/parent	pg. 8
Computer Resources	pg. 8
Discipline Policy	pg. 8-10
Dismissal	pg. 11
Distribution of materials	pg. 11
Dress code for students	pg. 11-13
Drills-Fire, Tornados, and other emer.	pg. 13
Education Goals	pg. 13
Enrollment Information	pg. 14-15
Fees	pg. 15
Fund-Raising	pg. 15
Campus Security Plan	pg. 15-16
Gallegos PTO/PAC	pg. 16
Health/COVID Updates	pg. 16-18
Homework	pg. 18
Law Enforcement	pg.18-19
Lost and Found	pg. 19
Lunch and Breakfast	pg. 19
Parent Involvement	pg. 19
Parent-Teacher Conferences	pg. 20
Parties	pg. 20
Personal Counseling	pg. 21
Pesticide Statement	pg. 21

Prayer	pg. 21
Sexual Harassment/Sexual Abuse	pg. 21
Special Program/Services	pg. 22
Student Goals and Expectations	pg. 22-23
Student Progress	pg. 23-24
Student Records	pg. 24-25
Summer School	pg. 25
Tardy	pg. 25
Testing	pg. 25
Textbooks/Library Books	pg. 26
Tutorials	pg. 26
Travel	pg. 26
Violations of Laws	pg. 26
Withdrawals	pg. 26
Zero Tolerance	pg. 27

OFFICE HOURS

7:00 a.m. to 4:00 p.m.

SCHOOL HOURS

Monday - Friday

7:30 a.m. to 3:00 p.m.

(Drop off opens at 7:00 am at cafeteria doors)

It is the policy of the Houston Independent School District not to discriminate based on age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

ATTENDANCE

Attendance is mandatory as required by state law for all students registered in a public school. If a student is going to be absent, it is the parent/guardian responsibility to call the school before 7:35 a.m. to report the absence. When the student returns to school, he/she must bring either a doctor's note or a note written by the parent/guardian explaining the reason for the absence. Any absence not documented with a note will be counted as unexcused and may be turned in to the truancy department in HISD.

Senate Bill 1432 Law as passed by the Texas Legislature. This law states that if a student is absent from school three days or part of the days in a four-week period without parental consent or is absent without an excuse for ten (10) or more parts of the day in a six-month period:

1. the student's parent or legal guardian is subject to prosecution under TEC 25.093
2. the student is subject to prosecution under TEC 25.094

It is your duty to monitor your student's school attendance, require your student to attend school, and request a conference with a school official to discuss the absences. You are subject to prosecution under TEC 25.093(b) for failure to require your child to attend school.

Students are expected to be in school. It has always been a goal to improve student attendance. Our goal this year is to stay at or above **98%** attendance. The attendance policy requires that students must attend school at least 170 days each year.

Regular attendance is essential to the student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Attendance is taken daily at 9:30 a.m. each day.

The following list of circumstances will be the only absences considered as excused: personal illness, family illness, death in the family, religious holiday, and inclement weather. Parents must send a note to their child's teacher explaining each absence.

We request that doctor and dentist appointments be made **after 10:30am or after-school**. **No students will be dismissed between 2:20-2:55pm due to dismissal procedures** (lost time in the classroom is difficult to make up).

Children will only be released to parents, guardians or anyone listed on the release card. Current legal documents regarding custody issues must be on file in the school office. It is the parent's responsibility to keep the school aware of any changes.

ABSENCES

Whenever a student is absent, a **dated** written excuse must be sent to the teacher. **This excuse is due within 3 days after the student returns after an absence.** If a child is ill for more than one day, please notify the school of the nature of illness and when the child will return to school. A written excuse from the parent or doctor is required when the student returns to class.

A referral will be made to the Attendance Officer after a student has accumulated two unexcused absences. Excessive unexcused absences can result in retention to the students. Although Pre-K and Kinder students are not mandated by state law, these students fall under the mandatory attendance policy once they are enrolled in school.

*****EARLY DISMISSALS***

When possible, all medical and dental appointments should be made after classroom hours. Attendance is taken daily at 9:30 a.m. If a student is taken out of school before 9:30 a.m., the student will be marked absent. The parent or legal guardian must come to the school for the child. No student will be allowed to walk home alone, and students cannot be released by a phone call. If legal parent or guardian is unable to pick up student, parent/legal guardian must send a note authorizing designated person the right to pick up student. No employee at Gallegos Elementary School is allowed to take a student home.

IF THE STUDENT IS NOT IN SCHOOL AT 9:30 A.M., HE/SHE WILL BE COUNTED ABSENT.

All pick ups will end at 2:20 p.m. with no exceptions. If you should need to take your child out early, please do so before this time.

CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Classes will sit together at their assigned table. Students are allowed to talk quietly and may leave their table only when excused.

Excellent lunchroom manners will occur as students follow the following cafeteria rules:

- Always walk quietly when entering and leaving the cafeteria.
- Maintain a low and pleasant voice level while talking.
- Pass through the lunch line only once.
- Classes should leave tables, seats and floor clear of paper and debris.
- Remain seated until dismissed.
- Empty trays and trash one time only, in a quiet and orderly manner. After emptying trash, walk to a designated area. Those who have no trash or trays may go directly to line up.
- Raise your hand if you need assistance.

CELL PHONES

See Code of Student Conduct.

Phones will be picked up if they go off during class, students are using them (including texting), have them turned on, or have the cell phone on them. Per HISD policy there will be a \$15 return fee for any cell phone picked up. See HISD Student Code of Conduct for more details.

CODE OF STUDENT CONDUCT

Each student received a copy of the book, Code of Student Conduct: Your Rights and Responsibilities, the first day of the 2022-2023 school year.

Parents are urged to read and discuss the code with their child. When you have done so, you and your child **must** sign the appropriate page of the document and return this acknowledgment form to the school. This form must be placed in each student's cumulative folder.

CONCERNS BY STUDENTS / PARENTS

Concerns that parents or students may have can be addressed by calling or conferencing with the teacher. For those concerns that cannot be resolved by conferencing with the teacher, the parents or student should make an appointment to discuss the matter with the assistant principal or principal. If still unresolved, the concern and a request for a conference should be directed to the area's School Improvement Officer.

COMPUTER RESOURCES

Gallegos has invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Students will be asked to sign a user agreement regarding the appropriate use of these resources; violations of this agreement will result in the termination of privileges.

DISCIPLINE POLICY

When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Administrators should use caution and should ordinarily consider developmentally appropriate interventions for very young children who engage in misconduct. Factors that must be considered in each decision concerning suspension, removal to a disciplinary alternative education program, expulsion, or placement in a juvenile justice alternative education program, regardless of whether the decision concerns a mandatory or discretionary action, include such factors as:
 - a. seriousness of the offense
 - b. student's age and intent or lack of intent at the time the student engaged in the conduct
 - c. student's disciplinary history
 - d. student's attitude
 - e. potential effect of the misconduct on the school environment
 - f. state law requirements for certain disciplinary consequences
 - g. whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of any punishment
 - h. whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, HISD transportation, the school, or any school related activity and may include persistent misbehavior or Level II or higher misconduct. Persistent shall be defined as more than one instance of

Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level IV or Level V constitutes a finding that the student has engaged in serious misbehavior.

We follow the Houston ISD Student of Conduct for school systems and procedures. All students are expected to obey the following rules as stated in the Gallegos Discipline Management Plan which states that students will:

Demonstrate respect and courtesy toward all school personnel, community patrons, and fellow students

- by walking in the hallways and outside corridors in an orderly fashion.
- by speaking softly in the hallways and outside corridors.
- by keeping their hands and feet to themselves.
- by using appropriate language.

Participate in instructional activities to the best of their ability

- by being present in class by 7:30 a.m.
- by completing all class work and homework assignments.
- by working cooperatively on class and/or team assignments.

Respect school property

- by keeping the buildings and grounds clean.
- by refraining from abuse of school property.

Know the Zero Tolerance Policy and immediately report any infractions to the school personnel.

Refrain from bringing laser pointers.

Refrain from bringing any other device or toy which causes disruption to the educational process.

Each class also has its own individual set of rules. Please check with your child's teacher for further explanation of class rules, consequences, and rewards.

Discipline 750.00 Board Policy

Principals shall have full authority to maintain adequate discipline in the school and teachers shall have the responsibility for the discipline for the students. Students shall be dealt with reasonably, fairly, and with patience, but persistent misconduct shall not be tolerated.

Sample: Basic Classroom Rules

1. Listen and show respect.
2. Follow directions from all adults.

3. Keep your hands and feet to yourself.
4. Come prepared to learn.
5. Keep school clean.

Sample: Consequences

All students start with a green card daily.

1. One check: Warning. Change card color to orange.
2. Two checks: Reflection Time 15 minutes
3. Yellow card: Time out in the classroom for extended period or loss of recess.
4. Red card: Note to parents: must be signed and brought back the next day; if not, call parents. ("I have broken the class rules 4 times.")
5. Purple card: Parent/Teacher Conference required.
 - Conference with student, teacher, principal, and parent may be held.
6. Principal will handle students with severe discipline problems.

Student Assessment:

- Document disruptive behavior daily and maintain an on-going "Student Discipline Report".
- Record the number/color of each infraction each day and inform parents regularly.

Summary:

- Explain the discipline system to students.
- Create a Class Rules Poster with student input and post in the classroom. Each class may establish its own individual set of rules.
- Decide on some rules, consequences, and rewards as a grade level to establish consistency.
- Stress a green day! Give incentives and recognition for good conduct. Celebrate!
- Class rules, consequences, and rewards must be posted in the classroom.
- The school-wide discipline must be implemented by all teachers.
- Develop a plan in which students can work themselves back to green.

DISMISSAL

Please be patient with our dismissal process. Dismissal may take between 20-30 minutes. Please plan accordingly. All students will be dismissed at 3:00 pm. All students must be picked up promptly! Cars should not be driven into the faculty and staff parking lot or bus lanes. There are no parent conferences during dismissal time. If you wish to speak with your child's teacher or a member of the administrative staff, please make an appointment. Please ensure that you have updated the pick-up information for your child, as only people that the parent has listed will be allowed to pick up the child.

- **Location 1:** PK-2nd grade students with siblings will be dismissed by the cafeteria. When picking up your student, go through Sherman St. and then 74th St. When exiting, EXIT TO THE RIGHT ON 74th St.
- **Location 2** Walkers, bus riders, and 3rd-5th grade students without siblings will be dismissed by the side door facing Harrisburg Blvd. When exiting, exit to the right on Harrisburg Blvd.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include memos, calendars, and information packets. All school publications are approved by the Principal or Instructional Coordinator.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on the school campus by a student or a non-student without prior approval of the principal. The principal has designated the front counter for approved non-school materials to be placed. Materials displayed without prior approval will be removed.

DRESS CODE FOR STUDENTS

We require parents to dress their children in school uniforms. This decision was made by the Shared Decision-Making Committee based upon Texas Senate Bill 1. Having uniform dress will minimize peer pressure, inappropriate dress, and teasing among our students. Students will be expected to wear the following uniform Monday -Friday:

Girls and Boys

- Student apparel needs to be modest, clean, untornd, hemmed and properly fitted with consideration given to comfort and function within a learning environment.
- Students are expected to arrive on campus in dress code and remain in dress code until they leave campus.
- Students must be in dress code under jackets, coats, sweatshirts and any other outer layer.
- Appropriate shirts must fall below the waistline.
- Shorts, skirts, and dresses must extend past the fingers when students are standing with arms at their sides.
- **Flip flops or Crocs may not be worn during school.**
- Footwear must have a closed toe and closed heel with a rubber type sole. Tennis shoes are preferred.
- Sturdy shoes are to be worn with socks when appropriate. Laces must be tied.
- Pajamas are only allowed for spirit days at school.
- Hats and sunglasses may be worn outside only.

Boys

- All shirts must fall below the waistline. Shirts cannot be inappropriate or derogatory in nature; shirts with vulgar or obscene words or graphics on clothing are not allowed.
- The following pants are permitted: khakis, corduroys and non-athletic shorts that touch the knee-cap.
- Jeans are permitted only when announced by the teacher/administration team. (no tears/frays)
- No extreme hair dyes or colors.
- No facial piercings, including, but not limited to, nose rings, lip piercings, surface piercings, etc. Gauge earrings are not permitted.

Girls

- Appropriate shirts must be worn. Halter-tops, spaghetti straps and athletic t-shirts are not permitted. No bare skin may be exposed at the waist, bust, back or abdomen at any time, including when arms are raised. Shirts cannot be inappropriate or derogatory in nature; shirts with vulgar or obscene words or graphics on clothing are not allowed.

- The following pants are permitted: khakis, corduroys, capri pants and nonathletic shorts that touch the knee-cap.
- Jeans are permitted only when announced by the teacher/administration team. (No tears/frays)
- All skirts and dresses are to be modest and adhere to the same standards as shirts.
- Leotards, leggings, spandex pants, and tights are allowed under a skirt or dress that is of modest length.
- Shoes are to be worn with socks, when appropriate. Laces should be tied.
- No extreme hair dyes or colors.
- No facial piercings, including, but not limited to, nose rings, lip piercings, surface piercings, etc. Gauge earrings are not permitted.
- Make-up and other cosmetic products, such as acrylic nails are not allowed.
- **All other items which the faculty/administration deem appropriate are allowed.** All other rules and regulations as defined in the HISD Code of Student Conduct regarding dress and grooming shall apply.



If your child is not wearing the school uniform on a regular basis, the following consequences will be put into effect:

Consequence #1 – Parents will be called and asked to bring a uniform to school for the child to wear. If this cannot be arranged, the student will have to change into something provided by the school.

Consequence #2 – Parents will be notified. Students refusing to cooperate will be given detention on the same day that they do not wear their uniform. Students will change clothes.

Consequence #3 – Parents will be notified. Students will change clothes. Parents will conference with the principal.

The school reserves the rights to have a child change if the administrator or designee deems the dress to be inappropriate.

Backpacks

Students should not bring backpacks with wheels.

DRILLS-FIRE, TORNADO, AND OTHER EMERGENCIES

From time to time, students, teachers, and other staff employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of the teachers or others in charge quickly, quietly, and in an orderly manner.

EDUCATION GOALS

The basic goal of our school is to provide a quality education to each student. This means developing the academic and social skills of each student to the highest possible degree. To accomplish these goals, we need 100% PARENTAL INVOLVEMENT and support.

Specific goals and objectives are outlined in our School Improvement Plan. Copies of Gallegos School Improvement Plan are available upon request. Parents are highly encouraged to assist the school in writing the school improvement plan.

ENROLLMENT INFORMATION

Requirements

- The person enrolling a student must be the parent or legal guardian.
- Student must reside within the school's attendance zone or submit a request for transfer.
- Social Security card (if available).
- Proof of Residence (Utility bills or a lease agreement; it must have parent's name and address).
- Appropriate immunization records.

Verification

- **RENT RECEIPTS ARE NOT AN ACCEPTABLE FORM OF ADDRESS VERIFICATION**

Enrollment Forms

It is important that the enrollment forms be filled out completely. Include at least two phone numbers so that we can contact you immediately in case of an emergency. If you have a cellular telephone, please provide us with the number in case of emergency. Your doctor's number should also be included. If your telephone numbers or address changes during the year, send the changes to the office as soon as they occur. In case of early dismissal or an emergency, students will be released only to the person or persons who are listed on the enrollment card.

FEES

Materials that are part of the basic educational program are provided with state and local funds. A student, however, is expected to provide his or her own school supplies.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal in advance. Fund-raising by anyone is not permitted on school property, except when approved by the principal.

GALLEGOS CAMPUS SECURITY PLAN

To ensure the safety of all students and staff members, the following procedures are in effect:

- Students should arrive at school between 7:00 am and 7:30 am.
- **Students arriving after 7:35 a.m. are considered late and should be escorted into the building by a parent. Adult must sign tardy log.**
- All visitors, this includes parents, must report to the receptionist to sign-in before visiting our school. Parents and visitors will be asked to provide some form of picture identification. Visitors will be given a pass to wear while visiting and must return it to the receptionist and sign-out before leaving the building.

- All students will be dismissed at 3:00 pm. All students must be picked up promptly!
- **Cars should NOT be driven into faculty parking lot or bus lanes.**
- Students being picked up by a parent walking up to the dismissal line are considered walkers and will dismiss on the Harrisburg side of the school.
- Bus riders will be taken to the bus lane at 2:50 (Harrisburg Blvd. exit).
- Students being picked up by a parent/guardian waiting inside their car are considered car riders and will dismiss from the multipurpose/cafeteria doors (74th Street) or from the side of the building(Harrisburg Blvd).

NOTE: ANYONE OTHER THAN GALLEGOS STUDENTS AND STAFF ENTERING THE BUILDING IS CONSIDERED A VISITOR AND MUST SIGN IN AT THE RECEPTIONIST'S DESK.

GALLEGOS PTO

Our Parent-Teacher Organization exists to promote the education and welfare of Gallegos students. You are encouraged to join our partnership. The PTO supports many of the student attendance/academic incentives. All parents are encouraged to become active members. Please try to attend the monthly meetings. If you want to volunteer in the classroom, attend class parties, field trips, etc., you must be VIPS approved. Please contact Ms. Rivera. <https://prodnet.houstonisd.org/visits/en-us/login.aspx>

HEALTH/COVID UPDATES

Immunizations

All immunizations shall be completed at the time of school enrollment in accordance with regulations published annually by the Texas State Department of Health.

Immunizations must be updated on time, or the student will be excluded from school until a written doctor's statement or an updated immunization card from the clinic is presented to the school.

Medication

It is not the function of the public-school personnel to administer medical treatment or medication including over the counter drugs.

Students on long term medication which cannot under any arrangements be administered other than during the school hours, may take medication in school under the following instruction: A physician must state in writing that a student should have a certain medication during school hours. Form NO. 40.3740 must be signed by the physician and the parent before any medication may be given.

This form must be renewed and on file at the beginning of each school year. Medication forms and medication must be submitted to the nurse only.

Students are not allowed to self-medicate nor have any type of drug on them, this includes over the counter medication. Please speak to the school nurse if you have any question.

Communicable Diseases

To protect every child and school personnel from contagious diseases, HISD complies with state laws on vaccinations. The children that do not have the required immunizations must be excluded by law. In addition, HISD has a list of approximately 20 communicable diseases that require exclusion from school until resolved of a doctor's permit to return is brought to the nurse.

In general, students with fever, vomiting or rashes should not come to school until well or a doctor's permit says they are no longer infectious.

All sores are to be always covered at school. Hair nits and lice are also communicable, and all students must be COMPLETELY free of both before the student can be permitted back in the classroom. These nits and lice should be completely removed as soon as the referral letter is received to avoid school absences. The teacher will require a nurse's permit to return to class. The student will be given this permit when his hair is COMPLETELY free of both nits and lice when the nurse clears the student.

Health & Medical Updates: COVID

How long should I keep my children home?

- If your child gets flu-like symptoms without a fever, keep them home to lower the chances of spreading the illness to others.
- If your child has a fever, keep them home for at least 24 hours after the fever is gone without the use of fever-reducing medication. This will help ensure that the fever is truly gone and that your child is past the point of being contagious.
- Children with weakened immune systems may need to stay home longer.
- If your child receives a positive test for COVID-19, they need to stay home and isolate.
 - Your child needs to isolate for 5 days and can return to school on Day 6 if their symptoms have improved and they are fever-free for 24 hours without the use of fever-reducing medication.

If your child has symptoms of COVID-19, they need to get a COVID-19 test to confirm if they are infected with the virus.

- If they test positive for COVID-19, they need to isolate for 5 days and can return to school on Day 6 if their symptoms

- have improved and they are fever-free for 24 hours without the use of fever reducing medication.
- If they test negative for COVID-19, they can return to school when their symptoms have improved and they are fever-free for 24 hours without the use of fever-reducing medication.

MASKS

Masks within HISD schools, facilities, and school buses are optional. Students, staff, and any other HISD stakeholders that may need an additional layer of protection or are exhibiting symptoms of a communicable disease are highly encouraged to wear a mask regardless of vaccination status.

HOMEWORK

Teachers will distribute their grade level homework policy to students and parents at the beginning of the school year.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal will make reasonable efforts to notify parents.
- The principal may be present unless the interviewer raises a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a Law Enforcement Officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's health or safety.

Before a student is delivered to a law enforcement officer or other legal authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

LOST AND FOUND

Gallegos lost and found is located at the receptionist desk. Students should check the office for any lost items. We keep all found items only for a reasonable amount of time, after which good homes will be found for the remaining unclaimed items.

LUNCH & BREAKFAST

Breakfast: Breakfast in the classroom will be served from 7:40 – 8:15 a.m.

Lunch: According to grade level schedule

Prices

Breakfast: Student FREE

Lunch: Student FREE

PARENT INVOLVEMENT

There are many opportunities for parent participation at Gallegos Elementary. Please go through the VIPS approval process so you may be a school volunteer. Steps are below: <http://www.houstonisd.org/Page/90800>

How can I become a VIPS?

All volunteers must register online. All volunteers must pass an annual criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

Step 1: Register online; houstonisd.org/VIPS

Step 2: Once you have registered, you must go in person to the school of interest and show proof of identification.

- Step 3:** Identification information will go into our database for processing by the Volunteer Coordinator at each campus.
- Step 4:** The criminal history background check can take 2-3 weeks to complete.
- Step 5:** Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.

What type of identification is accepted?

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver's License (issued by any state in the U.S.)
- Matricula Consular
- Identification Card (issued by any state in the U.S.)
- Resident Alien Card

Our students benefit when we all volunteer!

Parents are encouraged to join the PTO (Parent-Teacher Organization), serve on our SDMC (Shared Decision-Making Committee), and become a VIPS (Volunteers in Public Schools).

The Gallegos PTO sponsors help with many events during the school year, such as our Fifth Grade Award Ceremony. Please refer to your child's monthly school calendar for PTO meeting dates and times. Parents in good standing have voting privileges and are eligible to serve on our executive board.

Gallegos is governed by a board made up of the principal, teachers, non-instructional personnel, community members and parents. This committee, called the Shared Decision-Making Committee (SDMC), is the ruling body of the school. Every year, there are two spaces on the SDMC reserved only for parents of Gallegos' students.

Parents can also address the SDMC to resolve concerns pertaining to Gallegos. SDMC Agenda Request Forms are available in the office. The Gallegos SDMC will meet monthly; therefore, requests must be turned in prior to the meeting.

Classroom visitations must be arranged with the teacher in advance. All teachers are expected to begin their instructional day promptly at 7:45 a.m. If you would like to conference with your child's teacher, please contact the teacher in advance to set up a conference time that is convenient for you both.

PARENT-TEACHER CONFERENCES

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by either a note, email, or a phone call. If you call during the school day, the office staff will leave the teacher a note to return your call.

Conferences are scheduled at periods other than instructional time. Appointments may be made during a teacher's non-instructional/conference time. Contact the teacher or call the office for an appointment.

PARTIES (PR-1)

Class parties are limited to two during the school year: **Winter Holiday and End of the Year. Parties** are to be held during lunch on the cafeteria or the courtyard; **not in the classroom, unless otherwise approved by the principal.** Parties must have an educational objective: citizenship, health, and social studies. Parties must be preplanned and documented in lesson plans. Birthday parties for individual students are not allowed on campus.

PERSONAL COUNSELING

Gallegos has a counselor on campus and a CIS (Communities in Schools) manager who is also a certified counselor. They may assist with a wide range of personal concerns, including areas such as social, family, or emotional issues.

PESTICIDE STATEMENT

"This school periodically applies pesticides." Information concerning these applications may be obtained by calling (713) 924-1830.

PRAAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

SEXUAL HARASSAMENT / SEXUAL ABUSE

Unwanted and unwelcome conduct of a sexual nature—words, gestures, or any other sexual conduct—toward a student is unacceptable.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

SPECIAL PROGRAMS/SERVICES

Gallegos provides services for those students in special programs including, Gifted and Talented, ELL (bilingual), ESL, and students with disabilities.

Wraparound Services

Wraparound Services program is available at Gallegos. The Wraparound service specialist supports students and families by connecting them with community-based resources to address issues that impact learning, such as mental and physical health and food and housing insecurity

Family and Community Engagement

Gallegos is partnered with The Family and Community Engagement (FACE) Department. The Houston Independent School District values parents as partners in preparing our students to succeed in college, career, and beyond. (FACE) Department is dedicated to building intentional school-family-and community partnerships to advance student achievement. FACE aims to engage and empower families by promoting a welcoming environment, honoring families, and linking activities to learning.

STUDENT GOALS AND EXPECTATIONS

Houston Independent School District has set 10 Goals for all students in grades Pre-Kindergarten through Twelfth Grades. These goals are the focus of the district's core curriculum. HISD envisions that all students will successfully progress through the core curriculum focusing on humanities, sciences, and technology, prepared to function as active members of a global society. Students will exhibit high levels of achievement and become independent; lifetime learners prepared for the next stages of their lives.

All students will:

- GOAL 1** - Demonstrate fluency and literacy in English to communicate effectively for a variety of audiences and purposes.
- GOAL 2** - Think creatively, critically, and use variety of problem-solving strategies across all subject areas.
- GOAL 3** - Demonstrate self-directed behavior in order to initiate and complete tasks.
- GOAL 4** - Recognize how ideas, values, beliefs, and attitudes of self and others influence human interaction and choices in life.
- GOAL 5** - Demonstrate responsible behavior, leadership and cooperation skills, and work effectively in groups.
- GOAL 6** - Recognize how ideas, values, beliefs, and attitudes of self and others influence human interaction and choices in life.

- GOAL 7** - Demonstrate responsible behavior, leadership and cooperation skills, and work effectively in groups.
- GOAL 8** - Develop and practice skills appropriate to health, fitness, safety, and wellness for life.
- GOAL 9** - Demonstrate awareness of economic, political, environmental, and social issues from a local and global perspective.
- GOAL 10** - Recognize and appreciate the importance of the unity and diversity of a multicultural society.

STUDENT PROGRESS

Progress Reports

Elementary school progress reports are sent to parents four times during the year, shortly after the end of the nine-week grading period. Progression of Skills Report will be used for all pre-kindergarten and kindergarten students. This is a different type of progress report that charts a child's growth along a continuum, instead of comparing the child to other children. Please see your child's teacher if you have any questions about the progress reports or your child's achievements.

Students in first, second, third, fourth and fifth grade receive a letter and number report card. The grading is as follows:

Academic subjects		Citizenship Traits
90-100	= excellent	E = Excellent
80-89	= good; above average	S = Satisfactory
75-79	= satisfactory; average	P = Poor
70-74	= below average	U = Unsatisfactory
Below 70	= unsatisfactory; failing	

To be promoted to the next grade, a student must maintain an overall average of 70 or better, an average of at least 70 in language arts and math and must meet HISD promotion standards.

If a student is not progressing satisfactorily in any grade level, parents are sent a preliminary progress report at the midpoint of the grading period and at other times as necessary. Parents must sign and return the reports. Conferencing with the teacher is strongly recommended anytime a student's progress is affected.

Grading

Student grades will be determined by the teacher evaluation of growth attained during the significant learning activities conducted by the teacher in each reporting period. The teacher will take into consideration all available data in

judging a student's achievement in relation to the grade or course level objectives. Such information as success with assignments, examination scores, and classroom participation will be documented in teachers' class record books, students' work folders, gradespeed, etc. Please see your child's teacher for any specific information on grading.

HISD CONNECT PARENT PORTAL

Parents can monitor their student's grades by login into GradeSpeed though the HISD portal. Link: **<https://www.houstonisd.org/PSC>**

The following information will be needed to register:

- Student ID number (HISD)
- Student date of birth
- Last five digits of student's Social Security number if on file with HISD. If not on file, use the last five digits of the "S-Number" provided to your child by HISD.

Report cards

A report card will be issued at the end of each six weeks.

Bilingual /ESL

Gallegos has a bilingual transitional program to serve students in grades Pre-K3-5th grade. The purpose of the bilingual program in HISD is to teach the students academic skills in their native language while developing their oral and written English skills at the same time. Once the student has mastered basic academic skills in Spanish, such as reading, writing, math, science, social studies and health concepts, the transition into English as a Second Language (ESL) classroom or English-only classroom is much smoother with less chance of failure.

STUDENT RECORDS

A student's records are confidential and are protected from unauthorized inspection or use.

A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents have access to the records of a student who is under 18. A parent whose rights have been legally terminated will be denied access to the records.

The parent's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes; do not have to be made available to the parents.

Copies of student records will be given to parents within 24 hours after the request.

SUMMER SCHOOL

Summer school is open to Pre-K-K and 1st – 5th grade students who have not met the promotion standards. Information will be provided in the Spring semester.

TARDIES

Tardiness is disruptive to the classroom and has an adverse effect on your child's educational progress. Please have your child here on time. Students are tardy if they arrive at school after 7:35 a.m. All students that are tardy to class must report to the front desk for a tardy slip. Students who arrive late will need to be escorted into the building by a parent, so that they can be signed in. Excessive tardiness will require appropriate action to be taken by the Principal or Assistant Principal and may be referred to the district truancy officer.

TESTING

Students at Gallegos take School, District, State and National assessment tests. Including but not limited to:

- STAAR Reading and Mathematics: Each year in grades 3-5 (English/Spanish)
- Science (5th) (English/Spanish)
- Circle: PK
- KEA: Kindergarten
- High Frequency Word Evaluation 1st & 2nd grade
- Ren360
- District Formative Assessments
- Campus Based Assessments

Test results will be reported to students and parents. Certain students such as students with disabilities or students with limited English proficiency may be eligible for exemptions as approved by the appropriate committee.

TEXTBOOKS/LIBRARY BOOKS

All students are issued the appropriate textbooks for their grade level. Students are held responsible for the books issued to them. The Texas Education Code, Section 12.65 under "Textbooks", Article C, adopted by the 61st Legislature reads as follows: "Each pupil or his parent or guardian shall be responsible to the teacher for all **books not returned by the pupil, and any pupil failing to return all books shall forfeit his right to free textbooks** until books previously issued but not returned are paid for by the parent or the guardian."

TUTORIALS

We offer after school tutorials. In the event your child is not meeting the necessary performance, he/she will be invited to attend tutorial sessions. Please make transportation arrangements accordingly. Tutoring schedules will be shared by the student's teacher.

TRAVEL

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event.

VIOLATIONS OF LAWS

Alcohol, Drugs, Tobacco, and Weapons:

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school related activity.

Disruptive Activities

State law prohibits a student from participating in disruptive activities. Students should not interfere with the movement of people in an exit, entrance, or hallway. Students should not interfere with an authorized activity. Students should not use force, violence, or threats in an attempt to prevent participation in an authorized assembly. Students should not disrupt classes while on school property. Class disruption includes making loud noises, entering a classroom without authorization, and disrupting the activity in a classroom with profane language or any misconduct.

Gangs: and other Prohibited Organizations:

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang. Any student displaying suspected behavior of such is subject to disciplinary action.

WITHDRAWALS

A student can be withdrawn only by the person who signed the enrollment card and/or has legal custody of the child. An Elementary School Student Check out Sheet must be completed by the appropriate school staff. We ask that you notify the office 24 hours before the actual date of withdrawal so that all paperwork can be completed by 3:00 p.m. on the date of your withdrawal.

ZERO TOLERANCE

All acts of physical violence resulting in harm to another person fall under the Zero Tolerance Policy. This district-wide policy requires that all students violating the Zero Tolerance Policy are immediately suspended and recommended for expulsion. Further information about HISD's Zero Tolerance Policy is sent home at the beginning of each school year.