

**Sanford Elementary School**  
**Panther Pride Guide to Excellence**  
**ABC's of Sanford ES!**  
**2014-2020**

Welcome to Sanford Elementary School! The following is a simple guide that contains information for parents. Some of this repeats the district handbook and policy to emphasize important information for parents to know. The teachers have their own websites & newsletters to keep you informed with calendars & information.

**A**

Allergies are taken very seriously and, when needed, some classrooms are nut-free for students with nut allergies. We also have a peanut-free table in the cafeteria for students with allergies. Please inform your child's teacher & the nurse if your child has a life-threatening allergy.

Attendance

- When your child has to be out of school, please notify us as soon as possible by emailing us at [SanfordES@vanalstyneisd.org](mailto:SanfordES@vanalstyneisd.org). Please state the student's name, teacher, and reason for absence.
- The email will satisfy the requirement of a written note from the parent. If no email is sent, a written note will be required **within three days of the absence**. If the absence was due to a doctor/dentist visit, please send the medical excuse when the student returns. Notes can also be faxed to (903) 712-4199.
- If a student is absent for more than three consecutive days for illness, a doctor's note is required for absences to be excused. Students are excused for illness, death of a family member, or court appearance with a note from the judge.
- If your child is going to be absent for any other reason other than what is listed above, please contact the school assistant principal. **Vacations are not excused absences**.
- Parents will receive an attendance letter if a student has been absent without an excuse for 3 or more days within a four-week period or 10 days in a six-week period. Appointments are excused for parts of a day if the child returns with an appointment verification note. Written notes from parents are not accepted for medical appointments.
- Tardies are unexcused. Students need to be in their seat in the classroom when the tardy bell rings at 8:00 a.m. The front school doors open at 7:25 a.m. and the first bell is at 7:40. Please allow extra time for traffic congestion on bad weather days as the drop off lines are longer on these days.

**B**

Background Check is mandatory to be a volunteer in the school or to be a designated chaperone on field trips. **The application must be done by EVERYONE, EVERY YEAR.** The online application can be found on our website under the Parents tab.

Birthdays: Students may pass out party invitations if each student in the class is invited. Food treats will be passed out at the end of the day, and **must be store-bought and in the original store container.**

## C

Cafeteria Services – A deposit box is in the front foyer for cash/check payments and money can be deposited to your child’s account online. Please visit [www.MySchoolBucks.com](http://www.MySchoolBucks.com) to set up an account for your child. Please see the office for your child’s student ID that will be required to set up an account. Breakfast & lunch are served each day. Free & Reduced lunch applications are available in the office or on the VAISD website. These applications must be submitted each year. Menus are posted in the front foyer, the cafeteria, and online.

Cell phones must stay in backpacks and must remain turned off during the day. Students are not allowed to talk or text on them during the school day. Teachers may allow students to bring cell phones for in-class activities, but SES is not responsible for lost or damaged phones. Phones that are taken away in the classroom will have to be picked up from the Principal’s office by a parent or guardian.

Change of address or phone #'s need to be reported to the office in writing as soon as possible. Change of address must be accompanied by a new proof of residency in the form of a utility bill with the service address listed.

Check-In – Visitors must check in through the front office upon entering the school. Be prepared to state the reason for your visit. Our school uses the Raptor Visitor Management System to screen visitors, so a state-issued ID is mandatory to enter our building. Feel free to ask anyone in the office about the Raptor System!

Communication – Communication between school and home is paramount to a child’s success! Please sign up to receive our school newsletter, by visiting our campus website, and clicking on the Electronic Newsletter link. You can also follow us on Facebook and Twitter. Our parent portal is available for parents to view grades, attendance, and other school announcements.

Conferences are scheduled with the teacher by email or by calling the office and leaving a message for the teacher. Phone calls to the classroom are not allowed during instructional time.

Contraband – The following items are not allowed at school: Fidget Spinners, Pokemon Cards, gum, energy drinks, candy, and carbonated drinks.

Crisis Drills will be held on a regular basis throughout the year for fire, weather, and lockdown. During bad weather, we recommend parents stay safe at home, and we will keep your child safe as practiced during drills. If the need arises for students & staff to take cover and shelter-in-place, the building will not be accessible to parents or visitors.

## D

Deliveries to students will be put in grade level bins in the office and student runners will check this after announcement in the morning and again on their way to lunch. Labels are available for parents to put the student’s name and teacher name on the item. As best practice, thinking through the next day with your child the night before helps alleviate the need for forgotten items to be brought to school. Sometimes forgotten items can create learning opportunities as lessons of natural consequence and problem solving when a student has to do without. Students will not be allowed to call home for forgotten items, including lunch boxes.

Discipline – Sanford ES follows VAISD’s Code of Conduct that can be found in the Elementary Handbook on our website. We want children to be proud of their school and community and take care of each other with proper respect, kindness, and supportive behavior.

Dismissal – Understanding and patience is a must as we dismiss 300+ students each day. Traffic around our school is congested, and we need to accomplish dismissal as safely as possible by using crosswalks, one line for traffic flow, not parking in the traffic flow areas. We also ask that you respect our neighborhood. Students are organized and dismissed as follows:

- Walkers – Students congregate in a specific area and are walked out by staff members
- Walk-up – Students congregate in the Cafeteria; parents will wait on side sidewalk by cafeteria and present student number tag. Students will be called out by number. **For safety reasons, parents are not allowed to wait in the cafeteria foyer for their students.**
- Car Riders – Students congregate in the cafeteria and wait for their student tag numbers to be called/displayed.
- Bus Riders/Daycare vans – Students dismiss out east door to bus lane

**Changes in Transportation must be made through the office by 2:00 p.m.** and should only be made in the event of an emergency. We realize occasionally dismissals need to be changed, but these should be kept to a minimum. Please do not contact the teacher for changes in your child’s dismissal.

Divorce/Custody – We require a copy signed by the court/judge in matters that deal with child custody as it relates to the school day. Without this legal document, both parents names on the birth certificate have equal rights.

Dogs – Please refrain from bringing your dog on campus. Most of us love animals, but we have students/staff members who are afraid or allergic.

Dress Code should be followed as stated in the Student Handbook, which can be found online on our website. Tennis shoes should be worn on the days your child will be attending PE.

## F

Facebook – Be our friend on Facebook under the Sanford Elementary School name!

Field Trips – most grade levels take field trips throughout the year. If a parent is chosen, or volunteers to assist, then a Volunteer Background Check must be completed before anyone is allowed to chaperone. We recommend parents do this at the beginning of the year. Visit our website, under the Parent tab, for the Volunteer Background link.

Front Door must always be used by any parents or visitors entering the building. Please do not ask a staff member or student to let you in a back or side door. All visitors must check in through the front door before, during, and after school so we know who is on our campus.

## G

Guidance Counselor is terrific and loves kids! She is available to assist you or your child, and you are welcome to request a visit. She has many special programs for students to participate in. Her name is Mary Foster 903-712-1900.

## H

Homework should reinforce the day's learning or be 'flipped learning' to prepare for classroom activities. If it seems to be taking too long or is stressful, please contact your child's teacher.

## **L**

Library needs parent volunteers to shelve books! Fill out the Volunteer Background check and sign up!

Lunch – We need the first two weeks of school to set procedures & get students used to a daily routine for lunch. Visitors will not be allowed until after Labor Day to visit for lunch. Please remember that children who have adult visitors during lunch must still follow all lunchroom rules. This year's lunch schedule is as follows:

Kinder	11:00-11:30
First	11:30-12:00
Second	11:00-11:30
Third	11:30-12:00
Fourth	12:00-12:30
Fifth	12:15-12:45

Lunch times are subject to change periodically during testing or due to grade level field trips.

## **M**

Medications that must be administered during school hours must be provided by the parent and will be kept in the nurse's office, and need to be checked in by the school nurse. Front office personnel will not accept medicine. Students should not carry any medication at school, including inhalers, epi-pens, cough drops, pain relievers, antibiotics, etc. Please refer to the Student Handbook on our website for further restrictions concerning medicine at school.

Morning Arrival – Doors open at 7:25 a.m. After the first two days of school, parents are asked to drop off their children at the front door and allow the student to independently walk to their classrooms or to breakfast. Parents will not be allowed in the building during instructional time. Thank you for your help with this matter as we work toward starting each day in a positive way!

## **N**

Nurse is available to assist with medication, students who are not feeling well, and district screenings. She is available to parents for health-related questions. If your child has special health concerns, please let our nurse, Mackenzie Smith, know! You can reach her by contacting the school office at 903-712-1900. Please refer to the Student Handbook for policies concerning fever, diarrhea & vomiting.

## **P**

Parent ID & Check-In Required – For the safety and security of all students and staff at Sanford ES, all visitors will be required to present a valid, state-issued ID to be scanned through our Raptor Visitor Management System. Students will not be checked-out to any adult without a photo ID. This is to insure that students only leave with people who are authorized to take them. The ID scan is the 'signature' required for check-out. No student will be allowed to leave with an adult without written permission from the student's parent/guardian. Thank you for your cooperation and understanding in observing this VAISD safety policy.

Parent Portal provides parents/guardians immediate access to grades, attendance and required forms in an effort to improve communication between home and school. Parents can sign up here: <https://portal.vanalstyneisd.org/txConnect/Login.aspx> and the portal ID is available by contacting the front office.

Parent Involvement is very important at Sanford ES! We have wonderful parents! There are many opportunities to offer positive support to the school. Please fill out the Volunteer Interest Form in the first-day packet. Don't forget to fill out the online Volunteer Background Check!

Pick-Up/Early Dismissal – If you must pick up your child early, please try to do so before 2:45 p.m. if at all possible. Don't forget to send the doctor/dentist note the next day!

PTA – We LOVE our PTA! Make sure you sign up to become a member of this organization that helps our school in so many ways all year long!

## **R**

Recess is for every grade level every day, rain or shine! Please note that our playground is protected and not accessible to outside visitors. Please do not park or walk near the playground during the day. For the sake of safety, staff members on recess duty will report anyone on/near campus.

## **S**

Specials is a term we use for PE, Music, and Art classes. Students attend PE two days a week, Art & Music class one day a week and every Friday will be a Flex day between the three specials classes.

STAAR is an acronym for State of Texas Assessments of Academic Readiness, which is the name of the state assessment tests. Test dates will be announced later in the fall, and as a reminder, our campus will be closed to any visitors on testing days.

## **T**

Technology is fun and students are to use it responsibly and for educational opportunities only. Make sure you read and sign electronically (via Parent Portal) the VAISD Computer Acceptable Use Policy. Student will not be allowed to access technology without this signed form being submitted.

## **V**

V-Soft/Raptor is the school district's visitor check-in program. No visitors will be allowed in the building without providing a state-issued photo ID that can be scanned through Raptor. This system scans a national database for offenders, and has the ability to alert our office staff to people who may jeopardize the safety of our campus. Raptor provides a safe, monitored, environment for our staff and students. Visitors must wear the badge given to them the entire time in the building. Any staff member can ask to see a visitor badge at any time. Sanford ES reserves the right to deny entry to any visitor who does not meet our safety guidelines.

Volunteers are the backbone to every great school, and we are so grateful for the time & attention our Sanford ES volunteers give to us each year! A Volunteer Background Check must be completed by anyone wishing to volunteer in any capacity at our school, and it has to be done each school year. Volunteers are required to sign-in each time, and wear a volunteer (or visitor) badge while in the building.

## **W**

WatchD.O.G.S is an acronym that stands for 'Dads of Great Students' and we do have the greatest! This is a program for fathers, grandfathers, uncles, or anyone else with an approved background check! Our male mentors help with traffic, crosswalk duty, mentoring, and lunchroom management! We have t-shirts to identify them as a part of this program! If you have a few hours to donate to us once or twice during the

school year, we'd love to have you! We feel like you'll leave here enriched too! Please call the office for more information!

Weather – During times of severe weather, the best way to keep informed of cancellations is through our website, Facebook, Twitter, and School Messenger. Please refrain from calling the school, as these lines need to remain open for emergencies. Through the School Messenger link, parents can receive direct emergency messages via phone, text, or email. In the event of severe weather or other emergencies where conditions outside school are unsafe, we will shelter students and staff in place and avoid sending anyone outside until the threat has passed. During such emergencies, we discourage you from coming to the school, as entrance to our building is at a minimum.

Please sign and return portion below:

I have read the ABC's of Sanford ES and agree to abide by these recommendations. I also understand a complete Student Handbook is available to me on the Sanford Elementary School website.

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Student Name Date

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Parent Signature