

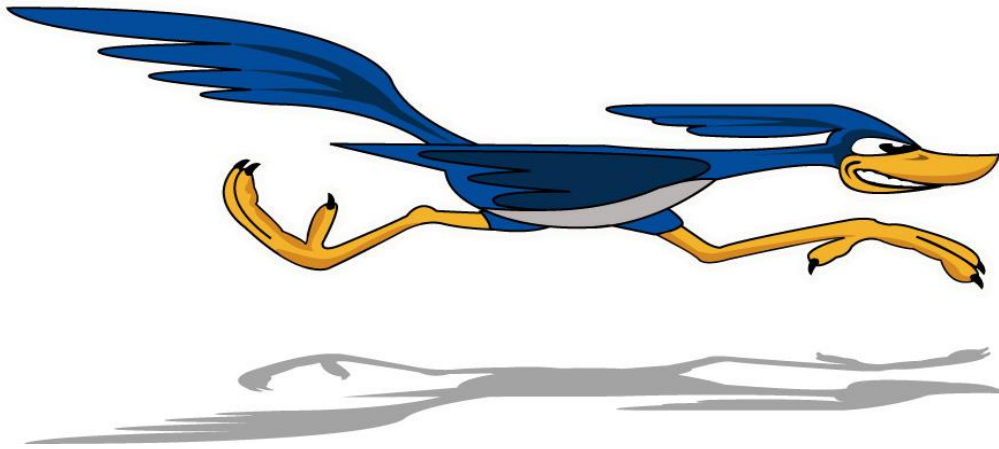
Welcome to Rowland Elementary

2706 Leary Lane

Victoria, TX 77901

Phone: 788-9549 Fax: 788-9902

www.visd.com



2021 - 2022

Kim Martinez, Principal

Stephanie Egg, Assistant Principal

School Colors

Blue & White

School Mascot

Roadrunner

Vision

Achieving Excellence for Every Child in Every Classroom, Every Day.

All Means All

Mission

To provide rigorous and relevant instruction for our community of learners by fostering best practices, while focusing on results and relationships.

August 2021

Dear Parents and Guardians,

Welcome to a new school year at Rowland Elementary! Our handbook is designed to be used as a resource for campus information that you and your child will need during the school year. The campus handbook is aligned with the district handbook, but describes routines and procedures that may be specific to our campus. We strongly recommend that parents review both the campus and district handbook with their children and keep them as references during the school year. If you have questions after reviewing the handbook, please feel free to contact the school at (361) 788-9549.

As always, I look forward to a new school year. We believe all students can learn and commit to providing opportunities for them to achieve academic success. Our team has been working diligently over the summer to plan and prepare for this year to ensure student and staff safety and well-being. We can't wait to watch our students grow and make academic gains this year!

Kim Martinez
Principal
Rowland Elementary

CAMPUS GOALS

- To capitalize on school/community collaboration to better meet the instructional needs of all children.
- To build a culture of trust, respect, and responsibility conducive for learning.
- To ensure a more efficient use of resources that enable student success.
- To engage students in their own learning processes.
- To ensure that teachers continue professional growth.
- To increase ownership and buy-in in developing a strong learning culture for students with support from parents, guardians, and community

Rowland Staff 2021-22

Kim Martinez	Principal	Principal
Stephanie Egg	Assistant Principal	AP
Melissa Stolle	Instructional Coach	12
Kristy Chappell	Instructional Coach	12
	Counselor	Counselor
Chris Smith	SEB	Counselor
Kelly Wyatt	Nurse	Nurse
Stephanie Means	Secretary	Office
Destiny Herrera	Clerk	Office
Stephanie Saavedra	Attendance CLerk	Office
Ashley Prosen	PPCD	7
Erika Garcia	PPCD Assistant	7
Chelsea Wingate	PPCD Assistant	7
David Bell	PPCD	8
Jenny Gwosdz	PPCD Assistant	8
Brittany Duran	PPCD Assistant	8
Diane Woods	Pre-K	9
Julia Matson	Pre-K Assistant	9
Suzanne Orgis	Pre-K	10
Kaela Deleon	Pre-K Assistant	10
Amy Kocian	Kindergarten	27
Heather Arguellez	Kindergarten	28
Robynn DeHoyos	Kindergarten	29
Bonita Roman	1st grade	22
Halei Smith	1st grade	23
Sunitha Morris	1st grade	24
Nicole LaBonte	2nd grade	14
Brandy Vrana	2nd grade	15
Donna Denton	2nd grade	16
Amber Czapansky	3rd grade	31
Veronica Doxtader	3rd grade	32
Lauren Rozner	3rd grade	37
Obaida Alsoudi	4th grade	33
Meagan Alex	4th grade	36
Danielle Lopez	4th grade	34

Ryan Guzman	5th grade	39
Tovia Charleston	5th grade	41
Allyson McDonald	5th grade	42
Lauren Harabis	Dyslexia	40
Lynsey Bellinger	GT	5
Valerie Hencerling	Inclusion/Resource	38
Nadia Santellana	Inclusion/Resource	13
Roberta Masiel	Inclusion Teacher Assistant	3
Bernie Gaytan	Inclusion Teacher Assistant	3
Manda Aguilar	Inclusion Teacher Assistant	3
Raquel Nava	Teacher Assistant- Art	35
Liesa Butler	PE	Gym
Debra Garner	PE Assistant	Gym
Bobby Salazar	Music	Music
Laurie Vogt	Library	Library
Valerie Hill	Technology Assistant	18
Lisa Sullivan	Diagnostician	1
Laura Smith	LSSP	1
Carmia Green	SPED Clerk	1
Betina Ramos	Speech	2
Marcia Mungia	Speech Assistant	2

SCHOOL DAY

Official School Hours

8:00 a.m. - 3:15 p.m.

ARRIVAL/DISMISSAL

Arrival

Students may arrive and go directly to the cafeteria beginning at 7:15 am. Students who wish to receive school breakfast will be served from 7:15-8:15 am. The tardy bell rings at 8:00 am. Any students not in their classroom by 8:00 am are considered tardy and must go to the office for a tardy slip.

Car Riders

All cars will enter Leary Lane from John Stockbauer. If you have students that will be dropped off in both parking lots, you will start with the back parking lot and move to the front parking lot.

- If you have a Kinder, 4th or 5th grade student, turn right into the **back** parking lot from Leary Lane. Follow the perimeter of the parking lot and drop off students next to their grade level sign on the right side. Only students in Kinder, 4th or 5th may be dropped off at these locations.
- If you have a 3rd, 1st, 2nd, or PK student, turn right into the **front** parking lot from Leary Lane. Follow lane one through the parking lot and drop off students next to their grade level sign on the right side. Only students in 3rd, 1st, 2nd, or PK may be dropped off at these locations.

When students are unloaded and safely out of the parking lot, cars will be motioned forward. Cars will exit the parking lot and turn right on Dean Cook. Dean Cook is a one-way street during arrival (7:00-8:15) and dismissal (3:00-4:00).

Students will be escorted directly to their classroom by staff members on duty.

Walkers

Students in PK, K, 1st, or 2nd grade will enter the side doors near the cafeteria. Students in 3rd-5th grade will enter the front door on the far right of the building. Staff members will be on duty to help students cross the street at Leary Lane and cross the parking lot.

Dismissal

Students will be dismissed at 3:15 pm daily. Students may only be picked up by persons designated on their emergency card. Adults who are picking up students in the school's pick-up line must have a school issued car card displayed at the time of pick-up. To ensure the safety of all students, those who do not have the car card will be asked to park and report to the office with photo identification. A written note or personal office visit by the parent will be the only acceptable methods for changing the normal dismissal routine for a student. For instance, if a student normally rides the bus home, and the parent wants the student to walk or to be picked up in the car line on a particular day, the parent must submit this information in writing or through a personal visit to the office. Exceptions in extenuating circumstances must be approved by the principal. Students leaving before the dismissal bell must be checked out at the office. Early checkout of students ends at 2:30 each day. No students will be released for early checkout after this time without the permission of the principal.

We appreciate you staying off your cell phone while in school zones to keep our students safe!

ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education. In the State of Texas, a student between the ages of six and eighteen must attend school. Once a child is enrolled in school, attendance is required, even if the child is not yet six years of age. Our goal is to have 98% daily attendance.

Attendance is taken daily at 9:30 am. In order for your child to be counted present, he/she must be in school at this time. Children leaving school after 9:30 am will be considered present for the day. However, we ask that you only take your child out when medically necessary so that students do not miss valuable instruction time. Students counted absent at 9:30 (due to a doctor's appointment) will be given credit for attendance if a note is brought from the doctor and school is attended for any part of that school day.

We realize that children will get ill. If your child is ill and must miss school, please call the office by 8:00 am each day. Upon returning to school, the student must bring a hand written note signed by a parent or a doctor's note in order to excuse the absence. This note must be submitted no later than five (5) school days after the student's absence. We will only accept 10 handwritten notes for the school year. Once the student has reached the 10 note maximum, we will require a note from the doctor to excuse any further absences.

Students are required by law to attend school for at least 90% of the school days in order to be promoted to the next grade level. Because of this, you will receive a letter from the school reminding you of the District's attendance policy in the event that your child accumulates five or more absences. When a student's absence exceeds 3 consecutive days, a doctor's note is required in order to excuse the absence.

Campuses are responsible for filing with the court on parents of students who have 10 or more unexcused absences in a six-month period in the same school year. Parents are subject to fines/penalties of the court.

Tardy

A student is considered tardy after **8:00 am**. Please walk your child/children to the office to obtain an Admission Slip if you arrive after 8:00 am.

Meals

Students may get a hot meal from the cafeteria, or they may bring their lunch from home. This year, breakfast and lunch will be offered to all elementary students at no charge. No food may be shared amongst students at any time.

Breakfast

The cafeteria serves breakfast from 7:15 to 8:15. USDA guidelines regulate food options that will be offered to PK students.

Lunch

Lunch will be served in cafeteria during their scheduled time.

Time	Teacher	Grade
10:40-11:10	Prosen/Bell	ECSE
10:40-11:10	D.Woods/ Orgis	PK
11:00-11:30	Arguellez/Kocian/DeHoyos,	Kinder
11:15-11:45	Morris/Roman/Smith	1st
11:30-12:00	Denton/LaBonte/Vrana	2nd
11:40-12:10	Doxtader/Czapansky/Rozner	3rd
12:00-12:30	Lopez/Alsoudi/Alex	4th
12:20-12:50	McDonald/Guzman/Charleston	5th

CHANGE OF ADDRESS / PHONE NUMBERS

Please keep the office up to date on change of addresses and phone numbers. This is very important in the event that there is an emergency and we need to make contact with the parent or guardian immediately.

If a student moves out of the Rowland zone AFTER the last Friday in September, the parent(s) may apply to the Office of Student Services for continued enrollment prior to the move or within ten school days following a move. If the request is granted, it will be approved for the remainder of the current semester only unless the student is in 5th grade. Continued enrollment applications made on or before the last Friday in September will not be considered.

CELL PHONE

For safety reasons, district policy allows students to possess cell phones at school. However, they must remain unseen and turned off during the instructional day. A student who uses a cell phone during the day will have the device confiscated. On the first offense, the parent will be called and asked to pick up the device. On the second offense and any there on, a fee of \$15 will be charged before the device is released to the parent. Other electronic devices such as MP3 players, cameras, video games, etc. are not allowed at school or on field trips unless prior approval has been obtained by the principal.

COMMUNICATION

Frequent communication between the school and home is very important. Teachers frequently communicate with parents through notes home, e-mail, telephone calls, and school conferences. Teachers are asked to hold at least one student led conference in the fall and one student led conference in the spring. Parents are encouraged to set up additional conferences as needed. Open communication between the teacher and parent is essential in making this a successful year for your child. Teacher conference times are listed in the next section. Please call the school to make an appointment as there are days when teachers will be participating in required meetings during their conference time.

The school newsletter will be sent home with your child monthly and will contain important dates and events that will be happening at school. Other important information can also be found on the Rowland website. To get to the website you will go to www.visd.com, click on campuses, and then click on Rowland. Also, look for important updates and reminders on our marquee out front.

CONFERENCE TIMES

Time	Grade
11:20-12:00	Pre-K/PPCD
12:50-1:25	Kinder
1:30-2:10	1st
9:50-10:30	2nd
10:35-11:10	3rd
8:15-8:55	4th
9:00-9:40	5th

DISCIPLINE

The staff at Rowland works with students to provide a safe, orderly, and positive learning environment. School-wide rules for all students are:

Be Responsible
Be Respectful
Be Safe

Each rule is further explained by certain expectations that are defined by location. For example, students will be taught what it means to be safe in the cafeteria, and what it means to be safe while on the playground. While the three rules will always be the same, expectations will vary depending on where your child is or what activity he/she is engaged in.

DRESS CODE

The dress code as approved by the School Board is included below. Please review this section of the handbook. If students do not conform to the dress code, school personnel will provide substitute clothing for the student to wear. If none is available, the student will be asked to call home and will remain in the office until suitable clothing is available.

Elementary Pre-Kinder - Grade 5

All clothing must be appropriately sized. Clothing may not be oversized or baggy.

Shirts/Blouses

- All shirts, blouses, sweaters, sweatshirts and tops with waistbands that are not tucked in must be neatly hemmed and fall no longer than the fingertips while standing. If it does not comply with these standards, it must be tucked in.
- The midriff section must be kept covered at all times. Student's neckline must not show cleavage.
- Tank tops, halter tops, muscle shirts, string straps, sleeveless, or shirts with torn out/frayed sleeves are not permitted. White undershirts worn by themselves are not permitted.
- No clothing containing graphics related to gangs, depicting illegal activities or substances or glorifying blood, gore, weapons, or violence will be allowed. If the shirt/t-shirt contains a slogan and/or graphic, it must be appropriate as determined by campus administration.

Pants/shorts/skorts

- Pants/jeans, shorts, skorts, or capri pants must be appropriately fitted, may not be oversized or of a baggy style and must be worn at the waist
- Embellishments are allowed as long as they are not deemed a distraction by administration. See-through clothing is not permitted
- Pants/jeans, shorts, skorts, or capri pants must be properly hemmed or cuffed.
- Pants may not be torn/frayed/ripped three (3) inches above the knee while standing.
- Shorts and skorts may be no shorter than fingertip length while standing.
- Leggings are only permitted under skirts, dresses, tops, and blouses that are no shorter than fingertip length while standing.
- Pajama bottoms, biking shorts, wind shorts, and workout shorts are not permitted.

Dresses/Skirts/Split Skirts

- Dresses and skirts must be no shorter than three (3) inches above the knee while standing. The "top of the slit on the dress/skirt" must be no higher than three (3) inches above the knee while standing.
- Dresses cannot have a low-cut front or back neckline.
- Necklines of all dresses must not show any cleavage.

Outerwear

- Outerwear is defined as anything worn over the standardized dress, such as, but not limited to hoodies, jackets and coats.
- All jackets, sweaters and sweatshirts must be appropriately sized.
- Trench coats, capes, and any other outerwear deemed by administration to be a distraction or potential safety hazard will not be permitted. Campus administration has the authority to impose additional standards for outerwear.

Fabrics and Undergarments

- See-through fabrics or materials that show skin or undergarments is not permitted.
- Torn/frayed/ripped clothing showing skin more than three (3) inches above the knee while standing is not permitted
- Appropriate undergarments must be worn and should not be visible.

Shoes

- Shoes shall be worn at all times.
- Shoes with taps, grooves, wheels, house shoes/house slippers, and rubber shower shoes (three prong type) are not allowed.
- Shoes should be appropriate for identified physical and instructional activities.

Caps/Hats/Headgear

- Caps, hats, headgear, and hoods on hoodies, jackets, and coats may not be worn inside the building unless a written statement of medical need is provided.

Tattoos

- All tattoos must be covered.

Hair

- Mohawks are not allowed.
- Hair must not cover the eyes.
- Hair nets, hair curlers, and hair accessories, such as, but not limited to, oriental hair pins, hat pins, or genie cones that could be used to hurt others are not permitted.

Accessories

- Accessories (such as distracting jewelry, wallet/pocket chains, spiked or studded rings and collars, mouth grills, etc.) which can be deemed dangerous or inappropriate are not allowed.
- Bandanas are not allowed.

- Gauges are not allowed.

Glasses/Contact Lenses

- Dark-lensed glasses are not permitted unless a written statement of medical need is provided by a physician or eye care specialist.
- Contact lenses that are not natural color and are disruptive to the educational environment will not be permitted.

Masks- OPTIONAL

- Masks are not required
- Students may wear masks with the following guidelines:
 - Masks are not permitted with pictures, emblems, or writings that are violent, lewd, offensive, vulgar, or obscene or that advertise or depict weapons, tobacco products, alcoholic beverages, drugs or any other substance prohibited under Policy FNCF (LOCAL).
 - Masks containing a slogan and/or graphic, must be appropriate as determined by campus administration.
 - Masks that are made from or resemble bandanas are not allowed.

FIELD TRIPS

Educational field trips may be scheduled at various times during the year. Field trips are an extension of the classroom. Written permission is required to attend fieldtrips. Students who participate in school-sponsored trips are required to use transportation provided by the school to the event. It is important that all of the students be together so that the tours can start on time and so that our students can all hear the same instructions. Students may ride home from field trips with parents if the request is made in writing (on the permission slip form) and approved by the principal in advance.

Parents who plan to attend the field trip are asked to drive their own vehicles to the attraction. Once at the attraction, parents may join their child's group for the tours, but we ask that your child remain with his/her assigned group leader at all times. Sibling attendance is strongly discouraged. Please make arrangements for your child's siblings if you plan to attend.

GRADES

If you have a child who is in 1st - 12th grade, you may check his/her grades on-line. Go to www.visd.com and click on Parent Gradebook. Once there, take the tutorial to learn how to set up an account and log on. VISD sends home report cards every 9 weeks and progress reports every 4 ½ weeks in grade 1-5. In Elementary, all grades (tests and assignments) are weighted equally. A minimum of one grade per content area will be given in each week. The nine (or more) grades will be averaged to determine the nine weeks' report card grade in each subject. Students may request to make corrections on a test or assignment to demonstrate mastery of learning, but this must be done within 5 days of receiving the grade. Students will be given half credit for each corrected response and the points will be added to the original grade, for a maximum score of 70.

LIBRARY

Reading is the foundation for all learning, so library classes are an integral part of our school. Students will attend library classes each week.

LOST ITEMS

Please help us cut down on lost items by labeling coats, sweaters, lunch boxes, etc. Large lost items are stored in the gym since all students go there daily. Smaller items such as glasses and jewelry are kept in the office. At the end of each nine weeks, all unclaimed, unmarked items are donated to a charitable organization.

MEDICINE / NURSE

Parents will be notified whenever their child is ill or is in any kind of accident that requires medical attention. Please make sure that your emergency card stays current and contains phone numbers where you or someone you designate can be reached at all times.

School Board policy prohibits students from carrying medication to and from school. All medication must be in its original, properly-labeled container and taken to the nurse's office by the parent/guardian. The district also requires a doctor's written request to administer medication at school when it is to be administered for more than ten days.

PARTIES

Rowland will hold three party days during the school year. Dates will be designated by the principal, but will be allowed for Christmas, Valentine's Day, and Field Day.

RECOGNITION AND AWARDS

Students will be recognized for achievements in various ways. These may include areas such as honor roll, perfect attendance, and other special awards. Students set goals and track their progress in 2 areas: Reading and Math. They chart their progress and are rewarded for individual and class success at meeting goals.

SCHOOL BUS TRANSPORTATION

Students are expected to follow the same three campus-wide rules on the bus: be safe, be respectful, and be responsible. Parents will be notified by the Principal or Director of Transportation if severe misbehavior occurs.

SCIENCE SAFETY

Science education in the elementary school is crucial to the education of our children. Hands on science activities encourage students to become active participants in learning about the world around them. Parents are responsible for reading and signing the science safety contract that will be sent home.

SNACKS

A child may bring his/her own personal snack/lunch consisting of anything that they wish to eat, but they may not share it. We encourage students to bring nutritious snacks such as fruit, vegetable sticks, cheese, and/or crackers. Sodas and candy are highly discouraged.

STUDENT BIRTHDAYS

Students are publicly recognized on their birthdays at school and teachers honor them in the classrooms also. However, we cannot have birthday parties in the classrooms. Parents may bring a prepackaged, store-bought, birthday snack, but state regulations require that it must be scheduled after the end of the last lunch period so that it will not replace a nutritious lunch. In order not to disrupt classroom instruction, please refrain from ordering deliveries for students, such as balloons, floral arrangements, or gifts, as they will not be accepted and will be sent back to the floral shop for pickup by parent.

Students may distribute party invitations to classmates if each member of the class is included. Alternatively, a girl could distribute invitations to all of the girls in her class, or a boy could distribute invitations to all of the boys in his class. Otherwise, parents are asked to send invitations to the child's home address.

SUPPLIES

Copies of supply lists are available in the office and on the campus website. Pencils and erasers are available at school for 25 cents.

TEXTBOOKS

Classroom sets of textbooks will be checked out to classroom teachers. If students would like to check out textbooks to take home, they may do so. Fines for damages, missing pages, and loss of books will be assessed as the need arises.

VISITORS

To ensure the safety of our students, visitors are asked to always check in at the office and receive a visitor's pass. Visitors **MUST** present a driver's license or state issued ID upon arrival, and check in through our Raptor system. Due to COVID 19 restrictions, only visitors who are essential to school operations will be allowed on campus. If your child forgets lunch money, books, or homework, you are asked to leave it in the office and it will be delivered so that instructional time is not disrupted.

WAYS YOU CAN HELP RAISE MONEY FOR OUR SCHOOL

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Target will donate 1% of the amount of purchase back to Rowland if you purchase items using a Target credit card and specify Rowland as the donor school.

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We will collect Box Tops for Education labels again this year. When sending in your labels, please make sure your child's name and teacher's name are with the labels. Students with the highest point collection are eligible for prizes. Go to www.boxtops4education.com to see all the ways you can earn Box Top points for our school.