



Sam Houston Elementary School
Corsicana ISD
2025-2026
Campus Handbook

Krystal Chairez- Principal

Gina Geeslin– Assistant Principal

Kimberly Procell – Counselor

1213 W. 4th Ave.

Corsicana, Texas 75110

903-641-2261

ARRIVAL

Students will be welcomed into the building beginning at 7:00 a.m. Staff members will be on duty to supervise. Students in all grades will go to cafeteria for breakfast beginning at 7:00 a.m. to 7:30 a.m. Students who prefer not to eat breakfast can begin going to the auditorium at 7:15 a.m. The bell will ring at 7:40 a.m. for announcements which signals the beginning of the school day. Students arriving after this time are considered tardy and must report to the office to receive a tardy pass and/or parents will need to walk them in and sign the attendance clipboard.

ATTENDANCE

When a student is absent from school, call (903)641-2261 or fax a note to (903)641-2656 to inform the school of the child's absence. Upon return to school, please send a note documenting the reason for absence. If the school does not receive a note within three days of the return to school, the absence will be unexcused, and you will receive a letter in the mail. Sending a note does not guarantee that the absence will be excused. Family trips during the school year or frequent absences without doctor notes will not be excused without prior approval by campus administration. Excessive absences can result in students' removal from the program.

Parents may obtain missed class assignments from the teacher. Assignments can be picked up at the office after 3:20 p.m. the same day if the office is contacted by 9:00 a.m. or by emailing the teacher. Upon return to school after an absence, it will be the student's responsibility to obtain the assignments missed from his/her teacher.

All students must attend 90% of the school days each semester to receive credit for a class. Principal/designee/attendance committee will address extenuating circumstances in accordance with CISD and TEA guidelines TEC 21.035(b). Excessive absences affect student learning and interrupt the sequence of student achievement. It would be helpful to schedule appointments for dentist, doctor, etc. after school. Students who have doctor or dental appointments during the school day may be counted present if:

- He/she returns to school the same day
- He/she brings a note from the doctor's office

Excused Absences:

1. Personal illness
2. Sickness or death of a family member
3. Weather or road conditions making travel dangerous
4. An unusual cause acceptable to the principal or assistant principal

BUS TRANSPORTATION GUIDELINES

The following procedures will be followed when a discipline concern arises on a bus serving a regular route or extracurricular activity:

1. The driver will attempt to correct the misbehavior of the passenger(s).
2. The bus driver will complete a bus conduct report.
3. In severe situations (fighting, etc.), which prevent the driver from continuing safely, the driver will notify transportation headquarters for the campus officer to meet the bus for student removal. Students who commit a severe action on the bus, making the route unsafe for the driver to move will be subject to CISD's board approved sanctions.

Sam Houston Elementary will investigate and review video involving a removal of bus riding privileges before making a final determination on discipline. In conjunction with CISD's Board of Trustee's transportation guidelines and CISD's student conduct guideline, the acting campus administrator issuing the discipline will act in a manner that is within both guidelines and equitable to the student's offense. For instance, a second written reprimand from transportation requires a suspension; however, if the second reprimand is for a minor offense according to the district's code of conduct, the disciplinary action would not be a suspension for three days. Sam Houston Elementary will utilize the transportation framework and adjust as needed as long as the caregiver is responsive and supportive.

First Offense

The student will have a conference with the assistant principal and a warning written notice will be sent to the parent or guardian stating that the next offense will result in a three (3) day suspension from bus riding privileges.

Second Offense

A written notice will be sent to the parent or guardian stating that the student is suspended from bus riding privileges for three (3) days. Additionally, the next offense will result in a suspension from bus riding privileges until the student and parent or guardian attends the School Bus Behavior Management Class. Attendance to this class and a Behavior Contract signed by the student, parent, or guardian, and a CISD official will allow the renewal of bus riding privileges.

A Third Offense

This offense will result in a suspension that requires the student and parent or guardian to attend a School Bus Behavior Management Class. The class will review and discuss bus discipline policies, violations, recommend options for renewing bus riding privileges and preview videos on bus safety and related topics. Successful completion of the class by the student and parent or guardian, plus the completion and signing of a Student Behavior Conduct Contract will result in restoring bus riding privileges.

CAFETERIA

Breakfast and lunch are available at Sam Houston Elementary daily. Students may pay for snacks in the cafeteria during their lunch period or you may load money online through SchoolBucks. Sam Houston Elementary also participates in the Federal Free and Reduced Meal Program.

Applications will be sent home with every student at the beginning of the school year and will be available upon registration. Please complete all information on the form to expedite approval. If you are having trouble or not sure how to fill out the form, please feel free to contact Mrs. Sanchez, PEIMS Clerk, at (903)641-2261. The Food Service Department will notify parents of eligibility.

CARE OF SCHOOL PROPERTY

Parents/guardians are held responsible for damage caused by their child to the school building, furniture, grounds, textbooks, technology, or other property at school.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Starting with the 2025-2026 school year, a new Texas Law (HB 1481) mandates that school districts limit student use of personal communication devices during the school day. In compliance with this law, Corsicana ISD will require all students to leave their electronic devices at home or power them off and store them away while on campus. Personal devices will not be permitted for use at any time during school hours. This legislation aims to reduce distractions, safeguard student privacy, and enhance the overall learning environment. For more information please refer to our district policy at www.cisd.org.

If a cellphone/electronic device is seen or heard:

1st offense: The student will be asked to power off the device and put it away.

2nd offense: The device will be taken up by a staff member and a parent will be responsible for coming to campus to recover.

Lost or stolen items are not the responsibility of Sam Houston.

CHANGE OF ADDRESS/TELEPHONE NUMBERS

If you move within the district or change your home or work telephone number, please let the office know. It is important that office records are kept current so parents can be contacted if their child gets sick at school or has an emergency.

COUNSELOR

Guidance services are provided at Sam Houston Elementary. If you believe your child would benefit from visiting the counselor or need assistance in helping your family, please contact the counselor, Mrs. Kimberly Procell at (903)641-2261.

DISCIPLINE

Students will follow the CISD Code of Conduct and Dual Language Immersion Contract. Our goal is the development of strong character. The purpose of discipline is not punishment, but

instead to help students become successful individuals. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Campus administrators will consider these factors for each student sent to the office for the following:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct of the school environment

Teachers will have a classroom management plan. If a student does not follow the classroom management plan and reaches the consequence of going to the office, the following procedure will occur:

1. Teachers will notify parents of the student's actions as soon as possible.
2. Students will be sent to the office with a form documenting the incident.
3. An administrator will meet with the student to discuss the student's actions and consequences. Parent contact will be made/attempted.

Offenses Warranting Expulsion and/or Removal

A student may be removed from class and/or expelled if the student (on school property or school-related event):

- Assaults a teacher or other individual
- Sells, gives, or delivers to another person or possesses or uses or is under the influence of marijuana or controlled substance.
- Possesses a firearm, an illegal knife, a club or a prohibited weapon.
- Engages in conduct that contains the elements of an offense relating to abuse-able glue or aerosol paint
- Arson
- Criminal mischief

A student who, after having been placed in an alternative education program, engages in serious or persistent misbehavior will be subject to administrative review.

DISMISSAL

- All students will be dismissed at 3:20 pm to their assigned locations. Please refer to the drop-off and pickup maps for locations.

- Older siblings will report to the dismissal locations of their younger siblings.
- Kindergarten will be released from the cafeteria on the back side of the campus. Parent walk-ups are not permitted on the backside due to safety concerns.
- First, Second, Third, and Fourth grade will be released in front.
- Parents who walk up to the building will report to the designated grade level locations. Please refer to the arrival-dismissal map.
- There is only one lane of cars at pick-up.

- ALL STUDENTS ARE TO BE PICKED UP BY 3:45 p.m. Notify the office if a transportation change occurs as soon as you are aware.

DRESS CODE

Please refer to C.I.S.D. Student Handbook pages 17-22 for Dress Code Guidelines. Standardized dress is required.

DRILLS

Safety drills will be held throughout the school year. Civil defense drills will also be practiced when the city sounds the civil defense siren. Teachers will give special instructions as to the manner of behavior and proper procedure for all drills. In the instance, you are visiting the campus, and a drill occurs, you are responsible for following the same protocols as all students and staff.

DUAL LANGUAGE

A two-way dual language program is where native English and Spanish speakers learn together in both languages, so everyone becomes bilingual, biliterate, and culturally aware. See parent contract for specific content area language and specific grade level break down.

DL Language Allocation Plan / Plan de asignación de idiomas

Spanish / español
English / inglés

Kinder Native Spanish	Spanish Language Arts & Reading		Social Studies & Science	Math
Kinder Native English	English Language Arts & Reading		Social Studies & Science	Math
1 st Grade Native Spanish	Spanish Language Arts & Reading		Social Studies & Science	Math
1 st Grade Native English	English Language Arts & Reading		Social Studies & Science	Math
2 nd Grade	Spanish RLA	English RLA	Social Studies & Science	Math
3 rd Grade	Spanish RLA	English RLA	Social Studies & Science	Math
4 th Grade	Spanish RLA	English RLA	Social Studies & Science	Math
5 th Grade	Spanish RLA	English RLA	Social Studies & Science	Math

- **How can you help your child if you don't know the other language?**
 - a. Homework should be a review of what is taught during the school day.
 - b. Help your child at home in the language you know best. Keep growing their ideas and words in your home language—once they understand a concept there, it's easier to learn the new language's vocabulary.
 - c. Read together every night.
 - d. Talk about what they're learning at school to deepen their understanding.
 - e. If you own a tablet or IPAD, there are lots of apps available for learning basic Spanish or English.
 - f. Listen to songs or books on tape in the other language.

FIELD TRIPS

At various times throughout the year, students will be able to participate in field trips that support the classroom curriculum. Parents will be notified by teachers when field trips are planned. They will be given details about the date, location and specific information about the trip planned.

GRADING AND REPORTING

Every student will receive a progress report every three weeks from his or her child's teacher and a report card at the end of each nine weeks period. Parents will receive their personal login information to check grades and attendance online through SKYWARD. Parents are asked to read, sign and return the reports within a week. A conference will be required with all parents at the end of the first nine weeks. Parents are encouraged to contact the teacher for a conference to discuss the student's progress.

HOMEWORK POLICY

Students in Kindergarten through fourth grade will have homework each day in reading. We ask that all students engage in reading to self or reading to others at home for a minimum of 15 minutes each day and practice math facts for 10-15 minutes each day. Each teacher will have homework procedures for his/her classroom that do not involve work lasting more than thirty minutes.

INFORMATION FROM SAM HOUSTON ELEMENTARY

School events and special notices will be on ClassDojo School Story. Individual grade levels will also post Weekly and/or Monthly newsletters on their teacher ClassDojo pages and/or send printed newsletters in folders. Sam Houston's Facebook page and Webpage contain regular postings of special events and reminders as well. We hope you **"like"** us on Facebook!

NURSE

Nurse Cook, will be responsible for health care and medical needs at Sam Houston Elementary. It is important that emergency information on the health sheet be kept current so that parents can be notified in the event of an emergency. The nurse or authorized school personnel will handle the dispensing of medication as follows:

- The child's medication must be sent to school in the original container along with instructions regarding the dosage.
- The prescription will be locked in the nurse's office and will be given and logged at the indicated time.
- Any medication that is to be taken for more than ten (10) consecutive school days will require a licensed practicing Texas physician's statement and a written request from the parent or legal guardian before being administered. The medication will be administered as directed by the students' physician.
- A form must be completed by the parent and signed by the doctor for any medication to be given routinely.

Please notify the teacher and nurse in writing of a special health problem or need for your child. This information will be attached to his/her health sheet. The nurse may contact you for further information.

Please keep your child at home if he/she has had a temperature of at least 100 degrees or has vomited in the last twenty-four hours.

Parent/Teacher/Administrator Conferences

Parent/teacher conferences can be scheduled by the parent or teacher. One conference is REQUIRED at the end of the 1st nine-week period. Parents must attend this conference and will receive their child's report card. Parents who wish to arrange a conference may call the school at

(903) 874-6971 to leave a message for the teacher, Dojo or email to set up a conference. Mandatory conferences set by an administrator or counselor will be scheduled in communication with parents by Zoom, phone, or in person.

PARTIES AND CELEBRATIONS

Classes will have two school-sponsored parties during the year. No individual parties will be scheduled for student birthdays. Parents can send a small edible treat on their child's birthday. Teachers should be consulted before sending the treats.

PICKING UP A CHILD DURING THE SCHOOL DAY

If it is necessary to leave school during school hours, parents must come to the office to check out their child. The office staff will call for the student to be sent to the office. You must bring your ID. Please do not call and ask us to have your child waiting in the office. For the safety of all children, identification is required. If your child leaves before attendance is taken and will not return for the day, we ask that you explain the situation to our PEIMS Clerk and provide a written excuse before leaving. A doctor's note may be turned in upon return. Please note your child is responsible for any missed work due to leaving.

PLAYGROUND RULES

1. Students will leave rocks, sticks and other objects, harmful objects on the ground.
2. Slides should be used sitting up straight and with legs in front.
3. There should be one person at a time on slides and monkey bars.
4. Classes will stay within playground boundaries.
5. Students will get teacher/supervisor permission to leave playground area.
6. No play fighting.
7. Teachers monitor the playground to ensure safety.

SCHOOL DAY

Our doors to the building open at 7:00am. Staff will greet students at their arrival locations daily. All students need to be in their classrooms ready to begin instruction by 7:40 am. When students arrive late, a parent/guardian will need to escort them inside the building and sign them in.

SPECIAL PROGRAMS

Special Programs and services are provided as directed by Federal Law (FAPE-Free and Appropriate Public Education) and CISD policy. Please make the school aware of any services your child might have received from a prior school. Our PEIMS clerk will request records through the TREX system; however, if you have a copy of your Child's IEP or Section 504 plan, please bring it with you. We also utilize district protocols in our Response to Intervention (RTI)

to collect documentation on educational interventions to guide us in making the best educational decisions for your child.

TEXTBOOKS

Textbooks are furnished to students. Each student will be held responsible for damaged or lost books.

VISITING SAM HOUSTON

ALL VISITORS TO ARE REQUIRED TO ENTER AT THE FRONT OF THE BUILDING AND CHECK IN AT THE OFFICE using the Raptor system. Please bring your ID. For the safety of our students and staff, visitors will receive a visitor sticker when checking in. Any visitor who does not check in at the office will be asked to do so. Please do not try to enter through any other doors. Sam Houston appreciates your cooperation in this process. This includes days that you drop off lunch for your child.

COURT ORDERS & LEGAL DOCUMENTS

All court orders must either be served to the campus by a custodial parent or an officer of the court. The court order must have all required signatures and the seal from the court on them before we accept them. It is the custodial parent's responsibility to make sure that all paperwork is kept up to date by providing the updates in person or having an officer of the court serve the school. The school nor any employee of the school can or will act outside of what is current on the campus. No employee shall assume responsibility for interpreting the court order or any legal document without consulting with campus administration. If a legal document or court order is subject to questioning, the campus reserves the right to seek the Central Office and/or legal support to determine the legitimacy of the document in question.

WITHDRAWAL FROM SCHOOL

It is recommended that parents notify the school as much in advance as possible of an impending withdrawal. The following procedures will be observed prior to withdrawing a student:

1. The student must check all books and library materials.
2. The student must pay any outstanding bills, fines, meal amounts, etc. (if applicable)
3. The student will be withdrawn by a parent or guardian or by request of records from another school enrolling the student.
4. The parent or guardian will be given a withdrawal slip from the office which will be required by the next school where the student enrolls. A withdrawal must be requested in writing. (i.e. Letter, text message, and or email)
5. The students will receive their report card.