



***Seguin Elementary School
Stallions Pride***

5905 Waltrip St
Houston, TX 77087
713-845-7600

www.houstonisd.org/seguin

Twitter: @HISDSeguinES

***2022-2023
Parent/Student Handbook***

SEGUIN ELEMENTARY SCHOOL

Stallions Pride

MISSION:

The mission of Seguin Elementary School is to develop the whole child by addressing our students social, emotional, and academic needs in a safe and nurturing environment that fosters high expectations in order to create lifelong learners.

VISION

The Vision of Seguin Elementary School is to improve the community by ensuring all students graduate at, or above, grade level.

SCHOOL MOTTO

"Stampeding Toward Excellence!"

CORE VALUES

Safety
Excellence
Growth
Unity
Integrity
Never Give Up

Seguin ES Goals (2022-2023)

- 1. Safety**
- 2. Reading/Writing**
- 3. ESL**
- 4. Mathematics**
- 5. Science**

MASCOT

Stallions

SCHOOL COLORS Red, White, and Black

ADMINISTRATIVE TEAM & TEAM LEADERS

Mayte Garcia-Olivo, Principal
Michelle Cuevas, Assistant Principal
Wendy Pineda, Assistant Principal
Hilda Alvarado, Counselor
Alma Judy Guerra, Reading Intervention Teacher
Edna Arenas, Administrative Assistant
Shirley Williams, Special Education Chair
Alethea Burris~ 5th Grade Team Lead
Jutty Caballero~ 4th Grade Team Lead
Maria Rubio ~ 3rd Grade Team Lead
Sonia Silva ~ 2nd Grade Team Lead
Alma Garza~ 1st Grade Team Lead
Rhonda Robinson ~ Kindergarten Team Lead
Marco Arevalo ~ Pre-K Team Lead
Victoria Salinas ~ Ancillary Team Lead

FRONT OFFICE STAFF AND OTHER INTERNAL SUPPORT

Edna Arenas - Front Office Manager, School Secretary, Budget, Purchasing, Payroll, Field Trip
Bertha Pecero-Sanchez - Information Representative, Attendance, Registrar, Back-Up Purchasing & OneSource
Sarai Solis Gonzalez - Textbooks, Inventory, Receptionist backup, LEP/LPAC/TELPAS - Receptionist, ISS/ASD/Discipline, Lunch Applications, Testing Coordinator Assistant, Records, GT Coordinator Assistant
Anel Saldaña – Receptionist, VIPS Coordinator, Lunch Applications, Copies, Other Duties as Assigned
TBD - Computers/Technology, Audiovisual, Website
Maria Castañeda - Plant Operator
Brittany Gallardo - Nurse

It is the policy of the Houston Independent School District not to discriminate on the basis of 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.

This handbook is designed to familiarize parents and students with the policies, people, and programs at Seguin Elementary School (SES). Please take time to read through the material printed here and discuss it with your child(ren). We hope that you will keep it in a convenient place and use it as a reference when questions arise.

Seguin ELEMENTARY SCHOOL

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How Can We Help You?

It is requested that parents call the school if their child is going to be absent or tardy for that day. Tardy students arriving after 7:45am must be escorted the building by a parent or guardian to be signed into school.

Please call 713-845-5600.

If you have any questions or concerns, do not hesitate to call the school. We will gladly assist you in any way we can.

All faculty/staff members or school administration can also be reached by e-mail. You may check the school's website for e-mail addresses or contact the main office for assistance. You will receive a response from your e-mail within 48 hours.



SCHOOL HOURS

Office Hours	7:00 a.m. - 4:00 p.m.
School Hours	7:30 a.m. – 3:00 p.m.
Breakfast in the Classroom	7:30 a.m. - 8:00 a.m.
Tardy Bell	7:45 a.m.
Dismissal	3:00 p.m.

ATTENDANCE & COMPULSORY ATTENDANCE LAW

COME TO SCHOOL EVERY DAY, ALL DAY!

It is each parent's duty to monitor the students' attendance and request a conference with school officials to discuss any attendance concerns. In HISD schools, a student must attend at least 90 percent of the days the course meets during the school year in order to receive credit for a course. Students with excessive absences will automatically be referred to the Principal or Attendance Committee of the school to determine an outcome for the student.

State law provides that if a student is absent from school without excuse for any portion of the school day for three days in a four-week period or for ten or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts or Municipal Courts.

Roll is checked each day at 9:30 a.m. Students arriving after 9:30 a.m. will be counted absent. Students who become ill at school and are sent home will be counted absent if they leave before 9:30 a.m. Students who have medical appointments are not counted absent if they return to school with a statement from the medical practitioner.

Parents can help their students and our personnel by sending a note each and every time that a child returns to school after an absence. The note should have the following information:

- Date
- Child's first and last name
- Date of the absence(s)
- Reason for the absence

According to Board Policy, student absences are considered "excused absences" for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel hazardous (district decision)
- Participation in school activities with permission of the Principal
- Emergencies or unusual circumstances recognized by the Principal

Students should bring an excuse in writing on the day they return to school. In order for an absence to be excused, the written excuse must be brought within three (3) school days.

Please support your child by ensuring that any absences and tardies are unavoidable and are followed with a written excuse when he/she returns to school.

COMPULSORY ATTENDANCE LAW

The Texas Legislature has passed laws stating that a student shall be required to attend school for the entire instructional period (school year). If a student is absent from school without excuse for any portion of the school day for three (3) days in a four-week period or for ten (10) or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to a juvenile court.

Principals may excuse the absences for personal illness, death in the family, or other legitimate reasons. *Vacations and trips out of the country during the time school is still in session are **not** considered excused absences.*

It is a parent's duty to require the student to attend school, monitor the student's attendance and request a conference with school officials to discuss any concerns about attendance.

If many absences are occurring in Pre-Kindergarten or Kindergarten, the student may be withdrawn to allow occupancy for a student who may not have as many absences.

AFTER SCHOOL ACTIVITIES

Parents are asked to supervise their children when visiting the campus for any and all after school events. In addition, should your child be selected to participate in an after-school event, such as tutorials, practice, etc., it is required all students are picked up on time. If a parent is excessively late, they will be reported to the proper authorities.

In order to be able to participate in after school activities such as sports, Name that Book, or any other activity that is extra-curricular, a student must maintain passing grades, have good conduct, and have good attendance.

ARRIVAL TO SCHOOL

Doors open for students at 7:00 a.m. Parents should not leave students at school before this time. There will be no adult supervision prior to 7:00 a.m.

Staff will be on duty as of 7:05 a.m. Should a student arrive excessively early a phone call will be made to the parent(s) to remind them of the school's policy and our concern for your child's safety.

Parents should drop students off at the cafeteria/auditorium on the Lindberg side of the campus. After 7:30 a.m., students should enter through the front door/main entrance of the building.

For the safety of students, entry into the building is only from the main doors or the cafeteria.

The policy of the Houston Independent School District does not provide for supervision of students before or after school hours unless they are enrolled in after school tutorials, the after-school program, or are participating in a school-sponsored activity.

After 7:45 a.m. students that arrive late must enter with their parent/guardian to sign them in.

Please DO NOT park your cars in the fire lane. Park your car in an empty parking spot or on the street in the front of the school.

BIRTHDAY CLUB

At Seguin we have found a super way to celebrate birthdays and to support our PTO. We hope all parents can support us! Parents and/or students may donate \$5.00, then the birthday child will have his/her name announced in the morning, along with having it displayed on the electronic marquee for the day.

BREAKFAST IN THE CLASSROOM

Breakfast is available to all students free of charge from 7:00 a.m. – 8:00 a.m. All students will have breakfast delivered to their classroom door.

HISD provides free breakfast for all Seguin Elementary students. The HISD Food Service Department prints a calendar of menus each month. Please keep these and refer to them for breakfast menu information.

BUS LANE

The bus lane is a “NO PARKING” and “NO DROP OFF” zone for passenger cars.

BUSES

Seguin Elementary parents have the opportunity to partner with Aguilar, Gomez, or Regional Bus Services. These bus providers are **not** affiliated or endorsed by HISD or Seguin Elementary. Any and all concerns regarding Aguilar or Regional Bus Services need to be dealt directly with the providers.

CAR RIDERS

Seguin has a dismissal system which places student safety first!

All car riders are given a car rider number. For safety purposes, all parents/guardians picking up children are required to have a car rider number. Both drivers and riders need to be familiar with and use the number. Car drivers should pull up in the car lane and display their number in the front window.

Car numbers are called over the radio. Students are dismissed directly to board their cars, if the car is in the lane. Other car rider students wait in the hallway in an area marked with their number. As cars pull up, additional numbers are called.

With the cooperation of parents, we are able to dismiss all students in less than fifteen minutes. This plan operates the same way, rain, or shine!

Please adhere to the following guidelines to ensure smooth operation of the car rider system.

- Do not “cut” in line

- The use of cell phones is prohibited and subject to fine if used in the carpool lane and school zones
- Do not park in the bus zone
- Always remain in your car when using the carpool lane
- Do not double park
- **Use your carpool number**
- Place the number in the front window on the passenger side or hang it from the mirror

Please be sure that your child knows how he/she is to get home each day. Any changes in the usual routine should be discussed in the morning before the student leaves for school and communicated with the front office and/or teacher.

*****You must have a car tag to pick up your child. Every family will be provided two car tags. You can purchase additional car tags for \$2.00*****

****It is highly advisable that everyone get a car tag in the event that you may need to pick up your child by car (bad weather, etc.) Otherwise – you will have to go to the office. WE LOVE OUR STUDENTS AND VALUE THEIR SECURITY/SAFETY SO NO STUDENT WILL BE ALLOWED TO BE PICKED UP BY CAR WITHOUT A CAR TAG UNLESS THEY VISIT THE OFFICE – NO EXCEPTIONS. *****

CELL PHONES

Students are allowed to have a cell phone in their backpack to use only to communicate with parents after school starting at 2:50 p.m. Cell phones are not allowed to be on or used during the school day. Cell phones that are visible (seen or heard) during the school day will be confiscated and turned in to the office. The student’s parent will have to come to the office to retrieve the phone and pay a **\$15.00 fine**.

Students are also asked not to bring toys, electronics, or other valuable items to school. The school will not be held responsible for valuable items if they are lost on school property. Again, if an item is visible (seen or heard) during the school day, it will be confiscated, turned in to the office, and the \$15.00 fine will need to be paid to retrieve the item.

CLASS DOJO



ClassDojo

Teachers, students, and the campus will use CLASS DOJO for parent communication.

CLASSROOM OBSERVATION

Parents are always welcome at school. If a parent or legal guardian wishes to observe in a classroom, please stop by the office to get advanced approval from the principal or grade-level

administrator. Also, parents must have a completed and approved background check. One parent/legal guardian is allowed to observe a class at a time to limit the distraction to the educational process. Parents or guardians shall not video or audio tape the class observation session. During the observation, you may not chat with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time for students. Observations should last no longer than 20 minutes.

CLASS PARTIES & BIRTHDAY CELEBRATIONS

In accordance with HISD school policy, only two (2) class parties may be celebrated during the school year after lunch. The parties are for students only.

Birthdays – Parents are permitted to drop off store-bought cupcakes on your child’s birthday. **This celebration may only be realized after 2:15 p.m.**

All classroom parties will be for students only.

CONFERENCES

Parent/Teacher conferences are a valuable tool to be used in helping children to be happy and successful at school. Be sure to take advantage of this tool! Because it is so important, please follow these guidelines to ensure that you have the best possible conference with your child’s teacher.

To arrange for a conference:

1. Make an appointment – call the office at 713-845-5600, write a note to the teacher, leave a message for the teacher in the front office, or email the teacher to arrange an appointment time.

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1. Make an appointment – call the office at 713-845-5600, write a note to the teacher, leave a message for the teacher in the front office, or email the teacher to arrange an appointment time.
2. Plan to come to school. Teachers can share work samples, clarify assignments, etc. when personal conferences are held instead of telephone conferences.
3. Be “tuned in” to your child so you know when to request a conference.
4. Watch test papers, Progress Reports, etc. that signal trouble areas.
5. Please do not drop in for just a minute at the beginning or end of the day. These are especially crucial times when the class needs and deserves the teacher’s full attention.
6. Please do not ask to have teachers called out of class for a conference; instructional time belongs to the students.

CUSTODY – LEGAL CHILD CUSTODY AND RESTRAINING ORDERS

Should there be a change in normal custodial arrangements for your child/children, it is imperative that the Principal, Assistant Principal and/or Records Clerk be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal, judge signed documents are required to be sent to the principal for adherence. A copy will be placed on file and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the school for adherence to it. If unsure about documentation provided, the principal will contact HISD's Legal Services Department to determine next steps/how to proceed.

DISCIPLINE

Each school in HISD has a discipline management plan. The plan includes a set of rules and responsibilities for all students. Consequences for misbehavior are outlined in the plan.

DISCIPLINE PLAN

The Seguin Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well communicated guidelines. We implement De-escalation methods in alignment with the Social Emotional Learning (SEL) model.

The staff enlists the participation and support of parents in upholding high standards for student behavior.

The Seguin Discipline Plan includes:

- Classroom rules formulated by the students and teacher
- Frequent review of expectations and consequences
- Weekly communication from teacher to parent regarding student behavior
- Referral to the office for repetitive disruptions or serious infractions
- Use of the HISD Code of Student Conduct.

Corporal punishment will not be used as part of the discipline plan

Students will adhere to the following hallway and lunchroom rules:

- Use quiet voices
- Raise hand for permission to leave seat
- Enter and exit in a quiet and orderly manner
- Practice silence in the hall at all times
- Respect the rights of others (no bullying)

DISCIPLINE DURING VIRTUAL INSTRUCTION

Should it be necessary for us to have to instruct virtually due to a change in the pandemic or inclement weather, we will be using TEAMS and CANVAS to instruct.

For students participating in remote learning, the student is expected to comply with the following standards:

- Participate in remote learning
- Adhere to the Houston ISD Student Code of Conduct and Acceptable Use Policy for Electronic Services for Students.
- Participate in each online course daily to maintain the pace including any required interventions.
- Complete classwork on time.
- Communicate with teachers and other classmates in a professional manner.
- Ask for help from the teacher as needed. Attend class on time
- Do not exit Teams before class is over
- Utilize the virtual hand raise to get their teacher's attention
- Expect to participate and answer when called upon
- Help others
- Use proper and appropriate writing style
- Respect diversity and personal opinion
- Provide constructive and supportive feedback to your classmates when prompted
- Be patient and flexible
- Stay on topic and do not post irrelevant comments, links, thoughts, or pictures
- Not to communicate on the Teams classroom channel or meeting chat at unusual hours
- Not to call other students to teachers into the class meeting

DISMISSAL

All children should be familiar with their afternoon dismissal routine (Bus Rider, Car Rider, or Walker). Try to establish a routine that your child understands and can follow. If you must alter the pattern due to a doctor's appointment etc., be sure your child knows the changes before he/she leaves home in the morning and communicate with the front office.

The dismissal process begins at 3:00 pm. Students will be dismissed at 3:00 when the dismissal bell rings. At 3:20, your child will be considered a late pick-up and will receive a tardy.

After school dismissal tardies will be documented. After the third time/per semester a student is picked up late, the parent/guardian will be reported to the proper authorities.

Do not park cars in fire lane. Park in empty parking spots or on street in front of the school.

School buses cannot move if your car is parked in lane (this is also for the safety of our students)

Parents / Guardians must have Car Tag or Walker Tag. If you do not have a Car Tag or Walker Tag, please go to the Front office after 3:15 pm show proper ID and then the student will be called.

Students may not be called until AFTER 3:15 as this interferes with the dismissal process.

DRESS/UNIFORM GUIDELINES

We at Seguin Elementary School feel that attending school is the most important job our children will ever have. We feel that the manner in which our children dress influences their attitude towards school.

In an effort to provide the best possible learning environment, Seguin Administration approved an official uniform for all students.

Seguin Uniform Policy

Clothing Item	Styles	Colors	Special Comments
Tops	Long or short sleeve polo-style shirts	Solid Red or Black	Official Seguin shirts are encouraged. Oversized shirts are not permitted.
	FRIDAYS ONLY Seguin Spirit Shirt, college-spirit shirt long or short-sleeved shirts with collar (red or black)	*Varies*	Only official Seguin T-Shirts are permitted. There will be designated days we allow Houston-themed shirts (Texans, Rodeo, Rockets, etc.) or college shirts
** ALL SHIRTS MUST REMAIN TUCKED IN **			
Pants	Pants	Solid Khaki	Must fit at the waist or a belt is required.
	Skirts or Skorts	Solid Khaki	Must fit at the waist.
	FRIDAYS ONLY Plain Jeans IF wearing the Seguin Spirit shirt or College Shirt – pants or jeans must not have holes	Solid Blue Denim	Must fit at the waist or a belt is required. Also, no holes, oversized legs, symbols, graphics, etc. Must be plain.

Jackets worn in Classroom	Jacket, Sweater, Sweatshirts, or Hoodies	Solid Red or Black	Official Seguin Sweatshirts and Hoodies are permitted. However, hoods are not to be worn in the building or classroom.
Closed-toe shoes	Preferably tennis shoes	Any color	No crocs, sandals, or heels

**** Official Seguin apparel may be purchased at our front office ****

General Guidelines

- On days that the students attend P.E., girls wearing a skirt or jumper should wear modesty shorts underneath these items
- Stud earrings are recommended for safety purposes, no hoop earrings
- No caps, hats, or bandanas are allowed inside the building or classroom
- Solid red, white, or black long-sleeved shirts will be permitted under uniform tops on cold days
- No oversized clothing
- No cosmetics

The following procedures will be followed when a child is not dressed in compliance with dress guidelines:

1. Classroom teacher will notify student and parent of the dress code infraction.
2. Upon a second occurrence, the appropriate staff will call the parent.
 - * Parent will have the option of providing proper clothes or the child will be given clothes to wear for the school day. (Please wash and return clothes the next day.)
 - * If clothes cannot be provided, the parents will be asked to bring proper clothes. The student will not return to class until the dress code is corrected.
 - * A Dress Code Violation letter will be sent home with the student to inform the parent of the infraction. Please sign and return this letter.
3. Chronic and repeated dress code infractions may result in a Discipline Referral to the office.

Note: HISD Code of Student Conduct states: Violation of a school's mandatory school uniform policy is a level II Act of Misconduct.

We appreciate the cooperation of the Seguin parents in supporting the uniform policy and dress guidelines.

EMERGENCY PROCEDURES

It is important that all information on each child's enrollment card be complete and kept current.

If phone numbers (home, work, emergency, or doctor) change, please notify the school office immediately.

Be sure that you have a plan for picking your child up during the day should he/she become sick at school. Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times. Be sure that changes in "pick-up procedures"

are clearly communicated and discussed before the child leaves home. Notify the teacher in writing when such changes occur. Students will not be called out of class to talk on the phone. In emergency cases, messages will be delivered to students. This will not be done for messages that are not urgent. Plan ahead! Your child's instructional time is important.

FIELD TRIPS

Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the teachers.

For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form. A Student Medical Emergency Treatment form must be on file with the nurse. activities. Some trips are sponsored by HISD while other field trips are planned by the teachers.

For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form. A Student Medical Emergency Treatment form must be on file with the nurse.

Reservations, bus arrangements, and prior approval must be obtained for all student trips. It is necessary for our office to complete these arrangements, and prior approval must be obtained for all student trips.

Be sure to adhere to the timelines for the return of permission slips to ensure that your child has a reserved space and can participate.

Some field trips are considered extra-curricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school.

A high standard of conduct is expected of students who participate in field trip activities. Any student who exhibits poor conduct in the classroom as reflected on his/her report card may be excluded from participation in a scheduled field trip. Exclusion from a field trip(s) may be used as a consequence for specific acts of misconduct. Any student whose behavior is unacceptable on a field trip will be excluded from field trips for the remainder of the school year. Parents will be notified of this decision.

FIELD TRIP CHAPERONE POLICY

Parents must complete a background check and be approved prior to chaperoning a field trip.

Please see Anel Saldaña (VIPS Coordinator) to begin the process. Teachers will only be notified as to who has been approved.

FIELD TRIP CHAPERONES (2 parents per classroom, depending on the location of the fieldtrip and grade level) – If a parent is selected to chaperone a field trip, please do not bring another school-age student. Anyone above the age of 18 who is planning to chaperone, must go through the VIPS process and be approved. Supervision is critical, and the chaperone must be solely concerned with watching the students on the field trip. Parent chaperones must ride the bus in order to chaperone the entire field trip.

***Parents may submit their names to their child's classroom teacher if they are interested in attending a field trip. Teachers will then conduct randomized drawings to select chaperones on a rotating basis to not have the same parents each time. Teachers will then notify the parents selected for each trip. ***

Parents **MUST** be approved by VIPS to participate as chaperones in any field trip since it is considered part of your child's instructional day. There will be **NO EXCEPTIONS**. The VIPS approval process can take up to three weeks.

GRADING

Students will receive report cards at the end of each grading period. The academic grades will reflect class work, homework, projects, and tests done for that period.

All grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

90-100	Excellent quality of work – thorough mastery of subject matter.
80-90	Good quality of work – above average with consistent effort.
75-79	Satisfactory quality of work – average achievement.
70-74	Below quality of work expected – below average achievement.
Below 70	Unsatisfactory quality of work – poor work, failing.

Conduct will be marked with one of four letter grades to be interpreted as follows:

E	Excellent quality of behavior – totally self-disciplined.
S	Satisfactory quality of behavior – cooperates readily.
P	Poor quality of behavior – improvement needed.
U	Unsatisfactory quality of behavior – administrator conference needed.

HOMEWORK

Homework is an extension of what has been taught in class.

Students will be assigned some long-term activities such as outside reading, projects, etc. These assignments assist students in learning to budget their time and to take advantage of learning opportunities outside of the classroom.

Work with your child to schedule time each day to complete homework assignments and check to see that homework is done each day. Help your child to organize his/her materials so they can get to school each day with all the things they need (including homework) for a successful day.

HOURS

School hours are 7:30 a.m. – 3:00 p.m. each day. It is important to the formation of good habits as well as to the educational process that all students arrive at school on time. Establish a daily plan for each child so that he or she can arrive at school on time each day.

Daily Schedule

7:00 a.m. First bell, building opens
7:45 a.m. Tardy bell
3:00 p.m. Dismissal (students)

Students who walk or are dropped off **should not** arrive at school before 7:00 a.m. Students in grades PreK-1 wait in the PE room, grades 2-5 wait inside or outside the cafeteria.

Students who are not in their classrooms by 7:30 a.m. will be counted tardy and may miss breakfast. Children who are tardy must have a note from home. Oversleeping, alarm clock trouble, no ride, etc. are considered an unexcused tardy. Students will be allowed two unexcused “tardy” each nine weeks. **Repeated late arrival can result in an administrator conference.**

The policy of the Houston Independent School District does not provide for supervision of students before or after school hours. The policy reads as follows:

THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:00 A.M. OR STAY AFTER 3:15 P.M. unless they are participating in a school sponsored activity.

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level I Act of Misconduct.

INCLEMENT WEATHER

Make a plan for rainy or “bad” weather days. Be sure that your child is familiar with your plan and is able to follow it. Please do not call the school office with instructions and messages. This should be handled in advance.

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local radio stations. Whenever possible, the decision will be made by the district before 6:30 a.m.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. Please do not call the school with last minute instructions; this will be difficult to ensure communication with the number of students we have enrolled. If school is closed during the day, parents should come as quickly as possible to pick up their students.

If Houston has severe weather conditions, watch the TV, or listen to the radio; HISD will inform the media when schools are closed.

The principal does not have the authority to cancel or close school. HISD's superintendent has the authority to cancel or close schools. Please listen to the news for any decisions made by the superintendent.

Due to bad weather, the district may decide to have the students work virtually.

JUST IN CASE (Neighborhood Watch)

We depend upon our patrons and nearby residents to "keep an eye on" the school, especially on weekends and holidays. If you suspect vandalism or notice any unusual occurrences at the school, please call HISD Police at 713-892-7777. We want our students, staff, and community to feel safe at Seguin and we have the power to make it happen.

KINDERGARTEN

Kindergarten at Seguin is a full day program. Students attend from 7:30 a.m. – 3:00 p.m. daily. Kindergartners participate in all school activities including enrichment classes, lunch, recess, field trips, assembly programs etc. All kindergarten students must be dropped at the front door by the office where a teacher aid will escort them to the gym.

Kindergarten students will take at least one standardized test as part of a screening process used in considering children as Gifted and Talented. Kindergartners who qualify for the G/T Program begin receiving services in April.

Kindergarten is a time of discovery and development of independence and self-reliance. We feel that our program at Seguin is designed to help young students make a successful transition from home to school. It is very important to have excellent attendance. We have many students who would like to be in Kindergarten and if satisfactory attendance is not met, we may withdraw students to accommodate others.

LEAVING EARLY

Students who need to leave school for an appointment must be checked out through the office. Parents should plan to pick students up **before 2:15 p.m.** or plan to wait for them to be dismissed at 3:00 p.m. **Students will not be called after 2:15 p.m.** This plan is in place for the safety, and learning, of all students. It also disrupts our dismissal process

No students will be picked up between the hours of 2:15 – 3:15 pm.

Please do not park your car in the fire line. Park in an empty spot or in the street in the front of the school.

School buses cannot move if your car is parked in their lane (this is also for student safety).

Parents / Guardians must have proper ID to sign students out. No student will be called without Parent / Guardian name in system and proper ID.

LIBRARY- Houston ISD Seguin Elementary Library Policy

A library is a wonderful place where children can learn and explore. Positive experiences in the library often help shape the children of today into the adult readers of tomorrow. With everyone's help and cooperation, the Seguin Elementary Library will be a beginning step which will encourage each child to become a lifelong reader.

Overdue Notices: Teachers will receive overdue notices throughout the year to distribute to students.

Check Out Policies:

Kindergarten Students - 1 book for 2 weeks

First Grade through Fourth Grade Students -2 books for 2 weeks

Fifth Grade Students - 3 books for 2 weeks

A due date will be stamped in the books. We encourage students to return books by those dates, but we want to also encourage them to complete the books. Students may even return a book before the posted due date. Books can be renewed one time (at the library) if they are not finished by the book's due date. Please bring the book to the library and let Mr. Wills know that the book needs to be renewed. Students may visit the library individually with their teacher's permission to check in and/or check out books. The book's due date is stamped on the front of the book. It is the sole responsibility of the student to ensure that his or her books are returned on time.

Houston ISD Seguin Elementary Library Fine Policy

****Students will not be allowed to check out additional books until all late books are returned.**

Lost and Damaged Books

If a student loses, or damages, a library book, the student is responsible for paying for that book (cost \$20).

We are happy to work with families who may be unable to pay for replacement books.

If a lost book that was paid for is found, please return the book to the library and a refund will be issued if the book is in good condition.

****Refunds will gladly be issued during the same school year that the book was lost. However, we will be unable to refund lost book monies after the last day of the school year that the book was lost.**

LICE

It is really important that all parents check their own children for lice. The process is not pleasant, but it is simple!

Separate and examine portions of hair, especially at the nape of the neck, over the ears, and at the crown of the head. The nits are waxy looking and elliptical in shape.

If your child does have lice, treat him/her immediately and please notify us. Your child's doctor can recommend a course of action or use over the counter shampoos available at your pharmacy. Remember that shampooing is not enough; all eggs must be removed from the hair shaft. Household items such as pillows, bedspreads, sheets, plush toys, etc. should also be washed, treated, or put in plastic bags. It is important that all parents take an active role in checking and treating head lice. If a child has been infested, he/she should be treated quickly so that minimal instructional time is lost. One day is usually enough!

For more information, please see our school nurse.

LOST AND FOUND

Seguin students are asked not to bring toys, electronic or other valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school. Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold, or traded.

Label all removable articles of clothing as well as other belongings clearly with the child's first and last name to prevent loss. Lost and found articles are kept in the custodian's office.

Lost and found articles will be displayed periodically in the main hall so that students or parents can claim these items. Encourage your child to take care of his/her things.

LUNCH

The HISD Food Service Department prints a calendar of menus each month. Please keep these and refer to them for lunch menu information.

HISD provides free lunch for all Seguin Elementary students. The HISD Food Service Department prints a calendar of menus each month. Please keep these and refer to them for lunch menu information.

Lunchroom Rules:

1. Students will be quiet in the serving line.
2. Students will be polite to the Food Service Personnel.
3. Students may talk in quiet voices during lunch.

4. Students will stay seated during the lunch period unless they receive permission from the duty teacher.
5. Students will be responsible for leaving the tabletops clear and picking up paper, trash from under the tables.
6. Students must follow the instructions of the lunch-duty personnel
7. Misconduct in the lunchroom will result in disciplinary action

LUNCH – PLEASE SEND WITH YOUR CHILD IN THE MORNING

We are a closed campus, which means that parents are not allowed to drop off lunch every day. As we continue to ensure our focus is on instruction throughout the entire day, we encourage you to remind your child to bring his or her lunch. If your child forgets his/her lunch, you must bring it to campus before 10:00 AM to ensure timely delivery to students before their lunch begins. We highly recommend that you send your child with his/her lunch in the morning or bring it on the days you plan to eat lunch with your child in the cafeteria. We are limited in office staff, lunch delivered after 10:00 AM may **NOT** be delivered in a timely manner (Seguin Staff is not responsible). Send your student's lunch with them in the morning if you want to ensure they eat what you would like. Lunches dropped off after 10:00am will **NOT** get delivered due to limited staff.

LUNCH VISITS

Parents/Guardians may come to the school and eat with their child and may bring food with them. Parents/Guardians cannot provide food to any other children besides their own. Seguin Elementary will not accept deliveries of outside food or drink for students' lunches if the parent/guardian cannot stay with them. Again, the outside food or drink can only come in if the parent/guardian is wishing to stay and dine with their child.

- Parents/guardians who come to school to eat lunch will sit at the designated table with their child on the dates designated below (maximum of 4 persons per visit).
- The sharing of food with other students is prohibited.
- We ask that parents respect the cafeteria rules and the directives of the adult on duty.
- In order to facilitate the timely dismissal of students from the cafeteria and to allow for tables to be prepared for the next lunch period, parents are asked to exit the cafeteria five minutes before the end of the lunch period.
- Parents will not be allowed to walk students back to class after lunch.
- There will be no lunch visitors for the first or second week of school. This will allow our campuses to make sure lunchroom procedures are understood and consistently practiced by our students.

- The building administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.
- All school visitors must always comply with Board of Education policies, administrative rules and school regulations

Lunch Visitors Schedule		
Tuesday	Wednesday	Thursday
PK & K	G1 & G2	G3, G4 & G5

MEDICAL INFORMATION

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day. School nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition. A school nurse cannot give medication without express orders from a physician. In order for such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the pharmacy container that shows the child's name and the type of medication.

Students who become ill at school will:

- be sent home if fever is 100° or above
- be sent home if vomiting occurs

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic before 9:30 a.m.

Students must be free of fever without fever reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school.

If necessary, the HISD medication permission form may be requested from the nurse.

MESSAGES TO STUDENTS

Please make personal and family arrangements with your child at home prior to him/her coming to school. Also, keep in mind that there is no public phone for student/parent use. It would be impossible to allow use of the school phone for outside calls unless it was an emergency.

ORGANIZATIONS

PARENT ORGANIZATIONS

Shared Decision-Making Committee (SDMC) – Parents, teachers, and community members work together to plan and make decisions for the school. The SDMC minutes will be posted to the website.

The Parent-Teacher Organization (PTO) – The PTO invites you to become an active member. The yearly membership drive begins in September. Through participation in the PTO's activities, parents assist in providing additional teaching aids and materials for our school. There also is great value and satisfaction in the friendships fostered through participation in school endeavors.

PTO meetings will be held at least two times a semester. Advance notice will be sent home with the students.

Volunteers in Public Schools (VIPS) - Our VIPS give regularly of their time and talents. Their projects include assisting in the Library, reading, tutoring, lunchroom, and many other areas.

Room Parents – Room parents coordinate volunteer activities at the classroom level. These include parties, field trips, and activities geared to the specific grade levels. They also assist the teacher in any way possible when help is requested.

STUDENT ORGANIZATIONS

The Student Council is made up of fourth and fifth grade students, who can accept added responsibility, can assist the staff in providing for the safety of other students, and generate ideas for improving the campus. Faculty sponsors and the administrators work closely with this group.

PARKING

Safety above all else is a core HISD value. Follow all no parking signs and guidelines around Seguin Elementary. The visitor parking lot driveway and the entrance and exit lane are painted red and called "No Parking / Fire Zone" areas. Do not park your car and leave it unattended in this zone. Cars may line up in this zone at dismissal time as long as the driver stays in the car.

The faculty and staff parking lot is reserved for Seguin Elementary faculty and staff **ONLY**.

PREKINDERGARTEN

Prekindergarten at Seguin is a full day program. (7:30 a.m. – 3:00 p.m.) In order to be eligible for Prekindergarten, children must be four (4) years old on or before September 1st of the present school year. There are no exceptions to this age rule. In addition, attendance is very important for our Prekindergarten program. If satisfactory attendance is not being met, we may withdraw the student to allow room for another student.

All Prekindergarten students must be dropped off at the front door by the office where a teacher aid will escort them to the gym or their classrooms.

REPORT CARDS

Report cards are given to students by their teachers after completion of each six-week grading cycle. The report cards are run in sets of two. One copy is sent home with the student to be signed by the parent/guardian. This copy should be returned to the teacher the next instructional day and retained in the student's classroom folder. If the copy given to the student is not returned signed by the parent/guardian, the second copy is filed in the student's classroom folder.

RESIDENCY

Students must reside in the Seguin attendance zone in order to attend school at Seguin. If a student moves out of the Seguin zone during the school year, the student must enroll in his/her "new" zoned school. Exceptions may be allowed depending on attendance and conduct, pending approval from the principal.

SCHOOL PROPERTY

Every year there are many textbooks, library books, technology and other items considered school property that are lost or damaged. We ask that you help us by caring for and returning school items.

**Houston ISD Board Policy
101912**

**EQUIPMENT AND SUPPLIES MANAGEMENT
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

**CMD
(LEGAL)**

Education Code 31.104(c), (g)–(h); 19 TAC 66.107(b)

**Responsibility
for
Instructional
Materials and
Equipment**

Each student or the student's parent or guardian is responsible for all instructional material and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian.

As provided by board policy, a district may waive or reduce the payment required if the student is from a low-income family. [See FP] The district shall allow the student to use instructional materials and technological equipment at school during each school day.

If instructional materials or technological equipment is not returned in an acceptable condition or paid for, a district may withhold the student's records. A district may not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. [See FL and GBA

regarding student and parental right to access records; and FD, FFAB, and FL regarding a district's duties to provide records to another district]

SECURITY CAMERAS

For safety, Seguin Elementary has multiple security cameras that are located inside and outside the building. These cameras are operational 24 hours a day, 7 days a week.

STUDENT INFORMATION – GAINING ACCESS

HISD Connect Parent Portal is an online service that allows registered users (i.e., parents and students) to log in to access student information, view class assignments and schedules.

Users can also choose to receive an email or text message if their child's grades fall below the selected average or if they are absent or late to class.

Information that PSC provides access includes:

- ✓ Period and Daily Attendance
- ✓ Schedules and Class Assignments
- ✓ Progress Reports
- ✓ Resources for Parents and Students



Where to get support: HISD Technology Service Desk

Phone Number: 713-892-7378

Email: servicedesk@houstonisd.org

TESTING

Students will be given several standardized tests during the school year. These tests are given to assess student needs, monitor programs, and assist in planning instruction. Results of standardized tests are made available to parents.

On the State and District test administration days, parents and visitors will not be allowed into the building until testing is over. On these major test dates, we want the least number of distractions in the building to ensure the optimal testing environment and security.

UNSATISFACTORY NOTICES

Progress reports will be sent midway through each grading period. These reports are to notify parents that a child's work in a subject or subjects is unsatisfactory.

Please sign the report and return it to school the next day. Please schedule an appointment with the teacher to discuss how better to assist your student at home and school.

VIRTUAL INSTRUCTION

Should it be necessary to have virtual instruction, due to the pandemic worsening, inclement weather or any other reason deemed by the district, we will be using TEAMS platform for their instructional delivery of live lessons to students. **HISD will make this decision, it is not a campus decision.**

Students will have the opportunity to complete the assigned work at their own pace within the daily learning schedule set by their campus. Teacher supports might take the form one-to-one. Microsoft Teams calls, pre-recorded lessons, supplemental materials, or small group instruction via Microsoft Teams.

VISITORS - SIGNING IN AND OUT

All visitors to the building must sign in at the front office and wear a badge each time they visit Seguin Elementary. If you are noticed not wearing a badge, you will be escorted to the front office to receive your badge or exit the building.

VOLUNTEER OPPORTUNITIES

We want and need Seguin parents to be involved in our school and their own child's educational process. There are many volunteer opportunities available. Be sure to watch for the Volunteers in Public Schools (VIPS) form that will be sent home at the beginning of the school year. Parents interested in volunteering may also contact the VIPS coordinator, the office, or the child's teacher. **This is required for attending some events such as field day, incentive/reward days, or other events held during the regular school day.**

In accordance with HISD Board of Education policy, "Criminal history checks shall be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, whether with or without direct monitoring by employees of the district." All volunteers must participate in a Volunteer Criminal History Background Check by completing the Volunteer Access to Police Records form (see the front office) and attaching a copy of an official form of identification (Texas Driver's License, Texas Identification, or passport). Completed forms should be submitted to the school where you plan to volunteer. If you plan to volunteer at more than one school, please list the schools on the form. Background checks for volunteers are required every

school year and are good for volunteer service at any HISD school. Please allow up to three weeks for processing.

WAITING FOR STUDENTS

For security purposes, we ask that parents not enter the building prior to dismissal. Please use the car rider system to pick up your child, wait outside for students in grades 1-5, or pick up PreK/Kinder students in the cafeteria. Parents who do not want to wait in line for our car rider system, may park and have their children **walk to their vehicles at the protected crosswalk in front of the school**. Remember, no students will be released after **2:15 p.m.** unless it is an emergency.



**Seguin Elementary School
Parent/Student Handbook
2022-2023**

I have read and discussed this information with my child(ren). We agree to comply with the policies and information given to the best of our abilities.

Parent(s) Name: _____

Parent(s) Signature: _____

Student(s) Name: _____

Student(s) Signature: _____

Phone Number: _____ Date: _____

Email: _____

Teacher(s) Name: _____