

EMMA H. GALINDO ELEMENTARY SCHOOL



3800 S. Second Street, Austin, TX 78704 (512) 414-1756 (Office)/(512) 414-0448 (Fax)

Parent and Student Handbook 2019-2020



Galindo Grizzlies.....

Promise to do our personal best.

Always do the right thing.

Work together for success.

Show and receive respect.



Galindo Elementary: Where greatness grows

Welcome

Welcome to Galindo Elementary where we focus on student success in all content areas. It is our goal to integrate 21st century skills with the rigorous core content so that students master reading, writing, mathematics and science, with the ability to think critically and problem solve. We educate the whole child and strive to ensure every child has a positive elementary experience.

Important Numbers

Office	Main Number	512-414-1756
Principal	Natascha Barreto-Romero	512-414-1756
Asst Principal	Danielle Sanders	512-414-0485
Counselor	Autumn Messinger	512-414-5975
Secretary	Barbarita Reiter	512-414-5999
Registrar	Elisa Nguyen	512-414-1758
Clerk	Nora Rivas	512-414-1760
PSS	Frances Muñoz	512-841-0617
Nurse	TBD	512-414-5998
Cafeteria	Phyllis Collins	512-414-5972
Transportation	Main Number	512-414-6500

School Hours:

Doors Open	7:05 a.m
Assembly	7:30 a.m.
School begins	7:45 a.m.
School ends	3:00 p.m.
Late Room pick-up	3:15 p.m. – 3:30 p.m.

Cafeteria:

Breakfast in the Classroom (K-5 th)	7:30-8:00 am
Breakfast (Pre-K)	7:45 – 8:30 am
Lunch (Pre-K – 5 th)	10:30 a.m. – 12:45 p.m.

While we love parent involvement, parents will not be able to eat BREAKFAST with their children. Younger children build independence and relationships with school peers and their teachers when their parents are not present. Also, breakfast will be served in the classroom and, unfortunately, breakfast will not be provided for parents.

Parents and mentors may eat LUNCH with the children in the Grizzly Dining Hall just outside the cafeteria Monday-Friday. Please do not invite other classmates. A limit of two visitors per student to allow enough space for all in our community. Please supervise any children visitors and clean up the area before leaving.

Cafeteria Expectations:

No sodas or glass containers allowed.

No Takis or hot chips

No candy

These items will be confiscated and returned to the classroom teacher so that he/she may return to the student at the end of the day.

PTA:

The Galindo PTA is committed to building a stronger connection between home and school. We strongly encourage all parents and teachers to join PTA and volunteer. Galindo's Parent Support Specialist, your child's teacher, the librarian, office staff or counselor can help you find a way to support the school for the benefit of the children at Galindo.

Punctuality & Regular Attendance:

When arriving at school, students go directly to the cafeteria, eat breakfast, or find their class row and sit down. Students **read** or study until time for the school-wide assembly that begins promptly at 7:30 a.m. Students are **not** permitted to wait outside the classrooms or hallways while morning assembly is being conducted. Morning assembly is our opportunity to build our school community, make important announcements and celebrate our successes. We encourage you to bring your child to school by 7:30 to participate in morning assembly. Parents are also welcomed and invited to attend. **IT IS THE PARENTS' LEGAL RESPONSIBILITY TO ENSURE THAT THEIR CHILD ATTENDS SCHOOL REGULARLY AND IS ON TIME.**

The State Compulsory School Attendance Law requires that:

- **Children between the ages of six(6) and eighteen (18) must attend school;**
- **Children enrolled in pre-kindergarten or kindergarten are required to follow the same state attendance law;**
- **Children enrolled in school must attend all day, every day, for the entire school year.**

If you receive an Attendance Warning Notice, please remember that only medical notes or the approval by an administrator will excuse an absence.

Attendance:

Regular, on time attendance at school is essential for achievement. State law requires that student be in attendance unless legally exempted or excused. All school patterns develop during the primary grades--*attendance, study habits, behavior, and attitudes*; therefore, it is very important for parents to provide positive guidance in these four areas. Success becomes a habit. Building a foundation for learning starts as early as Pre-Kindergarten and Kindergarten, and regular attendance at Galindo Elementary is essential for this reason. The parent and the school share a common goal—for your child to be successful in school and in life.

Absence:

Parents are required by Texas Compulsory Attendance Law to ensure their child(ren) are in school the full day of instruction (7:45 a.m.-3:00 p.m.) every day of the school year. When a child is absent or tardy from school, the parent or guardian should send a note to the school explaining the reason for the absence upon the child's return to school. All notes must include:

- The date of the note
- The name of the child/grade/teacher name
- The date of the absence or tardy
- The specific reason for the absence or tardy
- The parent's signature

An absence may be excused when there is acceptable cause such as personal illness, death in the family, or family emergency. **Vacations are not an acceptable cause for an excused absence from school.** When a student's absence for personal illness exceeds three consecutive days, a statement from a physician or health clinic verifying the illness or other condition should be provided. Failure to provide any note within 24 hours of the student's return to school will result in an unexcused absence.

Ongoing attendance issues will be referred to an administrator who will determine if judicial action is appropriate. Judicial action for a Class C misdemeanor offense is considered appropriate if there has been violation of the Compulsory Attendance Law. A violation has occurred if a student has the following unexcused absences:

- ☑ 3 full or partial (tardies/early release) day absences in a four-week period,

Or

- ☑ 10 full or partial (tardies/early release) day absences in a six-month period

You may review your child's attendance record at any time by utilizing AISD Parent Cloud. If the classroom teacher receives a note providing an acceptable reason for the absence to be excused within 24 hours of the child's absence, the attendance clerk will change it to Excused (E). We thank you for making every effort to ensure your child gets the most from his/her education by being in school all day every day. **Early release constitutes a partial absence.** Compulsory attendance is mandated for all **enrolled** students including Pre-Kindergarten and Kindergarten students.

Tardy:

Any student arriving to their classroom after the 7:45 a.m. bell is considered tardy. Students who arrive late should report to the office for a Tardy Permit. The only reason a tardy can be excused is if a medical note is presented. Students arriving after 10:00 a.m. will be counted absent for the day.

Early Release:

Process for students leaving during the school day:

1. Early dismissal will count as a partial day absence.
2. Parent must report to office and sign student out.

3. Parent must give the teacher an Early Release Pass in order to pick up student.

Anyone picking up a student must be on the students' registration paperwork, and ID must be provided.

Emergency Information:

It is very important that we have current working phone numbers on file in the office. In the event of an emergency, we need to be able to contact parents, emergency contact, place of employment, etc.

If there are changes in contact numbers, please be sure to update the office with new information.

Campus Visitors:

For security purposes, all campus visitors must check in at the office and obtain a Visitor Badge. A photo ID must be provided in order to visit the campus. When leaving the building campus visitors need to check out by returning their visitor badge. Parents wishing to speak with their child's teacher will need to do so during the teacher's daily planning time, or at an agreed upon non-instructional time, i.e. after school. If parents are divorced or have special custody or security concerns, it is their responsibility to inform the school in writing and provide copies of court orders that allow or deny permission to specific parties. Campus visitors who wish to volunteer will need to follow all volunteer protocols. (see Volunteer section.)

Volunteers:

We encourage parents and community members to be active volunteers at Galindo. Anyone interested in volunteering can contact our Parent Support Specialist at 512-841-0617. All volunteers will need to have a background check completed and participate in a campus orientation prior to volunteering.

Arrival and Dismissal:

The circular drive in front of the school is for **student drop off and pick up. No child should ever be dropped off or picked up in the left lanes of the drive for SAFETY reasons.** The front parking lot is not to be used as a point for drop off or pick-up.

Late Room

Car riders are to be picked up in front of the school between 3:00 and 3:15 p.m. Students who are not picked up by 3:15 p.m. will be in the late room. Parents/Guardians late for pick-up are to come to office to sign their student(s) out. If someone other than the parent is picking the student(s) up, that person must be listed on the student contact card and must show appropriate identification. If a student is in the late room 3 times during a nine-week period, the parent/guardian will be referred to speak with an administrator. Every attempt will be made to contact the parent/guardians of students. Campus police may be notified if necessary after 4:30 p.m.

Dismissal Change of Plans:

If for any reason your child's transportation needs change, the teacher and/or the office must receive a note and/or a phone call, stating the change (along with a phone number to verify the change). **Any messages pertaining to dismissal must be called in by 12:00 P.M. to ensure the student(s) receive the message in a timely manner.**

Parking:

Please park in designated spaces or on the street. Do not park along the curb of the parking lot or in any labeled fire lane. Parking is limited, please observe parking signs. Please be aware that the business across from Galindo **does not** allow parking and your car may be towed. Vehicles left unattended or parked in fire zones can be ticketed or towed by AISD Police.

Bus Transportation:

In order to ensure orderly and safe transportation of all passengers on a school bus, the following guidelines have been established: Be respectful of driver and passengers, stay seated, keep arms, legs, and head inside of the bus at all times, and keep hands to yourself. Any serious infraction may result in immediate bus suspension or may be written as a school discipline referral. Bus transportation is available only to students who live in the respective bus routes. *Student Code of Conduct Rules apply to any incident occurring on*

the school bus.

Behavior Policy:

The Galindo staff seeks to provide students with a high quality educational program. The Galindo PAWS Promise serves as a reminder for students regarding behavior expectations:

Promise to do our personal best.

Always do the right thing.

Work together for success.

Show and receive respect.

The classroom teacher will work with your child when minor negative behaviors occur. If your child's behavior requires an office referral, behavior consequences range from conferencing with student/parent, to suspension or alternative placement, depending on the severity of the incident and district policy.

Celebrations:

Any gift that should arrive at school for your child, including flowers and balloons, will be kept in the office until the end of the day. Only birthday party invitations that include all members of the class may be distributed at school. **Please note: Cupcakes or cookies can be left in the office to share with the class; NO CAKES are allowed for celebration of a child's birthday. All treats will be distributed by the teacher during a non-instructional time. Please coordinate with your teacher for more information.**

Conference:

In order to keep parents informed, a minimum of two parent conferences are required. These conferences are to discuss the progress of your child and to plan for his or her future learning. In addition to these conferences, parents are encouraged to contact the teacher whenever the need arises.

Dress Code:

Basic Principle: Certain body parts must be covered for all students at all times.

- Clothes must be worn in a way such that abdomen, genitals, buttocks, breasts and nipples are fully covered with opaque fabric.
- All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Cannot Wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited under FNCF (LEGAL)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (waistbands and straps excluded)
- Swimsuits (except as required in class, field trips, or athletic practice see "Extracurricular Activities")
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)

Students who wear inappropriate clothing will be loaned something to wear or parents will be contacted to bring another set of clothing.

AISD Dress Code:

[https://www.austinisd.org/sites/default/files/dept/family-support/StudentDressCode 2019-20-ENG.pdf](https://www.austinisd.org/sites/default/files/dept/family-support/StudentDressCode%202019-20-ENG.pdf)

Field Trips:

Field trips within our city and to nearby points of interest are scheduled by various grade level throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Permission for trips using AISD arranged transportation is given on the Student Registration Form. Sometimes a fee may be requested from each student to help with transportation or admission

costs. Parents are encouraged to attend field trip outings with their children, please coordinate with your teacher for specific information. Often there is limited space available on buses, so parents will need to provide their own transportation. In addition, parents will need to have a background check completed to act as a chaperone on the field trip. Due to safety concerns at field trip destinations and on district buses, younger siblings are not allowed to attend class field trips.

Home-School Communication:

A communication folder or binder will be sent home daily. This will include campus-wide and classroom communication. Please check this folder/binder daily to look for important information. You can also leave notes for your teacher or return permission slips in this folder/binder. The teacher will check it daily as well. Any homework or resources to be used at home will be sent in this folder/binder. The purpose of this folder is to provide your child opportunities to practice responsibility as well as organization skills, and to keep parents informed about campus events. Weekly Robocalls and emails will be sent with reminders about upcoming events.

Library & Textbooks:

It is the responsibility of the school and the principal to issue, collect, care and account for all state adopted textbooks. Textbooks and library books that are lost, damaged, or destroyed by a student **must be paid for by that student** at the state established price.

Lice:

Based on recommendations from the American Academy of Pediatrics (AAP) 2015 and the 2013 update to the Texas Administrative Code (TAC Title 25, part 1, Chapter 97, Subchapter A, Rule 97.7), Austin ISD has updated its' Lice Prevention, Control, and Treatment Protocol to reflect the most current guidelines in the control of lice. **Students should not be excluded from school due to head lice.**

Lost & Found:

When items are found at the school they will be placed in the Lost and Found areas near the front office or in the Grizzly Dining Hall. At the end of each semester, unclaimed items will be boxed and sent to local charity organizations.

Medication: Please do not send medication of any kind to the school for your child to take "on his/her own". We have forms in the office that must be filled out by the parent or guardian in order for medication to be given at school. All prescription medication must be in the original labeled container. The container must include the student's name, name of medication, dose and time of day medication should be given. Medication that should be given three times per day can be given at home (in the morning, after school and before bed).

Illness:

A registered nurse and a health aide are available a set number of hours per week. If either is not available, the office staff provides care for ill or injured children. Children should be kept home if they are experiencing any of the following:

- Vomiting/Diarrhea
- Fever of 100.4 (must be fever free for 24 hours)
- Conjunctivitis (pink eye)
- Other communicative illness

A note explaining a child's absence (for a whole day or partial day from school) is required upon return of the student to school. All immunizations must be kept current. Galindo enforces state laws requiring records of mandated immunizations or proper exemptions.

Healthy children should not stay home when another family member is ill.

Personal Property:

Personal property such as cell phones, CD players, iPods, MP3 Players, video games, trading cards, toys, etc. should not be brought to school. If they are brought to school, they will be confiscated, and parents will be required to claim them in the office. The school is not responsible for personal property brought to school.

Cell Phones:

For safety purposes, Galindo Elementary permits students to possess cell phones; however, these devices must remain turned off and out of sight during the instructional day (preferably in a backpack.) If a student uses a cell phone without authorization during the school day, the device will be taken away and delivered to the office. The parent will be called to pick up the cell phone from the principal's office. **Galindo is not responsible for damaged, lost, or stolen telecommunications devices.**

Report Cards:

Report cards will go home every nine weeks. After reviewing the report card with the child, the parents sign the envelope and return it to the school. Students who are having difficulty with a subject/area will receive a "Mid-Nine Weeks Progress Report."

Sexual Harassment & Bullying:

Our school is committed to creating an environment that is free from bullying and sexual harassment. We encourage respect, dignity and equality among students. Bullying and harassment of any type will NOT BE TOLERATED and will be addressed according to the Student Code of Conduct.

Definitions of bullying:

- Aggressive behavior – this can be physical, verbal or emotional
- Is carried out repeatedly and over time
- Occurs within an interpersonal relationship characterized by an imbalance of power

Definitions of sexual harassment:

- Unwanted and unwelcome sexual behavior
- Unwanted physical, verbal, gestures or displays
- These events can happen once, several times or on a daily basis
- Any unwanted action that interferes with the person's social or academic life.

AISD Code of Conduct & Title IX Protocol:

<https://www.austinsisd.org/sites/default/files/dept/parent-information/docs/2018-2019%20Student%20Code%20of%20Conduct%E2%80%9494English.pdf>

Site Based Decision Making:

Site-based decisionmaking flows through the Campus Advisory Council (CAC). This team is formed of classroom teachers, support staff, parents, one community representative, one business partner and the school administration. The CAC meets monthly and parents are welcome to attend.

The primary purpose of this group is to develop and monitor the implementation of the Campus Improvement Plan (CIP). The CAC works directly with items that impact budget, staffing patterns, staff development and instruction. Agendas and minutes of the CAC will be posted on the information bulletin board located outside of the office. Contact our PSS if you are interested in attending

Student Recognition:

In an effort to reinforce our belief that all students can and will learn, we will recognize all students for excellence in the following areas:

- Academic Achievement
- Citizenship/Student of the Month
- Punctual Daily Attendance
- Physical Education
- Fine Arts
- Extracurricular activities