

SEWELL ELEMENTARY PARENT/STUDENT HANDBOOK

2018-19



Dear Parents:

I would like to take the opportunity to welcome you to a new year at Sewell Elementary. Included in this handbook is general information regarding district and campus guidelines and policies. Please don't hesitate to contact the school office when you have questions or concerns.

I am so excited to begin another year here at Sewell with our students, staff, parents and community volunteers.

Thank you for choosing Sewell Elementary for your child. We look forward to our continued success and achievement in the 2018-2019 school year.

Sincerely,

Kim Marsh
Principal-Sewell Elementary
(972) 675-3050

We hope this guide serves as a reference for you throughout the school year. As always, please don't hesitate to call or email with questions.

Just a few of the helpful people at Sewell Elementary School

**4400 Hudson Dr.
Sachse, TX. 75048
Phone: 972-675-3050
Fax: 972-675-3053**

Kim Marsh	Principal (klmarsh@garlandisd.net)
Danielle Riddick	Assistant Principal (dlriddic@garlandisd.net)
Veronica Gutierrez	Counselor (vmgutier@garlandisd.net)
Kim Cantu	Diagnostician
Kim Rannebarger	Nurse
Robert Beacham	Resource Officer
Crystal Groothuis	Secretary
Charnelle Cooper	Data Clerk
Rita Oreamuno	Office Assistant
Nicole Pesina	Cafeteria Manager

Welcome to Sewell Elementary!
We are so glad you made it home.



ARRIVAL AND DISMISSAL TIMES

- 8:10am - 3:20pm
- The tardy bell rings at 8:10am (each tardy is considered a partial absence).

Students should not arrive on campus before 7:30am for their safety.

- The front doors will be opened by staff promptly at 7:30am.
- Students in grades Kinder through 2 will report to the gym.
- Students in grades 3 through 5 will report to the cafeteria.
- Students needing to eat breakfast will report to the cafeteria.
- The library will be open for checking out books as well as the computer lab for working on math/reading programs beginning at 7:30am.
- The first bell will ring at 8:00am for students to go down to their classrooms.
- The tardy bell rings at 8:10am. Students who are tardy must receive a permit to class from the office.
- Upon dismissal at 3:20pm, students should be picked up promptly or instructed to walk or ride bikes directly home. Students are to wait for parents and siblings in their grade level lines.
- Students who have not been picked up by 3:40pm will be taken to the office. These students must be signed out by a parent or guardian to ensure their safe pick-up.
- **Please send a note to your child's teacher, send an email to the school secretary and your child's teacher, or call the office if there is a change in how your child goes home. We will send your child home their normal route unless we hear otherwise from you through a dated note, email, or by phone. Please include your student's ID number when making these changes.**
- If your child is late arriving to school, you must enter the building and sign in your child. Please do not send them to the front door by themselves.

**** Be sure that your child knows how he/she is getting home each day, but teachers/staff must hear from an adult if a change in transportation is made.**

ABSENCES

- We want to see your child each and every day, but we know that illness is sometimes unavoidable. If it is necessary for your child to be absent or leave school early for a doctor's appointment, etc., that information will be handled through the office. If a child is absent, a telephone call from the parent or guardian is appreciated. For students absent more than one day, makeup assignments may be requested through the school office. Within two days of returning to school, a student should bring a note explaining the reason for the absence. If no note is received, the absence automatically becomes unexcused in our attendance system. According to state guidelines, excessive absenteeism (students not in attendance for 90% of the time) may result in denial of credit for that grade level.
- **Please remember...if your child is not in attendance, he/she is not receiving the best possible education...AND we miss seeing them!**

Reasons for excused absences:

- Illness
- Death in Family
- Certain religious holidays
- All other absences will be considered unexcused unless the principal has given prior approval.

PARKING LOT PROCEDURES

We appreciate your help and cooperation to make arrival and dismissal safe for all the children.

Side/Staff Parking Lot: Bus, Daycare, & Kindergarten Dismissal ONLY:

- We have a large number of buses and daycare vans. After school the driveway on the side of the school by the cafeteria is for bus use and Kindergarten pickup only.
- Parents picking up Kindergarten students should pull up curbside to get their child and exit the lot through the staff parking area. Siblings will be directed to the Kindergarten area to meet up with their brother/sister upon dismissal. To help traffic smoothly, we ask that you remain in your car, and your student will be brought to you.

Front Parking Lot:

- For morning drop-off, all students (K-5) arriving by car or walking will need to be dropped off at the front porch.
- For after school, the front parking lot is for pick-up for 1st-5th graders.
- Please stay in your vehicle and drive through the carpool lanes instead of parking and walking to the pick-up lines. This helps to keep the porch clear of congestion and enables students to see their rides.
- The middle lane is for passing into or out of the parking lot. It is very dangerous to drop-off/pick-up children in the center lane. The first and third lanes are for pick-up/drop-off. **There is NO PARKING in any lane.** Please pull past the

crosswalk to pick-up or drop-off students. If you plan to leave your car to pick-up a student, please park in a parking space or on the street to avoid blocking a lane in the parking lot. We have lots of staff to ensure students get to their cars safely. Students are to cross at the crosswalk even if accompanied by an adult.

- **All parents (Kinder- 5th grade) will receive a color-coded carpool card that should be placed in the passenger side window. The card should have your child's first and last name as well as their grade level.**

SCHOOL VISITORS

- We love to see our volunteers and families, but for the safety of our students, all parents and other visitors must register in the office. We now use the RAPTOR system that requires a state issued driver's license, state photo ID card or a current passport. If you are interested in visiting your child's classroom during class time, please schedule an appointment with the principal to go over the guidelines for confidentiality and set up a time for classroom visits.
- **Please register in the office and wear a visitor's badge.**
- If a student needs to leave school during the day, the parent must come to the office and sign the student out of school. You will need to show a state issued picture ID and you may be asked for your child's student ID number.

LUNCH

- We welcome you to come eat lunch with your child! We have a designated spot in the cafeteria for you and your child to enjoy this special time together.
- Please make sure to visit the office upon arrival to scan your ID and receive a badge.
- For safety reasons, parents may only bring food for their own child.
- If you need to know your child's lunch time, please check the website, call the office, or contact your child's teacher.
- **For the first 2 weeks of school, we ask that no one visits during lunchtime. Our teachers are hard at work establishing solid lunchtime routines and procedures during this crucial time, and it is more effective if we wait until the 3rd week to invite guests.**

PARENT CONFERENCES/SKYWARD FAMILY ACCESS

- Parent-teacher conferences are strongly encouraged. Teachers will contact parents for conferences in October and March. If at any time you feel the need for a conference, please contact your child's teacher or call the office and a conference will be scheduled for you.
- Keeping up with your child's academic progress is important. Please join Skyward Family Access (GISD website) in order to see up-to-date information on your child's grades and attendance.

PARENT CONCERNS OR COMPLAINTS

- We aim to please...but sometimes a concern or complaint may arise. If so, parents are encouraged to speak directly to your child's teacher to address the concern. In the event that the issue is not resolved, the campus principals are ready and willing

to help out. We hope that our relationship is such that we can talk through issues in a calm and respectful way. Our kids deserve the best!

GROOMING AND DRESS

Students are expected to dress in a neat, clean manner and to exhibit good taste in selection of type and style of clothing.

We will celebrate school spirit as well as "house" spirit on Fridays! House shirts will be available for purchase from PTA.

Other dress guidelines:

- Extremely sloppy or torn clothing will not be permitted.
- Shoes must be worn. Taps, metal plates, or cleats on shoes will not be permitted.
- Tennis shoes/athletic shoes are required for P.E.
- Shorts must be of modest length, loose fitting and hemmed. (Knee length shorts are recommended.) Shorts must come past the students' fingertips with their arms fully extended. Biker shorts and cut-off or frayed shorts are not permitted.
- Students shall wear their hair above their eyes, well groomed and clean. Extreme modes of hair color and design will not be permitted. Shaved designs and symbols and "mohawks" are not permitted.
- Male students will not be permitted to wear earrings.
- Any disruptive or distractive modes of clothing or appearance that adversely impacts the educational process is not acceptable.
- Skirt lengths should be fingertip length.
- Spaghetti straps, tank tops and see-thru garments are not permitted.
- Clothing with alcohol or tobacco advertisements or inappropriate pictures, words or phrases will not be permitted.
- Tattoos are not permitted.

STUDENT MEDICATION

- All medication brought to school by students shall be prescription only and contained in a pharmacy labeled bottle. The label must include the student's name and the times and dosages. The medication must be accompanied by a note from the parent requesting the medication be taken at school. According to the policies of Garland ISD School Board, NON PRESCRIPTION (OVER THE COUNTER) MEDICINE MAY NOT BE BROUGHT TO SCHOOL.
- Due to limited room in the clinic, we cannot supervise students who are ill or injured for extended periods of time. When contacted about a child's injury or illness, please pick up the student as quickly as possible. Please keep current phone numbers updated with our office.

LOST AND FOUND

- From time to time students will lose or misplace articles during the school day. We have a large lost and found box in the cafeteria. Small items such as jewelry, keys or money will be kept in the office area.

TOYS, GAMES & ELECTRONIC DEVICES

- Toys, games, etc., are fun for home, but are a distraction at school unless it is a day specifically designated by your child's teacher. This includes video games, game boys, pagers, cell phones, laser devices, etc.

- GISD is a BYOD (Bring your own device) school district. Teachers will communicate with parents on days that students can bring their own devices for classroom instructional purposes.

BIRTHDAYS

- Student and staff birthdays are announced and celebrated each morning.
- **Store purchased** cookies or cupcakes may be shared with the class in order to celebrate your child's special day. These items may be dropped off in the office or arrangements made with your child's teacher. Due to federal nutrition guidelines, all birthday food items will be given out after lunch or closer to the end of the school day.

PETS

- For the safety of all students, pets are not allowed on campus during dismissal and/or arrival. Thank you for your cooperation.

PTA/PARENT VOLUNTEERS

- We would love for you to join PTA and/or volunteer at our campus! Please join our Facebook page (Sewell Elementary) for all PTA information.
- To volunteer at the campus, contact our counselor, Veronica Gutierrez, to get all the details. You will need to complete the online volunteer application to volunteer.
- The GISD website can give you more details on how to become an approved volunteer. Your commitment to the Sewell teachers, students, and community is greatly appreciated!

WEBSITE/COMMUNICATION

- For additional information, visit the Sewell website directly from the GISD website. Choose "schools", "Sewell Elementary", and click on "school website" under the seahawk mascot.
- Follow us on Twitter (@Sewell_seahawks)
- Join our Facebook page (Sewell Elementary)
- Join your child's Class Dojo account
- Skylert callouts will be done approximately once per week to keep you informed of upcoming dates, activities, and announcements.

Here's to a GREAT school
year!!!!

