

CARRILLO ELEMENTARY

VANGUARD SCHOOL

2022 – 2023

Parent & Student Handbook

School Mission:

To increase academic achievement and provide an equitable and holistic education for all.

School Vision:

To provide innovative, high-quality experiences through technology-rich teaching and learning by meeting the individual needs of all learners in a cultivating environment, that will prepare our students to be reflective and successful in future endeavors.

School uniform policy

For the 2022 - 2023 school year, Carrillo Vanguard Elementary School will be implementing a school uniform policy.

Monday – Thursday

Bottoms: Khaki or navy-blue uniform pants, shorts, skirt or jumper.

Tops: White, navy blue or light blue polo.

Fridays:

Bottoms: Jeans

Tops: Any Carrillo Elementary spirit shirt or any college T-shirt.

(Carrillo spirit shirts can be purchased from PTO)

Shoes with wheels are not permitted.

Rolling backpacks are not permitted.

Students can wear a Carrillo sweatshirt over their polo uniforms if they are cold.

School hours

For Pre-K through 5th grade, school starts at 7:30am and ends at 3:00pm. Drop off begins at 7:15am. The first bell rings at 7:25am. The tardy bell rings at 7:30am. Any student arriving after 7:30am is marked tardy.

There is no supervision provided by Carrillo Vanguard Elementary School prior to 7:15am. Carrillo Elementary Vanguard School is not responsible for children left unattended prior to 7:15am.

After-school program

For the 2022 - 2023 school year, the YMCA will provide an after-school program at Carrillo Elementary Vanguard School. To register for the after-school program, please visit <https://ymcahouston.org/after-school-program?keyword=carrillo>

Classroom instruction

Instruction will be provided in person for the 2022-2023 school year. Online instruction is not an option available this school year.

Masks

Masks are no longer required, however, both employees and students are allowed to wear a mask if they choose to do so.

Student registration

If you live within the school boundary zone, you may visit our campus in-person Monday – Friday from 8:00 am – 2:00pm. Please call 713-924-1870 with any questions. Please be sure to bring the following items with you once you have completed the registration packet.

- Child's updated immunization records
- Child's birth certificate
- Child's social security card (if applicable)
- Utility bill (we can only accept water, gas or electricity bill)
- Parent ID card
- School records from the previous school (only for grades 1-5)

GT testing

Student testing will be conducted according to the HISD testing calendar. Parents may recommend their child be tested for GT by emailing our testing coordinator, Mrs. Santiago at esantiago@houstonisd.org Parents can also call 713-924-1870 for more information.

Student drop off

Morning: 7:15am – 7:30am (after 7:30 am, students are marked tardy)

The front drop-off circle off of Wayside is for all car riders.

The back of the building drop-off circle is for buses and handicapped students only.

Students who walk to school may use the back rotunda door entrance or the front rotunda door entrance.

Student pick up

Afternoon: 3:00pm

The front pick-up circle off of Wayside is for buses and handicapped students only.

The back of the building pick-up circle is for all other car riders. All car riders will receive a "Car Rider Tag." All car drivers are expected to have their car rider tag displayed on the dashboard during afternoon pick-up.

Students who walk home

Students who live in the neighborhood behind Carrillo Elementary will exit by the cafeteria doors. Parents who wish to pick up students who walk will use the cafeteria doors and must present the student pick up card.

Students who live off of Wayside will exit using the Wayside hallway exit doors. Parents who wish to pick up students who walk will use the Wayside hallway door and must present the student pick up card.

Students in grades 1-5 are allowed to walk home independently with parental permission. Students in grades PK-K must have a parent/guardian pick up.

HISD Transportation

You can find information regarding HISD transportation at

<https://www.houstonisd.org/transportation>

If you have questions specific to transportation at Carrillo Vanguard Elementary School, please email Mrs. Santiago, our Magnet Coordinator at

esantiag@houstonisd.org

Student technology

Because we are limited in technology equipment and virtual learning will not be an option this school year, we will not be issuing laptops to students unless the district enforces and provides it. Our students in grades 3rd - 5th will be issued a student Chromebook to use during the school day; however, this Chromebook will not be taken home.

Students in grades PK – K will have Ipad stations in the classroom.

Students in grades 1st-2nd will have a student chromebook station in the classroom.

All students will have an assigned computer lab time for 100 minutes weekly.

Parents during lunch

For safety reasons, we do not allow parents, guardians (or adult relatives) to join their child for lunch. Parents can drop off lunch for their child for special occasions. We ask that you please label it with your child's name, grade, and teacher name. We will not interrupt instruction and drop food off in the classroom. The food will be placed on the "lunch pick up table" located next to the receptionist area, and it will be the child's responsibility to pick it up once they pass the area to line up for lunch. We are not responsible for warming up food.

Student Discipline

Carrillo Elementary Vanguard School will implement the Houston ISD Code of Conduct.

Class Parties

Class parties are only permitted twice a school year, winter holiday (the day before the winter break) and on the last day of school. Parties are only permitted during the last two hours of the school day.

Birthday Parties

Parties are not permitted, however a parent/guardian can drop off store bought snacks/ treats for students during a child's birthday. This must be scheduled in advance with the homeroom teacher. If the parent/guardian is VIPS approved,

then they can help pass out the snacks/treats to the students in class during the last 20 minutes of the school day. Only 1 parent/guardian (and must be VIPS approved) is allowed.

Picking up a student early

Student early pick ups are not permitted after 2:30pm. School ends at 3:00pm. Only parents/ guardians and those listed under the emergency contact list can pick up a student.

Absences/ Tardiness

Attendance is highly important for academic success. In the event of a student's absence, it is required to submit an absence excuse. Absence excuses must be from a medical physician. Parent/ guardian handwritten excuses are subject to review. A student with more than 5 absences (excused or unexcused) are subject to a truancy contract agreement and/or non-renewal of the district transfer agreement.

Students should arrive to school between 7:15am – 7:30am. After 7:30am, a student is marked tardy. After 5 tardies, a student is subject to a truancy contract agreement and/or non-renewal of the district transfer agreement.

Wednesday student folders

Each Wednesday, each student will bring home any important printed school information. Examples include the school monthly calendar, test scores, parent letters, etc. We ask for parents/guardians to please routinely look for this.

Student daily agendas

Each student in 1st – 5th grade is issued a student agenda (planner). This helps students write down all homework assignments, upcoming deadlines, spelling words and more daily. A parent signature is required at the bottom of each day. This helps students develop good academic study and planning habits and helps sustain a good communication relationship between the teacher and parent.

Student grades

A parent/ guardian can view a student grades on the HISD Connect parent portal. You register, please visit www.houstonisd.org/page/parentportal

Volunteers

All parents/guardians who would like to volunteer must submit a VIPS application and be approved before volunteering.

Sign up to receive Principal Lopez's weekly E-newsletter with updates

[Please click here](#) to submit your contact information, and you will be automatically added to receive emails with important school information.

Sign up to receive text messages

Sign up to receive text messages with important school information using the Remind app.

) If you don't have a smartphone, get text notifications.

Text the message @2ec2e9 to the number 81010.

If you're having trouble with 81010, try texting @2ec2e9 to (901) 466-8785.

** Standard text message rates apply.*



School contact information

Website: www.houstonisd.org/carrillo

Phone: 713-924-1870

Staff directory: <https://www.houstonisd.org/domain/1664>

Facebook: Carrillo Elementary School

Twitter: @Carrillo_HISD

HISD Nutrition Services: <https://www.houstonisd.org/nutritionservices>

HISD Transportation: <https://www.houstonisd.org/transportation>

HISD School Choice: <https://www.houstonisd.org/schoolchoice>

If you have any other questions, please feel free to call us at 713-924-1870.