Josefa L. Sambrano Elementary

A Proud Community of Champions – Soaring to Excellence



200 Herring Rd.
San Elizario, TX 79849

Student Handbook
2025-2026

Mission Statement

Josefa L. Sambrano Elementary School will go beyond excellence by providing a nurturing learning environment that provides a solid foundation and instills a desire to be lifelong learners both academically and socially. In all that we do and all that we teach, we will provide education at an exemplary level.

Vision Statement

Our students will be academically and socially developed citizens who are evolving in an innovative curriculum that meets the diverse needs of all students and equips them to be positive and contributing members of society.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are

available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:
If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education and/or 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Susana Frescas or Lydia Sandate
Phone Number: 915-872-3950

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Susana Frescas or Lydia Sandate
Phone Number: 915-872-3950

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

Josefa L. Sambrano Elementary

Daily Bell Schedule	
7:20	**First Bell**
7:30	**Tardy Bell**
9:00	**Attendance Bell**
4:05	**Dismissal Bell**

PE Schedule	
1st Grade	8:20 – 9:20

	9:20 – 10-20
2nd Grade	10:20 – 11:20
	11:20 – 12:20
Kinder	1:05 – 2:05
	2:05 – 3:05

Lunch Schedule		
Grade Level	**Cafeteria**	**Recess**
Kinder (group 1)	10:45-11:05	11:05-11:25
Kinder (group 2)	11:10-11:30	11:30-11:50
1st Grade (group 1)	11:35-11:55	11:55-12:15
1st Grade (group 2)	12:00-12:20	12:20-12:40
2nd Grade (group 1)	12:25-12:45	12:45-1:05
2nd Grade (group 2)	12:50-1:10	1:10-1:30

Daily Tutoring

7:45 – 8:15 AM

Daily Intervention

3:15 PM – 4:00 PM

ATTENDANCE

Regular attendance is an area that we will continue to stress with our students, as it is one of the most key factors of education. When students are absent, they miss a day of instruction and learning the appropriate material. **When your child is going to be absent, please call the day of absence (915) 872-3950 or email sesattendance@seisd.net with a valid excuse (sickness, extreme family emergency, death of an immediate family member).** If a student accumulates **four or more unexcused absence**s, Sambrano Elementary will request a parent conference.

Attendance Criteria

♦ Be present ALL DAY, EVERY DAY – Tuesday-Friday 7:20 AM-4:05 PM
♦ Be on time every day by 7:20 AM, be in class before tardy bell at 7:30 am

Texas Education Agency Attendance Policy:

State law requires that a student between six and 19 years of age attend school. "Every child in the state who has not completed the academic year in which his 19th birthday occurred shall be required to attend the public school in the district of his residence or in some other district to which he may be transferred as provided or authorized by law. A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered."

Documents / Written Absence Notes:

➢ All absences require a documented note from a doctor, a court, a funeral home, or a parent written note to be considered excused.

➢ All absences of four (4) consecutive days or more due to illness or hospitalization must be certified by a doctor's note.

➢ Only five (5) written notes from parents will be allowed for the school year.

➢ All notes must be submitted within TWO days (48 hours).

➢ The parent/guardian/student is responsible for turning in the notes at the attendance office immediately upon student's return to school or emailing notes to **sesattendance@seisd.net.**

➢ The note must include the student's full name, I.D. number, date(s) and period(s) of absence, reason for absence, parent signature, and a contact phone number where the parent can be reached for verification.

Receipts, appointment cards, and/or prescriptions are NOT acceptable.

➢ Undocumented (unexcused) absences count when a decision is being made to file on a student who is in noncompliance (nine or more unexcused absences) with Texas State Law.

Retention or Placement Due to Absences

The Texas Education Code 25.0092 requires all students to be in attendance for 90% of the time each semester to receive credit. Any student who is absent (excused or unexcused) more than 10% of the class days may be retained or placed for the upcoming school year. ***A student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Texas Education Code § 25.092***

The Following outlines the difference between an excused and unexcused absence:

Excused absence:

1. Parent calls the day of the absence with a valid excuse (sickness, extreme family emergency, death of an immediate family member). The number to call is 872-3950.
2. Parent sends a note with the returning student to the attendance office indicating a valid reason. Note must be received in the attendance office within 48 hours of the absence.

Unexcused absence: The following are reasons for an absence to be unexcused.

1. No phone call or no note
2. Out of town
3. **Note is not received within 48 hours of absence**
4. If a student accumulates four or more unexcused absences, Sambrano Elementary will request a parent conference, and the student may not participate in PBIS incentives during the incentive period.
5. **Truancy Note:** If a student accumulates four or more unexcused absences in a four-week period, the Administrator in charge of Attendance may file paperwork that will take the student and his/her parent to truancy court.

Doctor appointment:
A student who has a doctor's appointment any time during the school day will be counted present for the day if he/she comes to school before or after the appointment and there is a note from doctor, which is licensed in the United States. **If there is no note, the student's absence will be unexcused.**

TARDIES

School starts at **7:20 a.m.** If a student comes in after **7:30 a.m**., he/she will be counted as tardy. After the 4th tardy, the student will not be eligible for Perfect attendance recognition.

Unexcused tardies are handled in the following manner:

- Teachers handle the first three tardies with their classroom management plan.
- After an established pattern of tardies, the parent will be required to meet with the administrators to develop a plan.

A student is tardy if he/she is not inside the classroom or at the assigned area for class at the designated class time unless he/she has an authorized excuse. Unexcused tardies are handled in the following manner:
• If students are tardy, parents will have to come into the office and sign the child in.
• Teachers handle the first three tardies with their classroom management plan.
• Tardies may count against a student's perfect attendance for that nine-week grading period.
• Students with more than 5 tardies may not participate in PBIS incentives during the incentive period.

BEFORE AND AFTER SCHOOL

School doors open at **7:00 a.m.** Student dismissal is at **4:05 p.m.** for bus and parent pickup. Buses depart at 4:15 p.m.

Child Protective Services and/or the Sheriff Department will be contacted after the third time a child is left after hours. In addition, transportation will be suspended and may be denied for students who are returned to the campus after three times.

BEHAVIOR/PBIS

At Sambrano Elementary, students will always follow the PBIS Core Values in a respectful manner, in and out of class as well as all school functions (whether on campus or away). The student will be respectful, responsible, and safe. Monthly PBIS incentives will be held for all students who follow their Core Values of being Respectful, Responsible and Safe. Excessive unexcused absences and tardies may not participate in the PBIS incentives during the incentive period. The SEISD District Student Code of Conduct provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. We will follow the SEISD Student Code of Conduct which is available on the district and campus website and the Campus Behavior Coordinator's office. The designated person to contact regarding discipline is:

Campus Behavior Coordinator: Lydia Sandate, Assistant Principal
Phone Number: 915-872-3950

CELL PHONE/PERSONAL ELECTRONIC DEVICE USE

Possession of Personal Communication Devices

Students shall not: Use a personal communication device, including a cell phone, or other electronic device on school property during the school day and shall store the device in accordance with the method of storage established by the district. The district may authorize the use of a personal communication device for the following reasons:

- To implement an individualized education program (IEP) or for a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C Section 794) or a similar program or plan;
- With documented need based on a directive from a qualified physician; or
- To comply with a health or safety requirement imposed by law or as part of the district's safety protocols.

Inappropriate use of a personal communication device during the school day will result in disciplinary action in accordance with this Code of Conduct.

Consequences:
1st Offense: Device Confiscated until the End of the Day/Student Pick up Required
2nd Offense: Device Held for Parent/Guardian Pick up Required
3rd Offense: Final Conduct Review Notice – Parent Pick up Required
4th + Offense: Conference + Device Ban + In-School Suspension (ISS) – Parent Pick Up Required

Policy FNCE includes more information regarding cell phones, such as the use of these devices is not allowed during the instructional day, including lunch, transition, and recess.

CLOSED CAMPUS

Closed campus means that students must remain on campus from their arrival until their school day is completed. Students are not allowed to leave campus and return without prior administrative approval. Proper sign-out procedures are conducted through the attendance office.

DRESS CODE
UNIFORMS ARE REQUIRED

***Note for all Schools**: Any other apparel which an administrator determines to be inappropriate or identified as gang related, promotes, or advertises any criminal activity, substance abuse to include vaping will not be permitted. Any other apparel not listed here are subject to administrator discretion. The Dress Code is subject to change with upcoming trends/fashions.*

Shirts
• Short or long sleeve polo/t-shirt.
• Solid colored shirts (white, yellow-gold, or navy blue).
• Uniform must fit appropriately.
• Shoulders, abdomen and back must always be covered. Spaghetti straps, halter tops or tank tops are not allowed.

Pants
• Pants, shorts, skorts, and skirts must be navy blue or khaki, Docker-style twill, chino fabric, jogger style khaki or blue jeans (NO torn jeans allowed). They may not be more than three inches above the knee or excessively tight.
• Pants shall not be torn that show skin or expose any undergarments.
• Baggy or saggy pants will not be permitted. (Must not be lower than the heel of the shoe.)
• Pajamas are not allowed unless indicated by the school.

Coats
• Coats, zip up sweaters, or jackets no longer than hip length may be worn over the uniform shirt during the colder months. They cannot be oversized, and hoodies (head piece) may not be worn in the building.

Shoes
• Students are encouraged to wear athletic or casual footwear. No bare feet.
• Steel toe shoes, flip flops, or house shoes (slippers) are not allowed. • Shoes that leave scuff marks are strongly discouraged.

Hair
• Hair must be well groomed and not cover the eyes.

Miscellaneous
• Piercing is only allowed in a student's ears. No facial, tongue, or any other piercings permitted.
• No tattoos or link chains are permitted.
• Excessive jewelry (e.g., earrings longer than 2 inches) or make-up that detracts from learning will not be allowed.
• Bandanas may not be worn or displayed in any way.
• Chains may not be used as belts or to secure wallets.
• Hats/caps/hoods/beanies may not be worn in the school building. Headpieces are not allowed in halls/classrooms (e.g., helmets).

There are a few times during the year when students are allowed a **"free dress"** day. On these days, students must adhere to the non-standard school attire code.

EMERGENCY CLOSING OF THE SCHOOL

Late opening, early closing, or cancellation of school due to inclement weather or other emergency conditions will be announced over the local radio and TV stations. In a late start, breakfast will not be served to students. Lunch will be served at the scheduled time.

FIRE DRILL/LOCKDOWN PROCEDURE

Teachers will instruct their classes at the beginning of the school year on the proper procedure to follow during a fire drill/lockdown. A map of the school, along with procedures, will be discussed and reviewed by each teacher in every class to ensure that each student is aware of how and where to exit the building from each classroom. These procedures will be reviewed periodically throughout the year. Teachers will remain with their students when exiting and returning to the building during a fire drill.

GANG-FREE ZONES

Texas law establishes "gang free zones" around specific locations, including schools and day care centers. Gang activity will bring enhanced, or harsher, punishment if certain offenses are committed at locations that are in, on, or within 1000 feet of the school or a school bus. Sambrano Elementary is committed to maintaining a gang-free atmosphere for all students.

GUIDANCE AND COUNSELING

Guidance and counseling services are offered at Sambrano Elementary in a variety of areas including academics, career guiding lessons exploration, parent relationships, peer relationship, prevention and crisis counseling, teacher-student relationships, study skills, and group testing. Additional services are offered to

students with high absenteeism and low grades. Students who need to see the counselor should request a pass from their teacher. Our guidance counselor is available to help students with their concerns. The goal is to enhance the coping skills of young people and to teach them to use those skills in their daily lives. If you would like to request counseling services for your child, you may contact the Counselor at 872- 3950 to schedule an appointment. Parental consent for student counseling is required annually.

HOMEWORK

At this age, students will be expected to work more independently. It is important for parents to check their child's work to provide support and encouragement. Each grade level will provide you with their homework expectations.

HONOR ROLL

Students must make a 90-100 for the **"A"** honor roll or an 80-89 for the **"B"** honor roll in each class (including electives). Students are recognized every nine weeks and at the end of the year.

ITEMS CARRIED BY STUDENT

Students are not allowed to bring items that are not for educational purposes to school. Such items include electronic devices, Air Pods, radios, hand-held electronic games, toys, stuffed animals, or cellular phones on campus. Disciplinary action will be issued for students who continue to bring the items to school. The school will not be responsible for unallowable items that are **lost or stolen**.

NURSE SERVICES

All new students get hearing and vision tests. Teachers and parents may request a screening for their child at any time if there seems to be a problem. All prescribed medications must be stored in the nurse's office. Students may not carry medication on their person. This includes aspirin or Tylenol. Any medication to be given must have a doctor's permission form signed by both the doctor and parent. We recommend that you call and talk to the nurse personally about this. The nurse will relay the information to the principal and appropriate teachers/personnel. The front office phone number is 872-3950; they will direct your call to the nurse. Parental consent for medical treatment at school is required annually.

PARENT CONFERENCES

Teachers are available to meet individually during their planning period, which is 60 minutes each day. The time of day varies according to the teacher's conference period. Conference periods are when students are in P.E. (see Bell Schedule for P.E. times). Parents are encouraged to call the office to schedule an appointment since teachers may be attending a training or meeting during their conference time and may not be available to meet.

PROGRESS REPORTS

Three-week progress reports are sent to the parents at the midpoint of each nine weeks. Teachers are required to send progress reports home and may request parent/teacher conferences to discuss a student's progress. If a parent does not receive a progress report, they may call the school and request a copy.

PROMOTION POLICY

A student shall be promoted from one grade to the next based on academic achievement. The students must have an overall average of 70 or above, and an average of 70 or above in at least three of the following subjects: Language Arts/Reading, Mathematics, Social Studies, and Science. A student cannot be promoted if he/she does not meet these guidelines.

REPORT CARDS

Students receive report cards four times per year, once every nine-week period as per the school calendar. Students get computerized report cards every nine weeks. They are given to students to take home. Semester grades are reflected on the 2nd nine weeks report card and on the 4th nine weeks report card. If a parent does not receive a report card, they may call the school and request a copy.

S.E.I.S.D. GRADING SCALE

Letter Equivalent	Range
A	90-100
B	80-89
C	75-79
D	70-74
F	0-69

REQUESTING HOMEWORK DURING ILLNESS

You may call the school at 915-872-3950 and make your request. It is important to understand that it may take up to **48 hours** to get the work together. For instance, if you call on Tuesday morning, we will have it ready for you no later than Thursday morning. Remember, if you do call and request homework, please pick it up between 8:00 a.m. and 3:30 p.m. on the day indicated it will be available.

STUDENT ID

All students will be issued a Student ID and lanyard at no charge for the first time given. Students must wear their Student ID while on campus. Student ID must always be visible and worn on a lanyard. A $5 fee will be assessed if the Student ID is lost, or damaged, and a $2 fee will be assessed to replace the lanyard. If students wish to bring their own lanyard, it must be dress code standard.

TECHNOLOGY (CHROMEBOOKS)

All students will be issued a Chromebook, headphones, and charger for instruction. Students are responsible for the Chromebook, headphones, and charger issued. A fee will be assessed if Chromebook, headphones, and chargers are damaged or lost. Misuse of other technological equipment such as VR's, Computers, etc. will be liable for damage fees.

*Missing/Replacement Accessories (charger, headsets, etc.) — up to $40 each

*Accidental damage beyond normal usage (repair fee) — up to $60

*Lost/Stolen Asset Fee (Police Report Required) - $100

*Intentional misuse damage (repair fee) - $125

TRANSPORTATION

Bus transportation will be provided for children who live more than two miles away from school. Students using district transportation should realize that they are under the authority of the school while at the bus stop and from the time they board the bus until they are released from school. The safety of all students is

our primary concern. Persistent infractions of the rules pose a serious threat to the safe operation of the buses and will be dealt with according to district disciplinary guidelines, which students receive on the first day of school. Parents are encouraged to read these and review proper bus behavior with their child.

Offenses and consequences are similar to those within the school building. Repeated offenses on the bus may lead to bus privilege to be removed. Students are to ride only the bus to which they have been assigned. Bus drivers warn students about minor infractions before they are referred to an assistant principal. Serious infractions are referred immediately.

VISITORS

All visitors must sign in at the primary office and pick up a Visitor's Pass. Student visitors will not be allowed in the classroom during class time. People without legitimate business or those who do not check in at the office will be escorted out, and proper authorities will be called. All visitors **MUST** present a valid ID before entering the building.

DRESS CODE ACKNOWLEDGEMENT

I acknowledge that I am aware that an electronic copy of the Sambrano Elementary Dress Code is available on the SEISD Sambrano Website and on ClassDojo. A hard copy of this document may be requested at the campus. I further understand that my child is accountable for complying with the dress code and failure to comply will result in disciplinary action.

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We acknowledge that we have received a copy of the Sambrano Student Handbook for the 2025-2026 school year and understand that students will be held accountable for their behavior. Student Handbook and District Student Code of Conduct are available on the school's website https://ses.seisd.net/

Teacher Name: _____ Grade Level: _____

Student Name: _____

Print name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____