

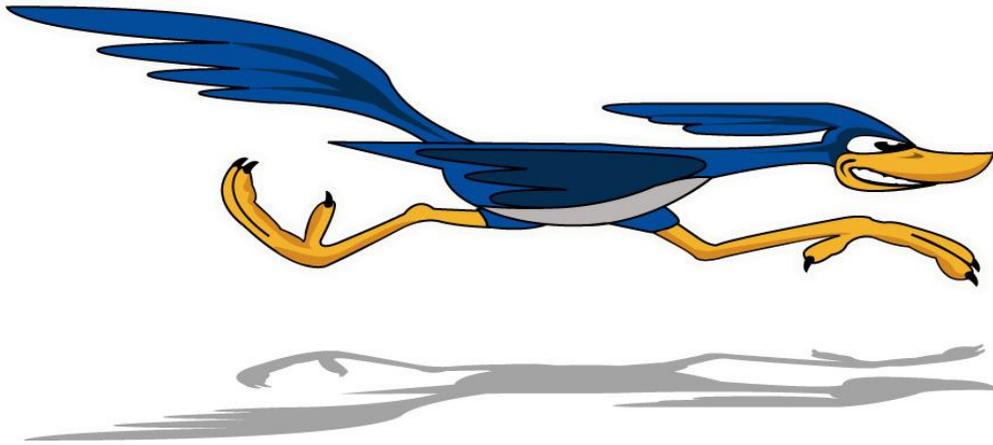
# Welcome to Rowland Elementary

2706 Leary Lane

Victoria, TX 77901

Phone: 788-9549 Fax: 788-9902

[www.visd.com](http://www.visd.com)



**2019-2020**

**Tammy Garza, Principal**  
**Kim Champion, Assistant Principal**

**School Colors**

Blue & White

**School Mascot**

Roadrunner

**Vision**

Achieving Excellence for Every Child in Every Classroom, Every Day

**Mission**

To provide rigorous and relevant instruction for our community of learners by fostering best practices, while focusing on results and relationships.

August 2019

Dear Parents and Guardians,

Welcome to a new school year at Rowland Elementary! Our handbook is designed to be used as a resource for campus information that you and your child will need during the school year. The campus handbook is aligned with the district handbook, but describes routines and procedures that may be specific to our campus. We strongly recommend that parents review both the campus and district handbook with their children and keep them as references during the school year. If you have questions after reviewing the handbook, please feel free to contact the school at (361) 788-9549.

I am excited to be a part of the Rowland family and look forward to new school year. Our team has been working diligently over the summer to plan and prepare for this year and we can't wait to watch our students grow and make academic gains. We believe all students can learn and commit to providing opportunities for them to achieve academic success.

Tammy Garza  
Principal

## CAMPUS GOALS

- To capitalize on school/community collaboration to better meet the instructional needs of all children.
- To build a culture of trust, respect, and responsibility conducive for learning.
- To ensure a more efficient use of resources that enable student success.
- To engage students in their own learning processes.
- To ensure that teachers continue professional growth.
- To increase ownership and buy-in in developing a strong learning culture for students with support from parents, guardians, and community

*Rowland Staff 2019-20*

Tammy Garza	Principal	Principal
Kim Martinez	Assistant Principal	AP
Karen Johnson	Instructional Coach	12
Leigh Ann Lynch	Instructional Coach	12
Samantha Rodriguez	Counselor	Counselor
Cindy Salinas	Social Worker	Counselor
Kelly Wyatt	Nurse	Nurse
Julie Kallman	Secretary	Office
Stephanie Means	Clerk	Office
Stephanie Saavedra	Parent Liaison	Office
Ashley Prosen	PPCD	7
Arcelia Gonzalez	PPCD Assistant	7
Caitlyn Durham	PPCD Assistant	7
David Bell	PPCD	8
Jenny Gwosdz	PPCD Assistant	8
Diana Loa	PPCD Assistant	8
Diane Woods	Pre-K	9
Julia Matson	Pre-K Assistant	9
Suzanne Orgis	Pre-K	10
Valerie Davis	Pre-K Assistant	10
Amy Kocian	Kindergarten	27
Heather Arguellez	Kindergarten	28
Kaitlyn Caka	Kindergarten	29
Bonita Roman	1 <sup>st</sup> grade	22
Madeline Jordao	1 <sup>st</sup> grade	23
Sunitha Morris	1 <sup>st</sup> grade	24
Brandy Vrana	1 <sup>st</sup> grade	25
Joan Bennett	2 <sup>nd</sup> grade	13
Val Hencerling	2 <sup>nd</sup> grade	15
Donna Denton	2 <sup>nd</sup> grade	16
Amber Czapansky	3 <sup>rd</sup> grade	31
Mercedes Walton	3 <sup>rd</sup> grade	32
Ryan Guzman	3 <sup>rd</sup> grade	37
Obaida Alsoudi	4 <sup>th</sup> grade	33
Veronica Doxtader	4 <sup>th</sup> grade	34
Nicole Williams	4 <sup>th</sup> grade	35

Melissa Stolle	4 <sup>th</sup> grade	36
Kristy Chappell	5 <sup>th</sup> grade	39
Tovia Charleston	5 <sup>th</sup> grade	41
Nancy Danesi	5 <sup>th</sup> grade	42
Lauren Harabis	Dyslexia/Gt	40
Tammy Chapa	Inclusion/Resource	38
Nadia Santellana	Inclusion/Resource	14
Roberta Masiel	Inclusion Teacher Assistant	3
Nicole LaBonte	Inclusion Teacher Assistant	3
Shirley Creager	Inclusion Teacher Assistant	3
Raquel Nava	Teacher Assistant- Art	17
Elva Ellison	DAEP	19
Joni Bostian	DAEP Assistant	19
Christina Delgado	DAEP Assistant	19
Liesa Butler	PE	Gym
Nicole Brown	PE Assistant	Gym
Adrienne Harborth	Music	Music
Laurie Vogt	Library	Library
Paula Sanchez	Technology Assistant	18
Laura Smith	Diagnostician	1
Jolene Barrientos	LSSP	1
Gladys Garcia	Speech	2
Bridget Wood	Speech Assistant	2

### SCHOOL DAY

#### Official School Hours

8:00 a.m. - 3:15 p.m.

### ARRIVAL/DISMISSAL

#### Arrival

Students may arrive and go directly to the cafeteria beginning at 7:15 am. Students who are purchasing school breakfast will be served from 7:15-7:45 am. Students who are not eating breakfast, or those who have finished eating breakfast, will go to their assigned holding location at 7:30. Students will be dismissed from their holding locations to the classrooms at 7:50 am. Students will not be allowed to go to classrooms before this time as

there may not be adequate supervision. Students arriving after 7:45 will be allowed to purchase a sack breakfast and take it to the classroom. The tardy bell rings at 8:00 am. Any students not in their classroom by 8:00 am are considered tardy and must go to the office for a tardy slip.

Parents will be allowed to walk their students to the cafeteria and/or morning holding locations. When students are released from the holding locations, parents may walk their children to class. Upon leaving the student at the doorway with the classroom teacher, parents are asked to exit the building so that instruction may begin promptly at 8:00. Parents may not walk tardy students to class. We encourage parents to allow their children to walk independently (without parents) to class after the first two weeks of school.

Parents dropping children off in the morning are asked to enter the parking lot from Leary Lane. Cars will enter into Lane 1 (nearest to school) if heading toward Howell down Leary Lane. If heading away from Howell, cars are asked to enter Lane 2. Students should not be dropped off at the horseshoe in front of the school. Cars will be asked to pull all the way into the parking lot where staff will be on duty to help your child get into the building safely. Students in both lanes will be unloaded in the middle crosswalk. For safety reasons it is important that you don't let your child exit the car until staff has opened the car door. When students are unloaded and safely out of the parking lot, cars will be motioned forward. Students will enter the side door near the cafeteria. Both lanes of traffic will turn right onto Dean Cook. Dean Cook is a one-way street during arrival (7:00-8:15) and dismissal (3:00-4:00).

### Dismissal

Students will be dismissed at 3:15 pm daily. Students may only be picked up by persons designated on their emergency card. Adults who are picking up students in the school's pick-up line must have a school issued car card displayed at the time of pick-up. To ensure the safety of all students, those who do not have the car card will be asked to park and report to the office with photo identification. A written note or personal office visit by the parent will be the only acceptable methods for changing the normal dismissal routine for a student. For instance, if a student normally rides the bus home, and the parent wants the student to walk or to be picked up in the car line on a particular day, the parent must submit this information in writing or through a personal visit to the office. Exceptions in extenuating circumstances must be approved by the principal. Students leaving before the dismissal bell must be checked out at the office. Early checkout of students ends at 2:45 each day. No students will be released for early checkout after this time without the permission of the principal.

For Kindergarten-5<sup>th</sup> grade, dismissal through the car line will be very similar to arrival procedures. Parents will enter the parking lot from Leary Lane into either Lane 1 or Lane 2. Cars will be motioned to come all the way into the parking lot. Staff on duty will call your child from the cafeteria using a walkie-talkie. Car cards should be displayed so that students can be called quickly and efficiently. Students will walk down the center crosswalk with staff. Both car lanes will be loaded from the center crosswalk. Once students are loaded, cars will be motioned forward and both lanes will exit to the right on Dean Cook.

**If you have a Kindergarten-5<sup>th</sup> grade child and you choose to park and walk up to the school, please park across the street on Dean Cook so you are not blocking the Pre-K pick-up line.** You must bring your car card to the side door and hand it to the staff member who will retrieve your child for you.

Pre-K students and siblings will be dismissed and loaded into cars on Dean Cook. Car cards should be displayed so that students can be called quickly and efficiently. Staff on duty will call your child from the holding classroom using a walkie-talkie. If Pre-K students have older siblings that attend Rowland Elementary, they will be escorted to the holding room as well to meet up with younger siblings.

Please do not park your car in the Pre-K pick-up line. If you choose to park on the opposite side of Dean Cook and walk up to the school, please wait by the bike rack for a staff member to take your car card and retrieve your child for you. It is very important not to wait by the back doors of the school due to safety reasons.

We appreciate you staying off your cell phone while in school zones to keep our students safe!

### ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education. In the State of Texas, a student between the ages of six and eighteen must attend school. Once a child is enrolled in school, attendance is required, even if the child is not yet six years of age. Our goal is to have 98% daily attendance.

Attendance is taken daily at 9:30 am. In order for your child to be counted present, he/she must be in school at this time. Children leaving school after 9:30 am will be considered present for the day. However, we ask that you only take your child out when medically necessary so that students do not miss valuable instruction time. Students counted absent at 9:30 (due to a doctor's appointment) will be given credit for attendance if a note is brought from the doctor and school is attended for any part of that school day. We will offer incentives during the year to encourage good attendance in school.

We realize that children will get ill. If your child is ill and must miss school, please call the office by 8:00 am each day. Upon returning to school, the student must bring a hand written note signed by a parent or a doctor's note in order to excuse the absence. This note must be submitted no later than five (5) school days after the student's absence. We will only accept 10 handwritten notes for the school year. Once the student has reached the 10 note maximum, we will require a note from the doctor to excuse any further absences.

Students are required by law to attend school for at least 90% of the school days in order to be promoted to the next grade level. Because of this, you will receive a letter from the

school reminding you of the District's attendance policy in the event that your child accumulates five or more absences. When a student's absence exceeds 3 consecutive days, a doctor's note is required in order to excuse the absence.

Campuses are responsible for filing with the court on parents of students who have 10 or more unexcused absences in a six-month period in the same school year. Parents are subject to fines/penalties of the court.

Tardy

A student is considered tardy after **8:00 am**. Please walk your child/children to the office to obtain an Admission Slip if you arrive after 8:00 am.

**CAFETERIA**

Breakfast and lunch are served in the cafeteria daily or students may bring their lunch from home. **Breakfast will no longer be offered to all students at no charge.** No food may be shared amongst students at any time.

Parents may wish to pre-pay their child's meal account. If paying by check please make the check out to Rowland Elementary and turn it in to the Cafeteria Manager. You may also manage your child's account online using PayPams which you can access from the VISD website. If your child forgets his/her meal money, he/she may charge it to their account. Students who charge will be given a pink reminder slip to let parents know that they owe money. Students will not be allowed to charge more than 5 days. Letters and Edulink calls will be sent to notify parents of the negative balance. Payment plans will be offered as well. If the charge is not paid in a reasonable amount of time, your child will receive an emergency meal consisting of a cheese sandwich and milk until payment is made on the account.

	<b>Elementary Student Meal</b>	<b>Adult Meal</b>
<b>Breakfast</b>	\$1.60/reduced :\$0.30	\$2.65
<b>Lunch</b>	\$2.65/reduced \$0.40	\$3.65

Breakfast

The cafeteria serves breakfast from 7:15 to 7:50. USDA guidelines regulate food options that will be offered to PK students. We will have grade levels sit at separate tables so that we are able to properly monitor food options that are available for PK. PK students will have a sack breakfast served to them at the table and K-5 students will go through the breakfast serving line and then sit at their designated table.

**\*The Child Nutrition Department is excited to be able to provide free breakfast and lunch to ALL Pre-K and PPCD students this year. The Texas Department of Education and the Texas Department of Agriculture teamed up for this ONE YEAR grant.**

### Lunch

Parents may eat lunch with their child at the parent tables during the student's specified lunch period. Students will need to line up with their class at the end of the lunch period. We will not be able to pull students/siblings out of class to join parents for lunch. Parent tables are for parents/grandparents and their child. Friends may not leave their class table to join families for lunch.

To comply with USDA guidelines, students in PK will go through the serving line and only allowable options will be available. Students in PK must take everything offered through the line. There is a 15 minute delay before the next lunch, so that food options may be changed for K-5 students.

<b>Time</b>	<b>Teacher</b>	<b>Grade</b>
10:40-11:10	Prosen/Bell	PPCD
10:45-11:15	D.Woods/Orgis	PK
11:00-11:30	Roman/Carlson	1 <sup>st</sup>
11:05-11:35	Subbaiah/Vrana	
11:10-11:40	Bennett/Hencerling	2 <sup>nd</sup>
11:15-11:45	Denton	
11:20-11:50	Kocian/Arguellez	Kinder
11:25-11:55	Caka	
11:30-12:00	Alsoudi/Doxtader	4 <sup>th</sup>
11:35-12:05	Williams/Stolle	
11:55-12:25	Chappell/Charleston	5 <sup>th</sup>
12:00-12:30	Danesi	
12:10-12:40	Czapansky/Walton	3 <sup>rd</sup>
12:15-12:45	Guzman	

### **CHANGE OF ADDRESS / PHONE NUMBERS**

Please keep the office up to date on change of addresses and phone numbers. This is very important in the event that there is an emergency and we need to make contact with the parent or guardian immediately.

If a student moves out of the Rowland zone AFTER the last Friday in September, the parent(s) may apply to the Office of Student Services for continued enrollment prior to the move or within ten school days following a move. If the request is granted, it will be approved for the remainder of the current semester only unless the student is in 5<sup>th</sup> grade. Continued enrollment applications made on or before the last Friday in September will not be considered.

### CELL PHONE

For safety reasons, district policy allows students to possess cell phones at school. However, they must remain unseen and turned off during the instructional day. A student who uses a cell phone during the day will have the device confiscated. On the first offense, the parent will be called and asked to pick up the device. On the second offense and any there on, a fee of \$15 will be charged before the device is released to the parent. Other electronic devices such as MP3 players, cameras, video games, etc. are not allowed at school or on field trips unless prior approval has been obtained by the principal.

### COMMUNICATION

Frequent communication between the school and home is very important. Teachers frequently communicate with parents through notes home, e-mail, telephone calls, and school conferences. Teachers are asked to hold at least one student led conference in the fall and one student led conference in the spring. Parents are encouraged to set up additional conferences as needed. Open communication between the teacher and parent is essential in making this a successful year for your child. Teacher conference times are listed in the next section. Please call the school to make an appointment as there are days when teachers will be participating in required meetings during their conference time.

The school newsletter will be sent home with your child monthly and will contain important dates and events that will be happening at school. Other important information can also be found on the Rowland website. To get to the website you will go to [www.visd.com](http://www.visd.com), click on campuses, and then click on Rowland. Also, look for important updates and reminders on our marquee out front. School communication is also sent out through Remind 101, a texting system that allows you to receive a text message, but phone numbers will not show. If you have not joined the Rowland Elementary group, please do so by:

Text: 81010 (in the "to" box)  
Message: @rowlandel (in the "message" box).

## CONFERENCE TIMES

Time	Grade
8:15-9:00	Pre-K/PPCD
9:00-9:40	4 <sup>th</sup> grade
10:15-10:55	5 <sup>th</sup> grade
11:30-12:10	3 <sup>rd</sup> grade
12:35-1:15	Kinder
1:55-2:35	1 <sup>st</sup> grade
2:35-3:15	2 <sup>nd</sup> grade

## DISCIPLINE

The staff at Rowland works with students to provide a safe, orderly, and positive learning environment. School-wide rules for all students are:

Be Safe  
Be Respectful  
Be Responsible

Each rule is further explained by certain expectations that are defined by location. For example, students will be taught what it means to be safe in the cafeteria, and what it means to be safe while on the playground. While the three rules will always be the same, expectations will vary depending on where your child is or what activity he/she is engaged in.

## DRESS CODE

The dress code as approved by the School Board is included below. Please review this section of the handbook. If students do not conform to the dress code, school personnel will provide substitute clothing for the student to wear. If none is available, the student will be asked to call home and will remain in the office until suitable clothing is available.

### **Shirts/Blouses**

- All shirts, blouses, sweaters, sweatshirts and tops with waistbands that are not tucked in must be neatly hemmed and fall no longer than the fingertips while standing. If it does not comply with these standards, it must be tucked in.
- The midriff section must be kept covered at all times. Female student's neckline must not show cleavage.
- Tank tops, halter tops, muscle shirts, string straps, or shirts with torn out/frayed sleeves are not permitted. White undershirts worn by themselves are not permitted. Male students may not wear sleeveless shirts.
- No clothing containing graphics related to gangs, depicting illegal activities or substances or glorifying blood, gore, weapons, or violence will be allowed.

### **Shorts/Skorts/Pants/Leggings**

- Shorts, skorts, or pants must be appropriately fitted, may not be oversized or of a baggy style and must not reveal undergarments or buttocks.
- Shorts and skorts must be no shorter than fingertip length while standing.
- Leggings are only permitted under skirts, dresses, tops, and blouses that are no shorter than fingertip length while standing.
- Pajama bottoms, biking shorts, wind shorts, and workout shorts are not permitted.

### **Dresses/Skirts/Split Skirts**

- Dresses and skirts must be no shorter than three (3) inches above the knee while standing. The "top of the slit on the dress/skirt" must be no higher than three (3) inches above the knee while standing.

### **Outerwear**

- Outerwear is defined as anything worn over the standardized dress, such as, but not limited to hoodies, jackets and coats.
- All jackets, sweaters and sweatshirts must be appropriately sized.
- Trench coats and any other outerwear deemed by administration to be a distraction or potential safety hazard will not be permitted. Campus administration has the authority to impose additional standards for outerwear.

### **Fabrics and Undergarments**

- See-through fabrics or materials that show skin or undergarments is not permitted.
- Torn/frayed/ripped clothing that shows skin or undergarments is not permitted.
- Appropriate undergarments must be worn and should not be visible.

### **Shoes**

- Shoes shall be worn at all times.
- Shoes should be appropriate for identified physical and instructional activities.
- Shoes with taps, grooves, wheels, house shoes/house slippers, and rubber shower shoes (three prong type) are not allowed.

### **Caps/Hats/Headgear**

- Caps, hats, headgear, and hoods on hoodies, jackets, and coats may not be worn inside the building unless a written statement of medical need is provided.

### **Tattoos**

- All tattoos must be covered.

### **Hair**

- Hair must not cover the eyes.
- Hair must be of a natural color.
- Mohawk haircuts are not allowed.
- Hair nets, hair curlers, and hair accessories, such as, but not limited to, oriental hair pins, hat pins, or genie cones that could be used to hurt others are not permitted.

### **Accessories**

- Accessories (such as distracting jewelry, wallet/pocket chains, spiked or studded rings and collars, mouth grills, etc.) which can be deemed dangerous or inappropriate are not allowed.
- Bandanas are not allowed.
- Female students may wear no more than two earrings per ear. Earrings may not be worn by male students nor be covered with bandages. Nothing is allowed in or on boys' ears, including but not limited to: posts, strings, wire, band-aids, or staples. Earrings worn anywhere except the ears are prohibited for all students.
- Gauges are not allowed.

### **Glasses/Contact Lenses**

- Dark-lensed glasses are not permitted unless a written statement of medical need is provided by a physician or eye care specialist.
- Contact lenses that are not natural color and are disruptive to the educational environment will not be permitted.

## **FIELD TRIPS**

Educational field trips are scheduled at various times during the year. Field trips are an extension of the classroom. Written permission is required to attend fieldtrips. Students who participate in school-sponsored trips are required to use transportation provided by the school to the event. It is important that all of the students be together so that the tours can start on time and so that our students can all hear the same instructions. Students may ride home from field trips with parents if the request is made in writing (on the permission slip form) and approved by the principal in advance.

Parents who plan to attend the field trip are asked to drive their own vehicles to the attraction. Once at the attraction, parents may join their child's group for the tours, but we ask that your child remain with his/her assigned group leader at all times. Sibling attendance is strongly discouraged. Please make arrangements for your child's siblings if you plan to attend.

## GRADES

If you have a child who is in 1<sup>st</sup> - 12<sup>th</sup> grade, you may check his/her grades on-line. Go to [www.visd.com](http://www.visd.com) and click on Parent Gradebook. Once there, take the tutorial to learn how to set up an account and log on. VISD sends home report cards every 9 weeks and progress reports every 4  $\frac{1}{2}$  weeks in grade 1-5. In Elementary, all grades (tests and assignments) are weighted equally. A minimum of one grade per content area will be given in each week. The nine (or more) grades will be averaged to determine the nine weeks' report card grade in each subject. Students may request to make corrections on a test or assignment to demonstrate mastery of learning, but this must be done within 5 days of receiving the grade. Students will be given half credit for each corrected response and the points will be added to the original grade, for a maximum score of 70.

## LIBRARY

Reading is the foundation for all learning, so library classes are an integral part of our school. Students will attend library classes each week.

### Accelerated Reader

The Accelerated Reader (AR) program is a computerized program encouraging students to read. When students read an AR book, they take a computerized test and earn points based on the number of questions they answered correctly, the length, and difficulty level of the book. Students accumulate points so that they may attend the end of the year AR celebration. Please monitor your child's progress and help ensure that they read and take AR tests on a weekly basis.

### Book Fairs

Book Fairs are held two times per year in the school library. Students and parents will be able to purchase books at these fairs.

## LOST ITEMS

Please help us cut down on lost items by labeling coats, sweaters, lunch boxes, etc. Large lost items are stored in the gym since all students go there daily. Smaller items such as glasses and jewelry are kept in the office. At the end of each nine weeks, all unclaimed, unmarked items are donated to a charitable organization.

## MEDICINE / NURSE

Parents will be notified whenever their child is ill or is in any kind of accident that requires medical attention. Please make sure that your emergency card stays current and contains phone numbers where you or someone you designate can be reached at all times.

School Board policy prohibits students from carrying medication to and from school. All medication must be in its original, properly-labeled container and taken to the nurse's office by the parent/guardian. The district also requires a doctor's written request to administer medication at school when it is to be administered for more than ten days.

### **PARENT INVOLVEMENT/VOLUNTEERS / ROOM PARENTS**

Your help is always needed and welcomed. There are many activities in which parents can become involved. You may help in areas such as the workroom, library, cafeteria, or computer lab. Volunteers are also needed to help with school sponsored activities and events. You may sign up by completing a volunteer form. Volunteers must pass a background check in order to serve in VISD schools. Background checks will need to be completed each year. You may pick up forms from the Parent Liaison.

Every classroom will be securing two room parents to assist with class activities and field trips. If room parents cannot accompany students on the trip, the classroom teacher may select 2 other parents to serve as substitutes for the room parents.

Our Title I Parent Involvement policy is attached at the back of the handbook for your reference and is available in Spanish upon request.

### **PARTIES**

Rowland will hold three party days during the school year. Dates will be designated by the principal, but will be allowed for Christmas, Valentine's Day, and Field Day.

### **RECOGNITION AND AWARDS**

Students will be recognized for achievements in various ways. These may include areas such as honor roll, perfect attendance, and other special awards. Students set goals and track their progress in 3 areas: Reading, Math, and Attendance. They chart their progress and are rewarded for individual and class success at meeting goals. Parents and guests will be invited to an end of the year Awards Assembly to help us celebrate the successes of our students.

### **SCHOOL BUS TRANSPORTATION**

Students are expected to follow the same three campus-wide rules on the bus: be safe, be respectful, and be responsible. Parents will be notified by the Principal or Director of Transportation if severe misbehavior occurs.

## **SCIENCE SAFETY**

Science education in the elementary school is crucial to the education of our children. Hands on science activities encourage students to become active participants in learning about the world around them. Parents are responsible for reading and signing the science safety contract that will be sent home.

## **SNACKS**

A child may bring his/her own personal snack/lunch consisting of anything that they wish to eat, but they may not share it. We encourage students to bring nutritious snacks such as fruit, vegetable sticks, cheese, and/or crackers. Sodas and candy are highly discouraged.

## **STUDENT BIRTHDAYS**

Students are publicly recognized on their birthdays at school and teachers honor them in the classrooms also. However, we cannot have birthday parties in the classrooms. Parents may bring a birthday snack, but state regulations require that it must be scheduled after the end of the last lunch period so that it will not replace a nutritious lunch. In order not to disrupt classroom instruction, please refrain from ordering deliveries for students, such as balloons, floral arrangements, or gifts, as they will not be accepted and will be sent back to the floral shop for pickup by parent.

Students may distribute party invitations to classmates if each member of the class is included. Alternatively, a girl could distribute invitations to all of the girls in her class, or a boy could distribute invitations to all of the boys in his class. Otherwise, parents are asked to send invitations to the child's home address.

## **SUPPLIES**

Copies of supply lists are available in the office and on the campus website. Pencils and erasers are available at school for 25 cents.

## **TEXTBOOKS**

Classroom sets of textbooks will be checked out to classroom teachers. If students would like to check out textbooks to take home, they may do so. Fines for damages, missing pages, and loss of books will be assessed as the need arises.

## VISITORS

To ensure the safety of our students, visitors are asked to always check in at the office and receive a visitor's pass. Visitors **MUST** present a driver's license or state issued ID upon arrival, and check in through our Raptor system. If your child forgets lunch money, books, or homework, you are asked to leave it in the office and it will be delivered so that instructional time is not disrupted.

## WAYS YOU CAN HELP RAISE MONEY FOR OUR SCHOOL

Rowland Elementary participates in a program sponsored by the City of Victoria and PepsiCo in which we earn money for the amount of items we recycle. This amount is determined by the weight of the items. If you would like to send recycling to school with your child, you may do so, but please do not deposit the items in the recycle bins yourself, as the school will not get credit for those items. Please send all recycling items to the school on Tuesday mornings to be collected and weighed. We will send a letter home at the beginning of the school year specifying what types of items can be accepted.

The pick-up service for the recycling bins is only available during the school year. During the summer months the recycle bins will be locked because the service is not available.

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Target will donate 1% of the amount of purchase back to Rowland if you purchase items using a Target credit card and specify Rowland as the donor school.

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We will collect Box Tops for Education labels again this year. When sending in your labels, please make sure your child's name and teacher's name are with the labels. Students with the highest point collection are eligible for prizes. Go to [www.boxtops4education.com](http://www.boxtops4education.com) to see all the ways you can earn Box Top points for our school.