

# Sylvan Rodriguez IB World School

5858 Chimney Rock Houston, TX 77081

Phone (713) 295 3870 Fax (713) 295 3875

## Summary of the Parent/Student Handbook



### School Hours:

7:30 a.m. – 2:50 p.m.

### Early Dismissal Hours:

7:30 a.m. – 11:30 a.m.

Tardy Bell: 7:45 a.m.

School Colors: Red, White, and Blue

School Mascot: Space Rangers

### School Website:

<https://www.houstonisd.org/Domain/21282>

### Principal:

Lulu DeAnda

### Secretary/

### After School Program:

Norma Silva

### Assistant Principal:

Magdalena Villa

### Counselor:

Marta Piralla

### Wraparound Specialist:

Maria Cantu

### Parent Center Contact:

Leda Fuentes

### Student Early Dismissal Dates

On the following dates, students will be dismissed at 11:30 a.m.:

- September 27, 2019
- October 18, 2019
- November 8, 2019
- January 17, 2019
- February 14, 2019

### PAC/Volunteers

Parents are encouraged and welcomed to volunteer at school. Field trips, lunchroom, clinic, science labs, front office, physical education, library and classrooms are just some of the areas in need of volunteers. Criminal background checks will be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours. The background check is conducted by HISD Human Resources Department and takes 4 – 6 weeks to process. Contact Leda Fuentes for more information.

### Code of Conduct

The HISD Student Handbook/Code of Conduct will be available online through the district or school website: [www.houstonisd.org/codeofconduct](http://www.houstonisd.org/codeofconduct) Parents are required to sign the acknowledgement form once a year. You are asked to become familiar with this important document and use it as a reference as questions arise. Please make special note of policies detailed under "Student Responsibilities".

### School Visitations

We welcome parent's visits to Rodriguez ES. For the safety and security of our children, you must sign in at the front office. Your driver's license or identification will be scanned, and you will be given a nametag for your visit.

**Conferences:** Teachers may conduct conferences with parents during their planning period. Parents requesting conferences with teachers may make an appointment by writing a note to the teacher or e-mailing the teacher. Please allow 24 hours for a response.

**Cafeteria Visits:** If weather permitting, parents are invited to eat lunch with their children on Fridays. Parents should check in and receive a pass for the cafeteria for 30 minutes. Students should be picked up at the cafeteria door and escorted by the parent to the picnic tables by the Parent Center. **Please note: Passes will NOT be issued during early dismissal days and inclement weather, such as rainy conditions and temperatures below 40°F.**

### Attendance

**Attendance:** Attendance is taken daily at 9:30 a.m. Students who leave school prior to that time are marked absent the entire day. Parents are responsible for bringing either an excuse note from the physician or a **written** excuse from the parent or guardian **to the attendance office upon their return to school.** Only absences due to illness, catastrophic illness or death in the family, medical appointments, weather conditions making travel dangerous, and emergencies. Any absence before or after a District scheduled holiday will be excused only with a medical excuse from a physician.  
**Tardies:** Children who arrive to school after 7:30 a.m. are tardy. Children who are habitually late (10 minutes or more) will be referred to the attendance committee.  
**Early Departure:** If you need to pick up your child prior to dismissal time, a parent or guardian must sign the student out in the main office **NO LATER** than 2:15 pm. The person picking up the student must show their driver's license and must be identified as a contact person in the Student Information System.

### Arrival & Departure

**Arrival:** Students may not enter the building until 7:00 a.m. There is no supervision for students who arrive on campus before 7:00 a.m. Students arriving by walking or in car should enter the building through the back door (next to the cafeteria). Students arriving in bus should enter the building through the front entrance. Pre-K through 2 grade students are required to report to their classrooms. Students from 3<sup>rd</sup> through 5<sup>th</sup> grade are required to report to the gymnasium of the school.

**Breakfast:** Breakfast is available to all students free of charge in their classrooms from 7:30 until 8:00 a.m.

**Departure:** Students must be picked up from campus by 2:50 p.m. and 11:30 during early dismissal days.

### Late Student Pick-up – Fees:

The fee for students who are not picked up on time by 2:50 p.m. or 11:30 a.m. on early dismissal days will be charged \$5.00 per every 15 minutes late (\$10.00 for 30 minutes late, \$15.00 for 45 minutes late, etc.). The fee applies for EACH student. Payment should be made at time of pick up and in the front office. If students are consistently not picked up in a timely manner at the end of the school day, Children's Protective Services (CPS) will be notified and student may be released to HISD Police.

### Change of address/Phone #

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change of information in person by completing the address change form in the front office. In case of emergency. It is vital that we are able to contact you.