

SCHORLEMMER ELEMENTARY SCHOOL STUDENT HANDBOOK



STUDENT/PARENT HANDBOOK
2023-2024

School Contact Information

Principal - Elizabeth Chandler

elizabeth.chandler@visd.net

Assistant Principal - Krystle Shelton

krystle.shelton@visd.net

Counselor- Brittany Braden

brittany.braden@visd.net

Social, Emotional, Behavioral Support Specialist (SEB) - Shanen Hale

shanen.hale@visd.net

Campus Secretary - Irene Ramirez

irene.ramirez@visd.net

Campus Clerk - Mamie Davis

mamie.davis@visd.net

Campus Attendance Clerk - Susan Grant

susan.grant@visd.net

Nurse - Lisa Pena

lisa.pena@visd.net

School Office Email - scherlemmer.office@visd.net

School Phone - 361-788-2860



ABSENCES: Also Refer to VISD Code of Conduct and Handbook for students and parents. When returning to school following an absence, a parent **must send a signed note** or an email to scherlemmer.office@visd.net that describes the reason for the absence.

This information must be submitted no later than five (5) school days after the student's absence. A phone call does not excuse an absence. The school principal shall determine if an absence is excused or unexcused.

School personnel will monitor student absences. A student receives credit for attendance if they remain on campus until 9:30 a.m. **If your child is absent, please call the office. Otherwise, school personnel may call you.**

ABSENCES (UNEXCUSED): It is essential that we hear from parents regarding absences. Failure to contact the school in writing will result in an unexcused absence.

Campuses are responsible for filing with the Justice of the Peace on parents of students who have ten (10) unexcused absences in a six-month period or three (3) unexcused absences in a four week period. An offense under this section is a class C misdemeanor and shall be prosecuted. Fines will include court costs of up to \$100 and may include fines of up to \$500 a day for each unexcused absence.



Paperwork will also be forwarded to the district attendance officer who will also monitor the student's attendance. The attendance officer has the authority to investigate unexcused absences.

NOTE: This makes it even more important that parents send a note to the school when a child has been absent. **Please include the child's name, the date(s) absent, and the reason for the absence.**



ALLERGIES: If your child has an allergy to certain food, insects, etc., please inform the school at the beginning of the school year or as soon as you become aware of the problem. We need to know this information in order to assist in making school a pleasant and safe place.

IMPORTANT: We are a **peanut-aware campus.**

ACCELERATED READER PROGRAM: (AR) Scherlemmer includes AR as part of its reading program. This requires that students read books at home and school. A computer is used to test comprehension. Books are given weighted points based on difficulty levels. Student goals in reading are set each nine weeks. Student certifications are updated weekly and tracked in the front of the school, outside of the library. The Victoria Public Library has lists of AR books for the schools for your convenience also.

ARRIVAL AND DISMISSAL: Parents, guardians, and day care providers are to drop off and pick up your children at the front entrance. Two lanes are marked for entrance onto the school property. The first entrance leads to the rear of the building and is for **buses, staff parking, and Right at School** only. The next entrance is to the front drive and parking lot at the front of the school.

- Students should only be dropped off in the front parking lot, where staff are on duty. The right lane is for student drop off and pick up only.
- All drivers must stay in vehicles since this is the designated "fire lane". Absolutely no parking will be allowed in the fire zone either during the school day or during after-hour events.
- The left lane may only be used to drive to the guest parking area and exit. This lane should never be blocked by parked or unattended vehicles.
- It is important that visitors observe all safety signs. Your patience and adherence to these rules and guidelines are crucial for the safety of our children.



****Information for the 23-24 school year****

Parents are allowed to walk children to our **BEAR HUG Zone** in the mornings. This area is located in the front office and is the perfect spot for a BEAR HUG before wishing each other a great day!! Visitors are not permitted into the school hallways in the mornings.

During dismissal, parents and day care staff must wait **OUTSIDE** for children or remain in vehicles. Parents will be issued a "CAR CARD" that should be placed in the front passenger side window so that staff may call for students.

Staff members will help students get to the cars as they pull forward to the designated pick up area.

Children who walk or ride a bicycle home will exit the building together with staff on duty and walk to the crosswalk. Students are not allowed to go to the playground after school.

Make sure your children know where to go or who will be picking them up after school. All changes for how students will go home in the afternoon must be given to the front office in writing (note or email Scherlemmer.office@visd.net) or in person by 2:00 p.m. Messages will be delivered to the classrooms before 2:30 p.m.



ATTENDANCE: Also refer to VISD Code of Conduct and Handbook for students and parents.

There is a close relationship between a child's success in school and his/her attendance. We know that good attendance greatly enhances a child's performance and success.

A sick child, however, should be kept out of school so he/she can rest and recover, and so other children will not be exposed to the illness. If in doubt, bring the child to school and let the school nurse help make the decision. If a child runs fever, he/she must be fever free without medication for at least 24 hours before they can return.

Attendance is taken daily at 9:30 a.m. In order for your child to be counted present, he/she must be in school at this time. Children leaving school after 9:30 a.m. will be considered present for the day. 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 will offer incentives during the year to encourage children's attendance in school.

ATTENDANCE FOR CREDIT: Also refer to VISD Code of Conduct and Handbook for students and parents. A student shall not be given credit for passing if he has been absent more than 17 days during the school year unless an attendance committee hearing gives credit because there were extenuating circumstances for the absences and all work is made up. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. An attendance hearing request form will be provided to parents prior to the attendance hearing.

BIRTHDAYS and CELEBRATIONS: Birthday parties at school are not allowed; however, parents may send cupcakes or snacks for the class snack time on birthdays. Please check with your child's teacher about any food allergies before sending birthday snacks. **NO CANDLES!**

Invitations to parties will not be distributed at school unless there is an invitation for every child in the class.



For birthdays and other holiday celebrations, please do not send flowers and/or balloons to your child at school. Absolutely no deliveries will be taken to the classrooms and parents will be called to pick up the delivery.

BUS REGULATIONS: Also refer to VISD Code of Conduct and Handbook for students and parents.

- All bus students will be expected to ride their regular bus in the afternoon. Please do not give your children directions to ride a different bus. If you have any questions regarding transportation, please notify the office and email.
- The phone VISD Transportation the Transportation Department at 578-1538.



CAFETERIA: Also refer to VISD Code of Conduct and Handbook both online for students and parents.

Breakfast and lunch are served daily at Scherlemmer. Students may also bring lunches to school. **For the 2023-2024 school year, ALL STUDENTS WILL EAT FREE BREAKFAST & LUNCH.**

Lunch money may be added to the student's account at any time. Use the Titan portal to add funds to your child's account. For the 23-24 school year, this money will cover "a la carte" items that your child may wish to purchase. Accounts will be deducted only when student purchases an "a la carte" item.

Free and reduced applications are available in the office



Hot Breakfast is served daily from 7:15-7:45. Students can receive a sack breakfast from 7:45-8:00. Students will eat breakfast in the cafeteria, no food will be taken to the classrooms.

Visitors are welcome to eat with students at lunch.

No food may be shared with students other than your own family, unless communicated with lunch staff.

CAMPUS IMPROVEMENT PLAN: A set of campus priority goals are developed annually. It is approved by the Site-based Decision-Making Team and VISD School Board. The goals and objectives are available on the Scherlemmer website and in the front office for review.

CODE OF CONDUCT: Also refer to VISD Code of Conduct and Handbook, both online, for students and parents. Parents and students should review this document and be aware of its contents.



CONFERENCES: If you want to schedule a conference with your child's teacher, please email your child's teacher or call the school office to make arrangements.

Please do not conference with the teacher at the door. Teachers need to have their attention on the children in the room and begin the school day.

Teachers will schedule a minimum of two conference with each child's parents (at the end of the 1st and 3rd 9-week grading periods).

Administration asks that parents speak directly with teachers about any concerns which may arise. If concerns continue to exist, parents are invited to contact the school administration.

COUNSELING: Personal/Group Counseling: The school counselor, Brittany Braden (brittany.braden@visd.net) is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic or chemical dependence needs. The counselor may also make available information about community resources to address personal concerns. Parents who wish to meet with the counselor may make an appointment by calling the school office.

DISCIPLINE: Also refer to VISD Code of Conduct and Handbook online for students and parents. One of the most important lessons education teaches is discipline. Although it is not a subject, discipline influences the entire structure of education. It is the key to good conduct and proper respect for other people. Each teacher/grade level team has specific classroom expectations for his/her classroom. A copy of these expectations will be sent home. Please read over the expectations with your child. Each student will receive positive rewards that encourage following school rules.

DRESS CODE: Refer to VISD Code of Conduct and Handbook online for students and parents. Staff will refer students to the administration for dress code violations.

GRADING: Grades will be based on academic work done by the student at school and graded by the teacher. Grading guidelines and expectations are published in the VISD Student Handbook, please refer to the document for more details. All parents will need have access to the Parent Gradebook on the VISD website. Parent Gradebook provides access to all grades and assignments



each week. Please monitor your child's grades weekly,

HOLIDAYS: Refer to calendar posted on the VISD website for students and parents.



ILLNESS AT SCHOOL: If your child complains about not feeling well, his/her teacher will send the child to the nurse. The school nurse will decide on whether or not parents need to be called. Many times, allowing the student to lie down in the nurse's office takes care of the situation. However, if your child has a temperature or continues to feel badly, you will be called. **For this reason, it is necessary that the emergency card for your child be updated if there are changes.** If you feel that school personnel need to know about an illness, injury, or other medical concern, please call and let us know.

IMMUNIZATIONS: Refer to VISD Code of Conduct and Handbook for students and parents.

INTERNET USE: Internet access is available in all classrooms and support classes. **Students and parents are required to sign an agreement form (district handbook) prior to students accessing internet.** Inappropriate use of the internet by a student will be grounds to deny a student access and/or face other consequences.

LEAVING SCHOOL DURING DAY: In order for the teacher to bring closure to the school day for the children, students should remain in class until dismissal unless it is absolutely necessary to leave early. If parents have a need to pick up a student before dismissal, you must come to the office to sign the student out of school.

The only individuals allowed to check out a student from school will be those that are listed as a parent/guardian or an emergency contact.

There will be NO student checkout after 2:45 pm. Teachers will not allow students to leave class until notification from the office has been received. This procedure is for your child's safety.



LIBRARY: Students will have a designated library time with their class. Various 'open library' times are also provided throughout the week for additional check-out time.

A student who has lost a book (or damaged it beyond repair) must pay the replacement price of the book. Replacement price will also be charged for books overdue for more than four weeks.

MARQUEE: The school marquee will display upcoming events and important information. If a parent would like to display a message (Happy Birthday!!) they may call the front office and make a request. The cost of displaying a personal message is \$20.

MEDICATION: Also refer to VISD Code of Conduct and Handbook for students and parents.

In order for your child to receive medication at school, the following procedure should be in place: School Board policy requires that the school **MUST** have written permission from parents or legal guardians to administer any medications (prescription or over the counter) to students while at school. The written permission must include: (Forms are available from the school nurse.)

- student name
- name of medication
- date(s) to be given
- time to be given
- amount to be given
- parent or guardian's signature



All medications (prescription and over the counter) **MUST** be in the original containers and properly labeled. Parents must bring any medications and written permission to the nurse or the school office. This is done to protect the health and safety of your child. Medication given for longer than 10 days requires permission from the prescribing doctor. Only send medicine if it is necessary that your child take it during school hours. **DO NOT** send medicine that is taken 3 times daily - have child take before and after school and at bedtime.

MONEY: We strongly recommend that extra money not needed at school be left at home. If money is lost, it can cause many problems because it is difficult, if not impossible, to prove ownership.

PARENT COMMUNICATION: Your child will bring home a communication folder/binder. Please check your child's backpack for any/all communication. Call the teacher or school office if you have questions.

Please check your Remind app every day for important information and messages from the teacher! In order to keep track of your child's progress in school and maintain awareness of school activities, it is important for parents to monitor what students bring home. Please help us keep an open line of communication by signing student folders, field trip permission forms, discipline notes, etc.

PARENT VOLUNTEERS: Scherlemmer has a need for volunteer help from parents. Parents are encouraged to take an active part whenever possible. Help is needed in the classrooms, the workroom, and the library. We recommend that parents with small children at home can volunteer for the school by picking up materials and taking them home to complete. **All Volunteers are required to complete a criminal background check prior to volunteering with students. Please see the office if you need to complete the forms.**

VOLUNTEER



Schools with active parent participation are the most successful, so we hope to see you at school. 😊

PEER MEDIATION: Students who are having difficulties with another student may request or be referred for peer mediation. This process gives students an opportunity to work through situations and problems they are experiencing. Contact the counselor, SEBS, or the classroom teacher if you believe your child is in need of this process.

PHYSICAL EDUCATION: All Pre-kindergarten - 5th students will have a P.E. class. Physical education is designed to develop your child's physical fitness to the fullest.

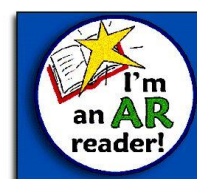


All students must wear appropriate tennis shoes to P.E. class. Girls are required to wear shorts under their dresses or skirts in order to avoid embarrassment.

If your child needs to be excused from P.E. due to illness or injury, write a note to your child's P.E. teacher. If your child has to miss more than 3 days of P.E., a note from the doctor is necessary. If your child has a physical or medical condition that would limit his/her participation, please let the P.E. teacher know in writing.

PROGRAMS: Your child may be asked to participate in various extra-curricular programs and events throughout the year. No child is required to participate in any program. Teachers will send notes listing times and requirements for participation. If you allow your child to participate, please make every effort for your child to attend. Programs are carefully planned and "no shows" disrupt these plans.

RESPECT FOR AUTHORITY: Each teacher and staff member should be treated with due consideration and respect. Students must realize that any faculty or staff member has the authority to correct them, not only during school hours, but at any school-sponsored activity. Students should also extend the same respect to any substitute teachers who may be assigned to the classroom.



RESPECT FOR SCHOOL PROPERTY: An attitude of personal pride and the inherent respect for the property of others is strongly reflected in the care given to school facilities and materials. Students shall be encouraged at all times to learn and practice the wise use of all school properties.

RETENTIONS: Refer to VISD Code of Conduct and Handbook for the Attendance Policy.

We stress more and more the need for a child to have mastered the skills for the grade he or she is in before passing to the next grade. Social promotion is no longer possible. A child must be able to satisfactorily complete one grade level before moving on to the next grade.

SCHOOL EVACUATION: In case of a major emergency, an emergency drill procedure will be used to evacuate students from the school if students need to leave the school grounds. The principal or assistant principal will determine the location to which students will either walk or be bussed. All VISD communication outlets will announce where students can be picked up.

SCHOOL HOURS: School begins at 8:00 and dismisses at 3:15 for all students.

Students will be allowed to come into the school building at 7:15 and will be dismissed to the classrooms at 7:45.

It is very important that your child be in the classroom by 8:00. Students must be accompanied by a parent or guardian if they arrive after 8:00.



Make sure your child is picked up as soon after 3:15 as possible. **If students are not picked up by 3:45, parents must come in to the office to sign students out.**

SCHOOL PICTURES: Children will have individual and group pictures taken during the school year. These pictures may be purchased at the prices quoted by the studio. Details concerning dates, costs, etc., will be announced.

SCHOOL SONG: Scherlemmer Bears (Tune: Adams Family)

Scherlemmer Bears (Snap, Snap)
Scherlemmer Bears (Snap, Snap)

We're responsible, respectful
Which makes us all successful
As we work together
The awesome Scherlemmer Bears (Snap, Snap)
Scherlemmer Bears (Snap, Snap)
We always do our best here
That's how we have a great year
As we work together
The awesome Scherlemmer Bears (Snap, Snap)
Scherlemmer Bears (Snap, Snap)



SNACKS AND SNACK DRINKS: Children may bring a snack to eat during classroom snack time.

STUDENT RESIDENCE INFORMATION: Parents are required to provide accurate and updated information for every child attending school. This information is used in reports to the Texas Education Agency. Please notify the school of any changes in address, phone, or other important information.

STUDY HABITS: The teaching staff makes a great effort to help students develop self responsibility. One way this will be done is in giving classroom and homework assignments. When assignments are given, it will be the child's responsibility to see that the work is completed and turned in on time. Parents can help by checking with their children on a daily basis about what they worked on during the day and what assignments they have for homework.

SUGGESTIONS: The school is always open to suggestions. If you have suggestions, please call the school office, send a note, or request a conference.



SUPPLIES: Each student will be expected to have supplies necessary for the student to function in the learning environment. Copies of supply lists are available in the office and on the VISD website. Pencils, erasers, and paper are available for purchase at school.

TARDIES: A student who is tardy disrupts the normal routine of the classroom and misses valuable learning time. Help your child develop a good habit of being on time.

Parents and guardians must walk children to the office to sign in if they arrive after the 8:00 tardy bell.



If your child arrives after school begins because of a medical appointment, please be sure to bring a note from the doctor so the tardy or absence will be excused.

TEXTBOOKS: Also refer to VISD Code of Conduct and Handbook for students and parents.

Textbooks are furnished to the students free of charge by the State of Texas. Students are responsible for the care and return of each textbook checked out to them. This is critical so lost books can be returned to the proper owner. Textbooks will be labeled with students' names.

Title I: Our school is a Title I, Part A campus. Title I, Part A schools receive supplemental funds from the federal government to provide additional academic support and learning opportunities for their students. This is to ensure that ALL children are provided a high-quality education that will enable them to exceed performance standards. More than 50,000 public schools across the country use Title I funds to improve their schools. In Victoria ISD, Title I funds are used to support instruction by providing extra personnel, supplemental materials and technology. In addition, Title I funds support our prekindergarten and enrichment programs. We are also able to provide extra professional development opportunities for our staff members. We hope that you will become an active member of our school family and participate in our parent activities. Parents and families are invited to learn more about our Title I program and to become active participants in designing our program. To learn more about how you can be involved, please contact our campus parent liaison.

TOYS/GAMES/ELECTRONIC DEVICES: Toys and games are not allowed at school without prior teacher approval. This includes electronic devices, pep-its, trinkets, plushies, or trading cards. We cannot be responsible for loss or damage. Do not let students bring items to sell or trade with other students. If your child brings a toy to school, it may be taken up and kept in the office until a parent can pick it up.

Electronic devices (such as cellphones) must be kept in backpacks. We are not responsible for loss, stolen, or broken cell phones or electronic devices.



VISITORS: We are glad to have visitors on campus. However, if the visitor needs to talk with the teacher, a conference should be scheduled during the teacher's conference time and not during instructional time. To ensure the safety of our students, all visitors **MUST** check in with the office with proper I.D. (driver's license). The front doors of the school are locked. Visitors will ring the doorbell located to the left of the front door and wait for assistance from the clerk. Visitors will be asked their name and reason for visiting before entering the building. This process is in place for the safety and security of all students and staff.

WITHDRAWAL FROM SCHOOL: Parents should accompany a child, if at all possible, when withdrawal becomes necessary. When possible and to avoid having to wait, please give notice at least one day in advance so forms can be prepared and student's personal belongings can be collected. Just send a note or call telling us the day you plan to withdraw, and all paperwork can be completed before you arrive. Please make sure you return any library books and other school materials when withdrawing. **Parents must complete and sign the exit interview and withdrawal documentation.**