

# **Raul C. Martinez Elementary**

## **Student Handbook**

### **2022-2023**



***“Excellence is Limitless, Shooting for the Stars and Beyond!”***

### **Principal's Welcome**

Welcome to the 2022-2023 School Year! We are so excited to welcome our students back to another fun year of learning here at Raul C. Martinez Elementary! We are honored that you choose RCM as your child's school of choice. Our teachers and staff focus daily on providing your student a premier education through fun and engaging learning experiences in a welcoming and safe learning environment. Here at RCM, our collective commitment and mission for excellence is *"In partnership with all stakeholders, the Raul C. Martinez family is home to resilient and tenacious minds. We promote excellence in developing a growth mindset where students lead the learning to become college and career ready."*

We recognize that teamwork, collaboration, and partnership with our parents and school community is essential to our students' success. Thus, we value your continuous support to ensure your student's success!

*Sincerely,  
April Coleman-Hernandez*

### **RCM MISSION STATEMENT**

*"In partnership with all stakeholders, the Raul C. Martinez family is home to resilient and tenacious minds. We promote excellence in developing a growth mindset where students lead the learning to become college and career ready."*

## **Raul C. Martinez School Calendar 2022 - 2023**

August 22, 2022

Students' First Day of School

May 31, 2023

Students' Last Day of School

*(if no make-up days are needed)*

### **Student Holidays**

September 5, 2022

Labor Day

October 5, 2022

Fall Holiday

November 21-25, 2022

Thanksgiving Break

December 22 - Jan 4, 2023

Winter Break

January 16, 2023

MLK Day

March 13-17, 2023

Spring Break

March 31, 2023

Chavez-Huerta Day

April 7, 2023

Spring Holiday

April 21, 2023

May 29, 2023

**Teacher Preparation Days (no students)**

August 15, 2022

January 5, 2023

June 1, 2023

Spring Holiday

Memorial Day

Teacher Preparation Day

Teacher Preparation Day

Teacher Preparation Day

**Teacher Service Days (no students)**

August 8 - 19, 2022

October 4, 2022

January 6, 2023

February 20, 2023

Teacher Service Day

Teacher Service Day

Teacher Service Day

Teacher Service Day

**Meet the Teacher Night**

August 17, 2021

3:30 p.m. - 5:00 p.m.

**Open House**

Wednesday, September 21, 2022

4:00 p.m. – 6:00 p.m.

**Progress Reports for Parents**

Progress reports are issued during the 3<sup>rd</sup> week of each grading cycle. Dates to be announced

**PreK-5<sup>th</sup> Grade Report Card Dates**

*Parents will need to pick up report card if the child is failing in order to have a teacher-parent conference.*

*Conferences will be scheduled by the teacher.*

<b><u>Grading Cycle</u></b>	<b><u># Days</u></b>	<b><u>Grades Verified</u></b>	<b><u>Report Card Date</u></b>
I - Aug. 22 - Sept.30	27 days	Oct 6	October 8, 2022
II - Oct. 3 -Nov. 11	29 days	Nov 17	November 18, 2022
III- Nov. 14- Dec. 21	30 days	Feb 3	January 9, 2023
IV - Jan. 9 - Feb. 24	27 days	Mar 2	March 3, 2023
V - Feb. 27 - Apr. 14	33 days	May 5	April 20, 2023
VI - Apr. 10 - May 31	31 days	June 5	May 31, 2023

### **IMPORTANT SCHOOL HOURS**

**7:00 a.m.-The school building opens to students**  
**7:30 a.m.-Classroom instruction and learning begins**  
**7:40 a.m.-Tardies begin to be logged**  
**7:30 a.m.-8:00 a.m.-Breakfast is served in the classrooms**  
**3:00 p.m.- School dismissal**

### **BEFORE SCHOOL PROCEDURES**

1. The building opens at 7:00 a.m.
2. Students will report to their designated area
  - a. 2<sup>nd</sup>-5<sup>th</sup> graders report to the second floor hallway and sit quietly outside their classroom door
  - b. PreK-1<sup>st</sup> graders report to the first floor hallway and sit quietly outside their classroom door
3. For safety reasons, the only parents that will be allowed to enter the building between 7:00 a.m.-7:30 a.m. are the following:
  - a. Parents who have an appointment with school personnel
  - b. Parents dropping off children with special needs
  - c. Parents needing to consult with the nurse
  - d. Registered volunteers.
  - e. Please make appointments with teachers for conferencing during their planning time or after school.

### **VOLUNTEERS AND VIPS REGISTRATION**

We highly recommend all parents to volunteer and take an active role in their child's education. Parents and campus visitors are required to register on the Houston ISD Volunteers in Public School website. Participants complete the application only once but bring a photo identification annually so that the registration information can be updated. This registration is required if you plan to assist your child's teacher/class on field trips.

**See office personnel for assistance.**

- **Parents are required to show a government issued photo ID when visiting our school, attend any school event, meeting or conference at the school.**
- **Students from other schools are not allowed to attend our school parties, functions, or visit teachers during school hours. All visitors must check into the Main Office first before proceeding to any part of the building.**

### **AFTER SCHOOL DISMISSAL PROCEDURES**

**(Early pick up must be before 2:30 pm)**

1. Safety for all students is our number one priority. Therefore, students are dismissed and picked up in their designated grade level areas. The dismissal and pick up areas are as follows:
  - PreK-: First set of doors on Port St. side. Parents, please walk up to the door to pick-up student.
  - Kinder & 1<sup>st</sup> grade: Cafeteria
  - 2<sup>nd</sup> grade: First set of doors on Port St. side
  - 3<sup>rd</sup> grade & 4<sup>th</sup> grade: Second set of doors on Port St. side
  - 5<sup>th</sup> grade: Gymnasium
2. Students must follow all rules and staff instructions while waiting to be picked up.
3. Students are not to remain in the building unless with a teacher or staff member for tutorials or other school sponsored event.
4. Parents who drive their children to school are asked not to park in either the Market Street or Port Street loops. These are bus loops and are "No Parking" zones. Visitor parking is on the Port Street side of the school. Students who are picked up by car go out the Port Street side of school. PK-K parents must wait for the buses to enter and leave before entering on Market Street.
5. Gate entrances must be available at all times. No vehicle can block the entrance. Follow posted "No Parking Signs" on Market and Port Street.
6. Please drive slowly through the pick-up lines and follow the School Zone speed limits.
7. **Teacher duty time ends at 3:10 p.m. Students must be picked up no later than 3:10 p.m.**

### **RAINY DAY PROCEDURES**

In the event of the school closing early due to inclement weather, we will dismiss the students in accordance with the **Rainy Day Policy** form completed by parents at the beginning of the year. Any child who needs to wait must do so quietly inside the building until their ride arrives or they are called from the office. Students will not be allowed to wait outside in the rain. During rainy days, only PreK will be dismissed from the car rider line at the first set of doors.

### **ATTENDANCE**

1. It is imperative that current telephone numbers for home and emergency contacts are maintained for all students. Please be sure to keep this information up-to-date at all times and report them to Ms. Guzman.
2. All students are expected to attend school every day. A thorough education requires participation, and children cannot participate and learn if they are not present.
3. Please note that students can be retained due to excessive absences.
4. The only acceptable excuses for absences are as follows:
  - Illness of the student (must have doctor's note)
  - Death of a student's family member
  - Quarantine
  - Emergencies recognized or designated by the principal
  - Religious Reason (documentation must be provided)
5. If a child is going to be absent, we ask that a parent or guardian call the school before 8:45 a.m. to report the absence. If the school does not receive a call by 8:45 a.m., the school will make every attempt to locate the parent and verify the absence.
6. Make doctor's and other appointments after school. However, if the child has an appointment and it is during school hours, bring the child to school first, check them out and then return them so that they will not be counted absent.
7. **Attendance is captured at 9:25 a.m.** Students who are not present at that time will be counted absent.

8. When a student returns to school after being absent, he/she must have a written excuse from a doctor with the dates of the illness. Not all notes from parents will be accepted as an excused absence.
9. Parents or relatives who come to pick up a student during the school day must report to the office and show a government issued photo identification to release the child. No child will be released to any person other than the people specifically listed on the **Student Enrollment Card and/or the Rainy Day Form**.
10. The school day begins at 7:30 a.m. Any child that reports to class after 7:40 will be counted tardy. Please make every attempt to have your child at school on time.
11. Students with perfect attendance will be celebrated throughout the year.

### **MEDICATIONS**

1. The policy of the Board of Education does not authorize Houston I.S.D. personnel to give medication of any kind, including aspirin. Nurses, however, can give medication during school hours with a physician's written request. Form 40.5740 must be signed by the parent and physician before the medication can be administered. All medicine must be kept in the clinic and not with the student. **Do not send medications to school with your child.**
2. If a child is referred to the clinic because of illness, the nurse will determine if the child can recover by resting in the clinic or needs to go home

### **STUDENT SAFETY & DRILLS**

**FIRE DRILLS** are required once a month and students are expected to exit the room in a quiet, orderly line and report to their designated area outside of the building. Students must remain calm and wait for instructions from the teacher.

#### **FIRE DRILL SIGNALS:**

- Continuous siren alarm- Leave building
- Two Bells- Return to building
- One Bell- **Stop**

### **School Rules and Consequences**

- ***Read the HISD Code of Student Conduct***
- Students need to walk, not run nor play in lines or in the hallways.
- Students need to keep their hands and feet to themselves.
- Students need to treat all people with kindness, respect, and courtesy at all times.
- Students will not bring gum, candy, toys, weapons, games, or anything that will be a distraction to themselves or others.
- Students will not participate in bullying others using discriminatory language (calling people names, hitting, pushing, or hurting their feelings intentionally or unintentionally).
- Students will care for the property of the school and others by being respectful and not causing damage.
- Students who fail to follow the school rules will be subject to the consequences recommended by the Student Code of Conduct which include:
  - Warning / Agenda Note
  - Time Out / Isolation
  - Parent Conference / Phone Call / Letter
  - Detention / After-school from 3:00-4:00 pm
  - Parent Shadowing / Sit with child in the classroom
  - Suspension
  - Alternate School
  - Expulsion

*Students who have good conduct will be recognized.*

### **Cafeteria Rules**

- ***Read Student Code of Conduct and Consequences***
- Students are expected to enter and exit the cafeteria in a quiet and orderly manner.
- Students are expected to sit at their assigned area and keep their hands, feet, and food to themselves.
- Students are expected to clean up after themselves after they have finished eating.
- Students are expected to wait for their teacher in a quiet, orderly, and straight line.

### **DRESS CODE for EXCELLENCE**

**Raul Martinez is a Uniform School!** Good grooming and positive appearances improve attitudes, outlooks, and academic performance. High standards in dress and personal grooming are expected for all students. The following dress code will apply during school hours and at other activities where the student is representing the school.

- Solid colored navy blue, red, or white shirts/blouses with buttons and a collar.
- Solid colored navy blue or khaki colored pants, shorts, skirts, dresses, jumpers.

- Shorts and skirts must reach the knee
- Clothing must be well fitted, no large or baggy clothing. Sagging of pants/shorts is not allowed.
- Shoes or tennis shoes must have the heel and toes covered at all times. Shoes with wheels are not allowed.
- Tattoos and visible body piercings are not acceptable. Students may wear one earring stud in each ear.
- For safety reasons, students should refrain from wearing dangling earrings.
- Backpacks must be mesh or clear.
- Hats or hoodies are not to be worn indoors unless for religious reasons.
- Clothing that displays obscene, discriminatory language/designs, drug/alcohol related, skulls, and/or occult - violent illustrations, or slogans is not permitted.
- Ripped clothing (jeans, pants, shirts) of any kind are not permitted.

### **Mustangs Go to College Day**

- **College T-Shirt Day is EVERY Friday . We highly encourage our students to wear a college shirt on Fridays.**

## **CONSEQUENCES**

A note indicating the offense will be sent home with the students. Repeated offenses will require a parent conference with one of the campus administrators.

## **PARENT DRESS CODE**

RCM is a place of learning. We request that parents, visitors and staff dress appropriately on campus

## **SCHOOL PRIDE**

We are the Raul Martinez Mustangs! We strive to do our best each and every day! We want our students to be happy, safe, and comfortable when they enter our doors! We have high expectations for all students. We ask parents/guardians to support all areas of learning; such as attendance, discipline, behavior, attitude, homework, uniform, assignments, safety, rules and responsibilities. **All students can and will succeed!**

## **LOST AND FOUND**

Parents should mark all coats, sweaters, jackets, and backpacks with a permanent marker in case the student misplaces an item. Any item turned in to the office, will be placed in a lost and found area. Parents may check that area for lost items. The school is not responsible for items students lose.

## **TEXTBOOKS AND LIBRARY BOOKS**

All books are property of H.I.S.D. and are issued to students for their use. Proper care of these books will ensure that all students have clean books to use; therefore, all textbooks must be covered. No writing in the textbooks.. Any textbooks or library books lost, destroyed, or mutilated must be replaced and paid for by the guardian, parent or student.



## **REPORT CARDS**

- Report cards will be sent out at the end of each 6 weeks grading cycle.
- Progress reports will be sent to update the parents of student progress during the 3<sup>rd</sup> week of each 6 week grading cycle.
- Parents of students who have failing grades will need to schedule a parent-teacher conference to obtain report cards.
- Parents will be given a copy to sign and when returned, the teacher will send the original copy for your records.

## **GRADING**

The grade in each subject is an average of all work done in that subject for the six week grading period.

**The grading system is as follows:**

### **Numeric**

90-100.....Excellent

80-89.....Good

75-79.....Fair

70-74.....Passing

50-69.....Failing

\*Failure: Excessive Absences

### **Alpha**

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

NA = Grades Not Available

### **Work Habits**

N = Needs Improvement

### **General Conduct**

E =Excellent

S =Satisfactory

P =Poor

U =Unsatisfactory

### **Pre-Kindergarten & Kindergarten**

1 = Discovery - First Steps

2 = Exploring-Showing Progress

3 = Connecting-Ready to Apply

x = Not yet formally assessed

### **MAKE-UP WORK FOR STUDENTS**

Students with **excused absences** will be given the opportunity to make up work. All work will be completed in a timely manner. It is up to the student and/or the parent to ASK for the make-up assignments.

### **HOMEWORK**

Homework is the student's responsibility to ensure extended practice from the current learning is completed and turned into the teacher. We suggest that each student find a quiet place to do his/her homework that is free of distractions.

Parents are asked to check the homework assignments to make sure that they were done. We ask that you monitor your child's progress closely and communicate with the teacher if you have questions or concerns.

### **TECHNOLOGY TIPS**

When technology issues arise, please take the following steps: Please make sure your device is connected to the internet through wi-fi, landline, or hotspot access points.

Microsoft Teams:

Student login: The letter S+(student ID)@online.HoustonISD.org

(All together with no spaces in between).

Password: student's eight-digit birthday such as 01092010.

(All together with no spaces in between)

Imagine Learning:

Student login: The letter S+(student ID)

(All together with no spaces in between).

Password: The letter S+(student ID)

(All together with no spaces in between).

Site Code: 4823640

**HISD Connect (PowerSchool):** To access your student's grades, please set up an HISD Connect (PowerSchool) account. <https://www.houstonisd.org/domain/11001>

HISD @ H.O.M.E online platform provides additional resources for parent support. Web: [HoustonISD.org/HOME](http://HoustonISD.org/HOME)

HISD Service Desk provides technology support to HISD employees and families. Phone: 713 892-7378 Email: [servicedesk@HoustonISD.org](mailto:servicedesk@HoustonISD.org)