

ZAVALA ★ MAGNET ELEMENTARY



**Student Handbook
2019-2020**



Absences

Zavala Magnet students are expected to maintain an attendance rate of at least 95%. Parents must call the school to report their child's absence. Doctor's notes must be turned in to the office within 7 days in order to excuse an absence. For students with excessive absences, a doctor's note may be required with each absence in order to be excused; this will be at the discretion of the principal. Excessive absences will also affect re-enrollment for magnet students.

After-School Activities

A variety of after-school activities occur throughout the school year. Tutoring and after-school sports are offered for specific grade level students to continue their learning experiences. Responsibility and punctuality on the part of both parents and students are crucial for the success of these activities.

Arrival at School

Morning Assembly begins promptly at 7:30 am in the cafeteria. Announcements and daily student recognitions (such as birthdays) take place at this time. Teachers will take students to class starting at 7:35 a.m. The student tardy bell rings at 7:40.

Attendance

Attendance is a major emphasis for all ECISD campuses. Incentives are in place to encourage students to be here daily.

Tardies: Students arriving at school later than 7:40 a.m. must obtain a tardy slip in the office, parents must park and escort students into the building to obtain a tardy slip. There are no tardies classified as excused. Students returning from a medical appointment with proper documentation will not be marked as tardy.

Awards: At the end of each nine weeks, students will be eligible to receive awards for perfect attendance, honor rolls, and other awards. Schedules of awards assemblies will be sent out prior to the day.

B

Birthdays

Students are not allowed to distribute party invitations of any kind at school unless every child in the classroom receives an invitation. Parents are allowed to bring treats/treat bags for their child's birthday. Treats other than food items are encouraged (for example, pencils/stickers). These items will not be shared with the students in class any earlier than the last 15 minutes of the school day. Give teachers 24 hour prior notice before bringing treats to school.

Breakfast Program

ECISD has adopted a federally-funded breakfast program throughout the District's elementary schools. A light, nutritious breakfast is available in the classroom each day for all students, free of charge.

C

Cafeteria

A 20 minute lunch period is scheduled for all grade levels. A monthly menu is available on the ECISD website, and the Odessa American also publishes the menu weekly. Students bringing lunches to school are encouraged to bring nutritious items. Please be familiar with the following guidelines:

- No visitors in the cafeteria for the first 9 weeks of school in order to establish routines.
- Students will have an account with the cafeteria. Students will be notified if their account is not paid.
- Students and/or parents are not permitted to bring food for other children.
 - A student should wait no longer than 10 minutes for a parent to deliver a lunch. At that time, the student will get a plate lunch.
 - Parents eating with their child will sit at designated parent table, not at the student tables. Students will only be allowed to eat with parents during their normal lunch schedule. No other student will be allowed to sit with the student eating with parents.

- No food or drink is to be consumed outdoors.
- Make sure that your child's name is written on his/her lunch box or lunches left in the office.

Campus Calendar

An activity calendar for students will be published online and a paper copy distributed to students each month. This calendar can be seen on the Zavala Magnet website: www.ectorcountyyisd.org/zav

Conferences

Teachers are available for parent/teacher conferences during their conference period (grade level PE time), or at other scheduled times. Conferences held in the hallway, cafeteria, morning assembly, etc. are not appropriate. As parents, we want you to have the privacy and time that you deserve. Teachers may be contacted by email, or you may leave a message in the office for your teacher to contact you for an appointment.

Crisis Management

A campus crisis management team and trained staff are in place to implement and supervise safety procedures for fire, lockdown, and evacuation.

D

Dismissal and Morning Drop-off

Zavala Magnet Elementary is committed to safety first. Remember, all procedures listed here are for the safety of **all** students including yours. Please assist us with the following guidelines concerning drop off and pick up procedures:

- Do not walk through traffic or motion for your child to cross the street. **This will not be allowed.**
- Observe speed limits and do not use your cell phone.
- WATCH CLOSELY FOR ALL CHILDREN, THEY DO NOT ALWAYS LOOK BEFORE WALKING.

- DO NOT let children out of a vehicle in the middle of the street. You can and will be ticketed.
- DO NOT park in a yellow area or in a designated drop-off area.
- Use the crosswalk when crossing the street.

Before School

Students may be dropped off at the front of the school (main entrance). All students must exit vehicles at this location only. Do not leave your vehicle unattended in the drop off/pickup zone. If you choose to park and walk your child into the building, use the crosswalks. If arriving after 7:40, you must park your car legally and escort your child into the building.

After School: 3:20 Dismissal

If you need a change of transportation for your students, call the office BEFORE 2:30. **No messages will be accepted after this time.** Pickup will be at the front of the building: Remain in your car and your child will be called. Teachers will be there to help your child into your vehicle.

After School: 4:20 Magnet Dismissal

Pickup will be at the front of the building: Remain in your car and your child will be called. Teachers will be there to help your child into your vehicle.

Bus students will use bus pickup area.

Discipline Management/Behavior Standards

We expect all of our students to exhibit exemplary behavior. Conduct grades will be included on weekly conduct cards, 3-week progress reports, as well as 9-week report cards. Please contact your child's teacher if you have questions regarding your child's citizenship grade.

Conduct Referrals

The ECISD District referral form will be used when necessary for severe behavior and/or if inappropriate behavior in the classroom has become habitual and has not improved with regular classroom interventions.

Dress Code: Students

Zavala Magnet students will follow the ECISD dress code as stated in the ECISD Elementary Student Handbook. Students will **not** be wearing uniforms this school year. *The final decision regarding a dress code violation is at the discretion of the campus principal.*

E

Early Releases

Checking a student out of school before 3:00 pm is discouraged. If validation of a doctor's appointment is not provided, the early release will be documented and counted against perfect attendance awards.

F

Field Day

Field day will be held at the end of school. Parents are encouraged to volunteer and participate.

Field Trips

Permission *for Field Trips* form, signed by the parent or guardian, must be on file in the office in order for a student to participate in field trips. Parents will receive notification of any field trip taking place.

First Aid and Illness

If a child receives a serious injury, the child will be sent to the office for treatment or assistance by the nurse or office staff. Our campus always has a nurse or nurse's assistant in our building.

First Day of School :See visitors

G

Grading

Grades will be given to students each week. Progress reports for all students will be sent at three and six-week intervals. Grades can be monitored online in the [txConnect](#) portal for parents. Please see the attendance clerk for instructions.

GT Program

The ECISD program for identified gifted and talented students is SIP (Scholars in Progress) and is supervised by Advanced Academic Services. GT students are bused to Blackshear Magnet Elementary on Tuesdays.

H

Homework

Homework is an extension and reinforcement of the day's learning. Teachers can assign relevant homework 4 nights each week, Monday through Thursday. Assigned homework is to be completed after school hours. Incomplete classwork may also be sent home to be completed if the student did not finish in class. **All homework is due at the beginning of class the following day or on the assigned due date.**

L

Lost and Found

An area in the building is designated to collect missing items (inside the cafeteria). It is very helpful that you write your child's name inside all lunchboxes and jackets. Valuable and small items should be turned in to the office if they are found. Items left at the end of the school year will be donated to charity.

M

Make Up Work

A student will be permitted to make up work, tests, and to turn in projects due in any class missed because of absence. The time allotted for completing make-up work is one school day for each consecutive absence plus one day, as per district policy.

Medications

Students requiring medications during the school day must adhere to the ECISD guidelines. No medications or inhalers are to be kept in the classroom. This includes cough drops, aspirin, or any over the counter medications. A signed medication form is required for all medications. Refer questions concerning medications to the office.

O

P

Personal Items (Students)

Non-educational items such as toys, games, electronic devices can be a distraction in the school setting. The teacher must give prior approval before any such items may be brought to school. Fast Food Restaurant toys are not appropriate and should be removed from the lunch container prior to delivering the lunch to school. Items of extreme value (jewelry, particular electronic items, etc.) should not be brought to school.

Physical Education

All students are expected to participate in physical education activities. Notes should be given to the PE Coach. Exceptions:

- A written excuse from a doctor
- A written excuse from a parent (less than 3 days)

Playground

Playground rules must be followed at all times by students. Before eating lunch, students play outside for 20 minutes, weather permitting with their classroom teacher. On inclement weather days,

students will remain indoors. Parents are not permitted on the playground.

Parent Teacher Association

All families are strongly encouraged to join and support Zavala Magnet PTA and be an active participant in its projects, special events, and activities. Dues are required for membership. Each grade level is assigned a month in which they will present a program during the evening PTA meeting.

R

Report Cards

Report cards are sent home each 9-week reporting period. The report card includes performance in each class or subject and indicates the number of tardies and absences. Progress reports for all students will be sent to parents at three and six-week intervals.

S

School Supplies

Each grade level determines the school supplies to be provided by students. A list of needed supplies is available in the office throughout the summer. Supply lists are also posted on the Zavala and ECISD website.

T

Testing

STAAR (State of Texas Assessments of Academic Readiness)

Developed by the Texas Education Agency, the STAAR test is administered each spring to students in grades 3-6. During testing periods, the campus will be closed to visitors.

Telephone Use

Students may not use the classroom telephone unless the teacher has granted permission.

Cell phones: As per the ECISD Elementary Student Handbook (p. 30), the district permits the restricted use of cell phones on school campus. **All electronic devices must be in the OFF position during school hours and put away. Any electronic devices that rings, beeps, vibrates, or otherwise indicates the receiving of a signal during school hours shall be confiscated. Once confiscated, the device shall be held in the school office. The student's legal parent/guardian must pick up the device.**

V

VIPS (Volunteers in Public Schools)

Families are encouraged to participate in the ECISD Volunteers in Public Schools Programs (VIPS). This program provides an excellent opportunity for parents to become an integral part of the learning environment at Zavala Magnet Elementary. Information and applications will be available at registration and parent orientations. This information will also be available in the front office.

Visitors

For safety reasons, all visitors/parents on campus during the school day must come to the office first. Parents or other visitors are not allowed down the hallways without a visitors pass. This includes the first day of school. Visitors that will be issued a visitor's sticker will need to wear at all times while at Zavala Magnet. A valid ID will be required to obtain the pass. Any visitor not wearing a visitor's pass will be redirected to the office to obtain a pass. All staff has been directed to enforce this campus policy.

On awards/assemblies, parents are asked to come in the cafeteria doors and sign in at tables by the door.



Ector County ISD Academic Calendar 2019-20

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jul 4-5: Holiday

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 5-16: Professional Development

Aug 19: First Day of School

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep 2: Labor Day Holiday

Sep 26-27: Professional Development / Student Holiday

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 14: Professional Development / Student Holiday

November 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov 4: Sec Campus Work Day / Elem Campus PD Day / Student Holiday

Nov 25-26: Exchange Days / Work Day for 227 / Student Holiday

Nov 27-29: Thanksgiving Holiday for Staff

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 9-13: Testing EOC

Dec 20: Records Day / Student Holiday

Dec 23-31: Winter Break

January 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1-3: Winter Break

Jan 6: Teacher Work Day / Student Holiday

Jan 7: First Day of Semester 2

Jan 20: MLK Jr. Holiday / 227 Work Day

February 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Feb 14: Professional Development / Student Holiday

Feb 17: Bad Weather Day

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 6: Tech Exchange Day / Work Day for 227 / West Texas Relays / Student Holiday

Mar 9-13: Spring Break

April 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr 7-9: Testing STAAR/EOC

Apr 10: Good Friday Holiday

Apr 24: Bad Weather Day

May 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 4-15: Testing STAAR / EOC

May 21: Last Day of School

May 22: Records Day

May 22-23: Graduation

May 25: Memorial Day

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jun 22-26: Testing STAAR / EOC

Semester 1 – 79 Days	Traditional Elementary Begin/End Times 7:40am – 3:20pm	460 Daily Minutes
Semester 2 – 87 Days	Traditional Middle School Begin/End Times 8:30am – 4:15pm	465 Daily Minutes
Total Days – 166	Traditional High School Begin/End Times 8:30am – 4:20pm	470 Daily Minutes



Zavala Magnet Elementary

2019-2020