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Mission Statement

The mission of Janowski: Through rigorous and engaging instruction provided within a safe and structured environment, Janowski Elementary prepares Pre-K thru 5th grade students for higher education and beyond.

Student Pledge

I will do my best in school, I will graduate from high school, I will graduate from college.

Daily Schedule

7:15 a.m.	School opens
7:30 a.m.	Bell rings for students to enter classrooms
7:35 a.m.	Announcements begin
7:35 a.m.	Students are tardy
3:00 p.m.	Dismissal

7:30 a.m. - 7:45 a.m. Breakfast in the Classroom

To ensure the safety of our students, please adhere to the times on the schedule. The school is not responsible for the supervision of students who arrive before 7:10 a.m. or who remain on campus after 3:15 p.m.

Early release of students after 2:20 p.m. is not allowed.

School Calendar

Please note this calendar is specific to Janowski and may be different from other HISD schools.

August 22nd	First Day of School
September 5th	Labor Day Holiday
September 27th	Open House - 3rd, 4th & 5th
September 29th	Open House - Pre-K, K, 1st, 2nd & Special Education
October 4th	Teacher Service Day-No school for students
October 5th	Fall Holiday
TBD	Fall Pictures
November 21st - 25th	Thanksgiving Holidays
Dec. 22nd - Jan. 6th	Winter Holidays
January 9th	Classes Resume
January 16th	Martin Luther King Holiday
TBD	Spring Group Pictures
February 20th	Presidents' Day-only students
TBD	Spring Pictures
March 13th - 17th	Spring Break Holidays
March 31st	Chavez-Huerta Day
April 7th	Spring Holiday
April 21st	Spring Holiday
May 29th	Memorial Day Holiday
May 31st	Last Day of School for students

Attendance

Students are expected to be on time and present in school every day. The reason for an excused absence must be stated in writing and be signed by the parent/guardian of the student. The written excuse must be received by the school within 3 days after the absence, otherwise it is considered unexcused. The attendance specialists may investigate any absence. If a student is absent, he/she may not participate in after school extracurricular activities on the day of the absence.

Excused Absences:

The only acceptable excuses for tardies and absences are:

- Personal Illness
- Sickness or death in the immediate family
- Quarantine
- Severe weather conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or designated person
- Participation in school activities with permission of the principal

According to the Texas Compulsory School Attendance Law (TEC. Sec. 25.085) if a student is absent without an excuse for 10 days in a six-month period; or 3 or more days or parts of days in a 4-week period, the student's parent/guardian is subject to prosecution under Section 25.093. This is classified as a Class C Misdemeanor and is subject to a fine up to \$500 for each day of unexcused absence after the warning letter is issued.

Also, students with excessive absences of 15 or more unexcused absences will be retained for the year. The attendance committee will meet to determine if summer school is required.

Tardy Policy

The bell rings at 7:30 for students to enter all classrooms and instruction begins at 7:45 a.m. immediately following breakfast. Students are considered tardy at 7:35 a.m. and must report to the office. School officials understand that occasionally traffic, weather, or oversleeping may cause a student to be late. However, persistent tardiness will not be tolerated and will be reported to the truancy officer.

Students who are tardy are missing a very important part of instruction and this may cause them to fall behind or not understand expectations. It is in the best interest of the children that they are on time every day.

Early Release of Students

Children are not permitted to leave school after they arrive unless certain procedures are followed. Only the parents or legal guardians will be allowed to take a child from school during regular school hours. Persons listed on the Emergency Contact will only be allowed to check out a student with a written note (signed) by the parent or guardian. **A picture ID is required**, such as a driver's license. After signing out the child, the student will be called to the office. Teachers are not permitted to release students unless this procedure has been followed. **Releasing of students after 2:20 p.m. is not allowed**. It is during this time that teachers are making all homework assignments and children are organizing themselves for the end of the day. Early release of students is strongly discouraged.

Pick-up Procedures

Students will be dismissed at 2:55 p.m. Pre-K will dismiss through their hallway doors which you can access through the second walk in gate on Van Molan. Kinder will dismiss through the first walk in gate on Van Molan and First grade through Fifth will dismiss through the front of the school on Bauman. All students are expected to be picked up by 3:15p.m. ***Parents of students being picked up after 3:15 will be expected to come in to the building and sign them out. After five late pick-ups parents will be charged a fee of \$1.00 per minute after 3:15 p.m.***

Cold or Rainy Days

A "Dismissal/Inclement Weather" form will be sent home with each student so that the parents/guardians may advise the school of who will pick up his/her child at the end of the school day during inclement weather. **If it is raining at the end of the day, students who walk home will not be allowed to do so.**

Registration Requirements

For a child to be registered in school it is necessary to provide the following items:

- Proof of residence, such as a utility bill or rent receipt with the correct name and address.
- A certified copy of birth certificate or birth registration card.
- A report card of the last school attended
- Immunization card
- If enrolled during the current school year, a withdrawal sheet from the previous school.
- Guardianship papers if the student is residing with someone other than the parent.
- Social Security number if available.

Withdrawal Procedures

Advance notification (24 hours) is needed to complete the check-out forms and determine if fines and textbooks have been cleared. Please inform the school of the student's last day of attendance, new address, and the name of the new school the child will attend. The parent must come and officially withdraw the child. The complete check-out form must be taken to the new school with a copy of the last report card attached, if available.

Cafeteria

Lunch is a time for students to enjoy each other's company while visiting using moderate voices. Due to the Covid 19 pandemic health and safety measures have been put in place and parents will not be allowed to have lunch with students for the 2022-2023 academic school year, we will revisit the health status of the city and decide in October 2022 if 1 parent will be allowed to have lunch in the cafeteria on Tuesdays only. There will be a 30-minute window for lunch drop off for students, lunches may be dropped off from 9:30 – 10:00 a.m. only. After 10:00 am our lunch schedules have begun, and office personnel are monitoring in the cafeteria.

Birthday Treats

Students celebrating birthdays may treat their classmates immediately after the lunch period. Treats are limited to single servings of fruit, cookies, or cupcakes. Only store-bought treats will be accepted. Ice cream, sodas and party favors are **not acceptable**. Teachers must be notified 1 week in advance to avoid conflicts. It may be necessary for the classroom teacher to request that treats be delayed or advanced if other events occur within a given period. Treats arriving at school after the child's assigned period will be held until the next day.

Class Celebrations

According to school board policy, only 2 class celebrations may be held. At Janowski, these parties may be held on the day before the winter holiday break and during the last week of school.

Field Days*

Field day is an outdoor event considered a reward for students at the end of the year. Field day will be scheduled during April or May 2023.

Field Lessons* (Due to Covid 19 we will follow district guidelines on whether fieldtrip will be permitted for the 22-23 academic school year)

Classroom teachers may choose to invite up to 2 parents to assist during field trips. Parents assisting field lessons must be VIPS approved. Each student participating must have a turned in a signed permission slip.

- HISD does not allow permission granted over the phone.
- Students are not required to participate in Field Days and Field Lessons, therefore, students who have had behavior problems, or missing classwork assignments/homework may not be allowed to participate.

Discipline Code

Parents and students will receive information of where to find the HISD Code of Student Conduct booklet on the HISD parent portal page. This book details the expectations for student behavior and the consequences for misbehavior. Below you will find specific rules and consequences at Janowski Elementary which are aligned with the HISD code. The rules of conduct are established to achieve and maintain an orderly environment conducive to learning.

Rules for all classrooms:

- Follow directions the first time given.
- Keep hands, feet, and objects to yourself.
- Raise your hand to speak, one person at a time.
- Have all materials out and ready to work.
- Complete all assignments, homework, and class work the first time given.

Severe Case Clause:

Severe cases will be referred to the office immediately. Examples are:

1. abusive language
2. fighting
3. weapons (including toy guns, pocketknives, and laser pointers)
4. drugs (including cigarettes)
5. obscene materials
6. defacing school property
7. any gang related behavior
8. any other condition that could prove detrimental to other students

When a student is referred to the office, the following actions may occur:

- Parent/student/principal conference
- Assign student to detention
- Removal from school-wide activities (field day, parties, programs, field lessons, etc.)
- Provide in-house suspension
- Suspension

Disruptive Items:

No electronic devices (pagers, cell phones, laser pointers, radios, Ipads etc.) toys, basketballs, or games are permitted at school. Any violation will result in confiscation of the disruptive item whereupon it becomes the property of the school district.

Lost and/or Damaged Textbooks or technology devices

Students are responsible for textbooks issued at the beginning of the school year or checked out from the library. Students are also responsible for the technology assigned to them in their classroom. Books lost and/or damaged must be paid for by the student's parents/guardian. Books not returned or paid for will result in the loss of privileges for the student (i.e., field day or end of year class celebration). If the book is paid for and later found in good condition, the money will be returned to the parents. Students who damage technology will not be assigned another device and will have to complete all work in paper and pencil form.

Homework

Regularly assigned homework assist students in achieving satisfactory school progress and develops good study habits. Homework is regularly assigned Monday-Thursday. It is each student's responsibility to complete homework assignments and meet all deadlines. Janowski Elementary will provide each student with a planner. This is to keep communication with the parents. Please make sure to sign it every night. All students are encouraged to read or be read to at least 30 minutes each night. Consistent failure to complete homework (3 or more times) will result in disciplinary action.

Classroom Visitations (Due to Covid 19 pandemic teachers will host virtual meetings when necessary).

Visitors are always welcome. However, HISD policy requires all visitors to sign in at the school office. This is for the protection of all students. Because student learning is our priority, teachers are never free to leave their classrooms unsupervised. Parents wishing to observe their child in his/her classroom are welcomed. To avoid interruptions of instructional time, visits to the classrooms shall be restricted to 30 minutes. Arrangements should be made in advance by calling the office 24 hours before your visit.

Dress Code

The Janowski school community has set high standards for appropriate school attire and personal cleanliness. The students' appearance can influence behavior and affect the learning environment. Below are the required uniform guidelines:

Shirts/Blouses:	Red or Navy Worn tucked in
Pants:	Navy or khaki Worn with a belt
Jumpers/shorts/skorts	Navy or Khaki Must extend beyond the tip of the middle finger when arm is extended
Sweatshirt	Red or Navy No logos other than the school logo.
Shoes	Sneakers or closed shoes worn with socks (no sandals)
Jewelry	No jewelry is permitted

Grooming Habits:

- Hair must be neat, clean, and well – groomed. Hairstyle/color must not create disruptions, distractions or impede vision. No shaved hair designs are allowed. ***Extreme hair style which includes*** hair that is dyed an unnatural color (green, purple, etc.) or ***spiked hair and Mohawks*** will not be permitted.
- Make-up or tattoos may not be worn in the building.
- Caps and head coverings may not be worn in the building.

Students not wearing the school uniform must call home to have a change of clothing brought to school.

Eyeglasses

If your child requires eyeglasses, it is imperative that they wear them daily. This will impact their learning. Vision screenings will be conducted by the school nurse, and you will be notified if she recommends your child see an optometrist.

Health

Medication:

HISD Board Policy prohibits school personnel from administering any medication, including aspirin, during school hours. If a child must take long-term medication, the school will provide parents with a form to be signed by a physician. Upon receipt of the signed form, medications will be administered in the clinic under the nurse's supervision.

Immunizations:

All students are required to have current and updated immunizations as required by law. It is the responsibility of the parents to provide the school with an accurate immunization record. A student may not be allowed to attend school without these state-mandated immunizations. Exclusions from compliance are allowed on an individual basis for medical contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

Lice:

Students who have lice must be thoroughly cleaned and return to school within 24 hours. Absences beyond this will not be excused. All students must be checked by the school nurse upon his/her return.

Parent-Teacher Conferences

Parents may request a parent-teacher conference to discuss a variety of issues. It is recommended that parents contact the teacher the day before to schedule the conference. In order to meet the needs of the students and not interrupt instructional time, all conferences will be held before school, during the teacher's conference period, or after school. Teachers will be hosting parent conferences via TEAMS virtual meetings.

Promotion Standards

Kindergarten:

- A student in Kindergarten may only be retained when a parental request for retention has been answered by the formal, written approval of the Grade Placement Committee.

Grades 1 – 5

- A student must pass all promotion standards in order to be promoted to the next grade level:
 - 1st Promotion Standard
 - 70% average or better in Reading, Language Arts, Math, Science or Social Studies
 - 2nd Promotion Standard
 - Pass the High Frequency Word Evaluation (1st and 2nd grade)

Promotion Ceremonies:

Promotion ceremonies will be held at the end of the school year for each individual grade level. Students participating in the ceremony will be allowed to leave early. Siblings in other grade levels will not be released early. If in-person ceremonies are allowed only 1 parent per student will be invited to attend.

Intervention/Assistance:

As soon as a student's performance indicates the student is failing, the classroom teacher and administrator will take steps to help the student improve which will include tutorials. However, the student must meet all standards by the end of the year.

If the student still fails to demonstrate achievement of one of the three standards at the end of the school year, the student would be required to attend summer school in order to be reconsidered for promotion. Attending summer school does not guarantee that the student will be promoted. He/she must demonstrate achievement, if not he or she will be retained for the next school year.

School Safety Plan

The Janowski community is totally committed to our #1 Core Value: **Safety Above All Else.** Several safety measures have been put in place to ensure the safety and security of all the children, faculty, and staff at Janowski Elementary. Please help us keep everyone safe and healthy by following all protocols and procedures put in place.

Drills:

Monthly drills are administered as required by state law to practice procedures in case of a fire, disaster or intruder in the building.

Securing School Property:

Janowski Elementary relies heavily on friends and neighbors in the area to report to the HISD Police Department, 713-892-7777, any unusual or suspicious activity after school hours. The HISD armed police officers are on patrol duty at night and on the weekend. Please assist us in securing our school and property so that our children can continue to enjoy a healthy and safe school.

Faculty & Staff

Ms. Myrna Bazan, Principal

Ms. Elizabeth Espinoza, Asst. Prin.
Ms. Michelle Vasquez, Teacher Splst.
Ms. Sherron Johnston, Nurse
Ms. Matilde Mendez, Counselor
Ms. Maria Guerra, Secretary
Mr. Joseph Eckert, IT, CSR
Ms. Jennifer Dominguez, Interventionist
Ms. Dana Tritico, WA Res. Specialist

Office Staff:

Ms. Acuna SIR
Ms. Ayala
Ms. Cisneros

Custodians:

Ms. Garcia
Ms. Palacios
Ms. Sorto
Mr. Barragan, PO

Cafeteria Manager:

Ms. Pacheco

Pre-K

Ms. Baltazar
Ms. Coves
Mr. Cordero

Fourth Grade

Ms. Estrada
Ms. Gallegos
Ms. Simon

Kinder

Ms. Castillo
Ms. Martinez
Ms. Rios

Fifth Grade

Ms. Cranford
Ms. Duncan
Ms. Wolfe

First Grade

Ms. Arzola
Ms. Infante
Ms. Salas

Special Education

Ms. Cordill
Ms. Barcelo
Ms. Panopio
Ms. Rush

Second Grade

Ms. Darr
Ms. Gonzalez
Mr. Guillen

Ancillary/Fine Arts

Coach Moore
Mr. Lam
Ms. Stolte

Third Grade

Mr. Chaverra
Ms. Sierra
Ms. Vega

Support Staff

Ms. Cabello
Ms. Careaga
Mr. Palacios
Ms. Rodriguez
Ms. Vargas