

Sinclair 101

2025-2026



SINCLAIR ELEMENTARY

THE BEST MAGNET SCHOOL TO DEVELOP SUPERSTARS
THROUGH STEM & COMMUNICATIONS

An introduction to our campus
Lee Mashburn, Principal
Brenda Muñoz, Assistant Principal
Nicole Perez, Assistant Principal

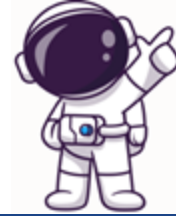
Agenda



- Welcome & Introductions of Staff
- What we do
- Mission and Vision
- Dress Code
- Arrival/Dismissal
- Sample Schedule & Lunch
- Magnet
- After Care
- 1st Day/Meet the Teacher
- Questions



Introductions



Admin



AP
Muñoz



Principal
Mashburn



AP
Perez

Introductions



Front Office



Ms. Chavez-
School
Registrar



Ms. Amy-
Office Clerk



Mr. Martinez-
Admin
Assistant



Ms. Garcia-
Family
Engagement



Ms. Brantner-
Nurse



Mr. Augustine-
Counselor

What we do

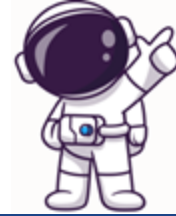


An overview of our academic programs and school procedures.

Everything you need to know to start school on August 12th!



Mission and Vision



Mission: We exist to ensure learning for all students.

Vision: Every student will be proficient at or above grade level in all content areas upon completion of each grade.





Dress Code



▪ Bottoms:

- School appropriate pants, shorts, skirts, skorts or jumpers
- Must be worn at waist level
- No midriffs should be visible at any time
- Skirts, skorts, and shorts should be length appropriate for school
- Leggings/jeggings may **not** be worn alone. They must be worn with shorts, skirts, skorts or dresses.
- Oversized, undersized, torn, cut, or frayed pants are not permitted.



Dress Code



Tops:

- School appropriate shirts, sweaters, hoodies and jackets
- Official Sinclair Field Trip shirts are mandatory for all field trips.
- Spaghetti straps, muscle shirts, sleeveless shirts, and tank tops are not permitted.
- Hats and hoods are not permitted in the building.
- Oversized jackets and hoodies are not permitted.
- Field trip shirts required for Pre-K – 4th. Available on



PTO

Website through spirit store: <https://my.cheddarup.com/c/spirit-store-68978/items>



Dress Code



Shoes:

- Safe shoes must be worn at all times.
- Platform shoes, spiked or high heels, shoes with wheels, slippers, flip flops, house shoes, water socks, sandals, open toed shoes, Crocs are **not** allowed.





Dress Code



Accessories:

- All clothing items, including jewelry and watches, may not distract from the educational process.
- Earrings should be studs.
- Any items depicting, occult, gangs, death, suicide, violence drugs, alcohol, obscenities, items with double meanings or anything else deemed inappropriate or distracting from the educational process are not allowed.
- Hair color and style may not distract from the educational process.
- Make-up may not be worn or carried on campus
- Color and style of nails may not distract from the educational process.
- Dress codes are implemented to promote school safety and not distract from the educational process. All decisions regarding compliance are at the discretion of the principal and final.



Arrival



- 7:00 AM Building is open. Students will not be allowed in the building prior to 7:00 AM. Staff are **not** on site to supervise students **prior** to 7:00 AM
- We encourage all students to arrive between 7:00 AM and 7:25 AM





Arrival Pre-K & Kinder Students



- All PreK and Kinder students will enter through the Grovewood White doors. These are the doors at the west end of the building, closest to the playground.
- Parents must park and walk with their child to the White Doors.
 - Parking for drop off is not allowed in school parking lots. You may park in the neighborhood. Parking along Grovewood between Ella and Manville is not permitted.





Arrival Pre-K & Kinder Students



Grovewood

Staff Parking

Entrance from Grovewood



White Doors





Arrival Pre-K & Kinder Students



- From 7:00 AM – 7:20 AM PreK and Kinder students gather in the 1st floor hallway.
- At 7:20 AM a bell will ring dismissing students to their classrooms.
- School breakfast will be consumed in the classroom.
- Outside food should not be brought to school for breakfast





Arrival 1st-5th Grade Students



1st – 5th Grade students will enter through the Manville Blue doors.

- Students may be dropped off in the car line using the Manville parking lot, ride their bikes, walk or parents may park and walk with their child to the Blue doors.
- Parking for drop off is not allowed in school parking lots. You may park in the neighborhood. Parking along Grovewood between Ella and Maville is not permitted. Parking along Manville between Grovewood and
- From 7:00 AM – 7:20 AM, 1st – 5th grade students, after entering blue doors, will report to the cafeteria.
- At 7:20 AM a bell will ring dismissing all students to their classrooms. School breakfast will be consumed in the classroom.
- Students arriving after 7:20 AM will report directly to the classroom. Breakfast will be available to all students.
- Outside food should not be brought to school for breakfast.



Open 7:00AM - 7:20AM



Arrival Car Drop Off 1st- 5th Grade

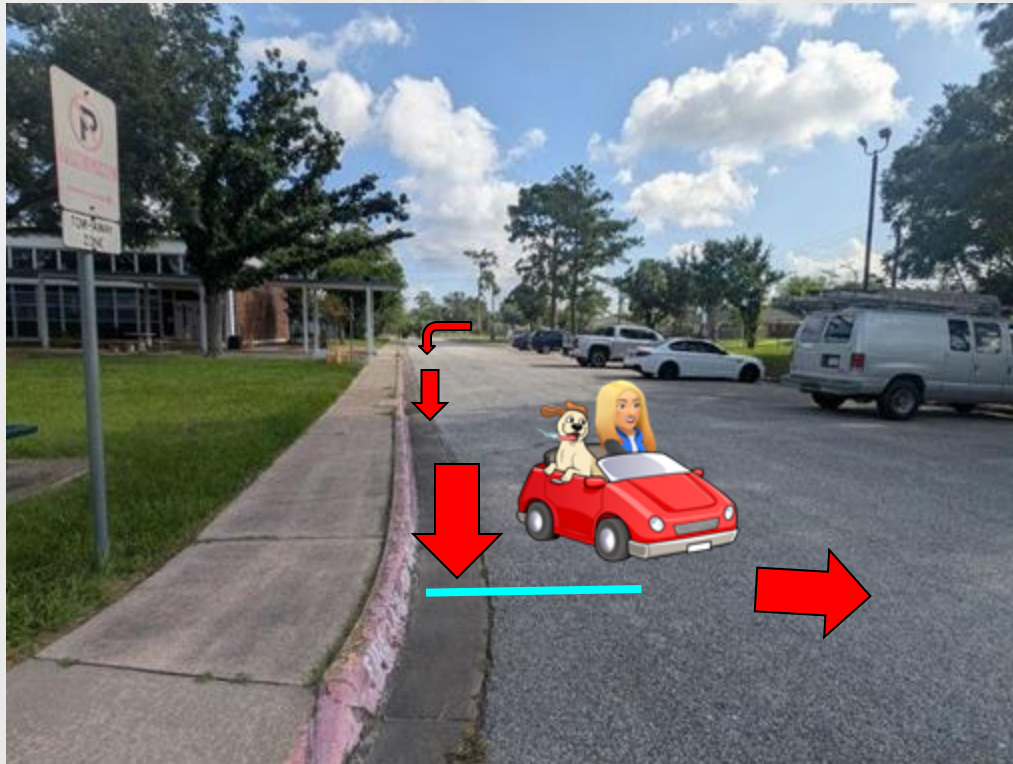


- Enter through the north gate and exit through the south gate. When exiting only a RIGHT TURN is allowed. Gates are marked with entrance and exit signs.
- Pull forward as close as possible to the south gate utilizing the entire sidewalk for drop off.
- This is a drop off lane. Should you need to help your child out of the car, assist your child with supplies, a project, etc., please park in the neighborhood and walk up.





Car Drop Off 1st- 5th Grade





Arrival Walk up 1st-5th Grade



- Students may be dropped off in the car line using the Manville parking lot, ride their bikes, walk or parents may park and walk with their child to the Blue doors.
- **Starting the second week of school:** All Siblings will enter following the oldest siblings route.
- Parking for drop off is not allowed in school parking lots. You may park in the neighborhood. Please adhere to posted signs and be respectful of our residential neighbors.





Arrival Buses and Special Education



- The circle drive and Green Doors facing Grovewood are reserved for buses and students with special needs being dropped off by car. Parents of these students will receive a Green Door car tag to display in their vehicle.
- All vehicles will enter through the east gate and exit through the west gate. When exiting only a RIGHT turn is allowed. Gates are marked with entrance and exit signs.





Late Arrival



- Students arriving after 7:30 are considered Tardy.
 - The Blue doors and White Doors will be locked at 7:30.
 - Students arriving late will enter through the Grovewood Green Doors.
 - Students **MUST** be accompanied by an adult to check in.
- After 7:40 the circle drive gate will be closed. All parents must park their car, walk with their student, enter the building and sign their student in.



SAFETY
FIRST!

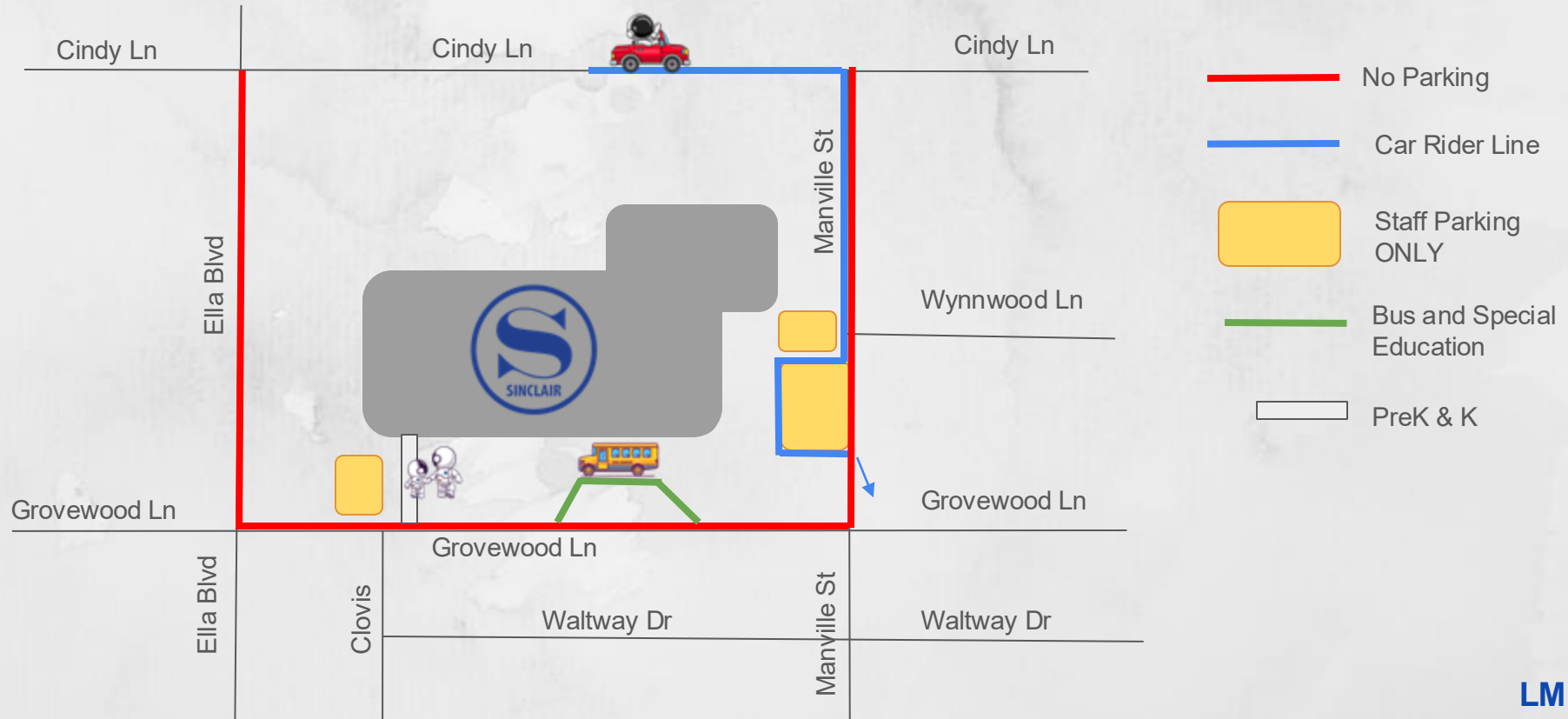
Safety First and Be Nice



- Please operate with the SAFETY of all students and families in mind.
- Drive slow, put your cell phones down, look twice, be kind.
- Parking along Grovewood during arrival and dismissal is not permitted.
- Parking along Manville during arrival and dismissal is not permitted.



Map Overview



Dismissal Buses and Special Education



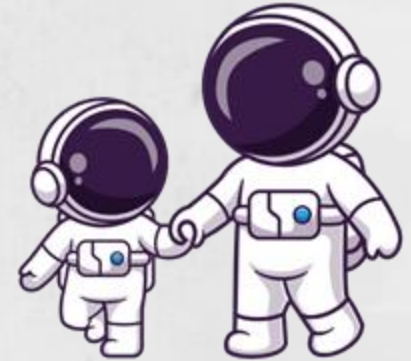
- The circle drive and Green Doors facing Grovewood are reserved for buses and students with special needs picked up by car. Parents of these students will receive a Green Door car tag to display in their vehicle.
- All vehicles will enter through the east gate and exit through the west gate. When exiting only a RIGHT turn is allowed. Gates are marked with entrance and exit signs.



Dismissal: Pre K and Kinder



- All Pre K and Kinder students not riding bus or car rider will exit through the white doors.
- All parents must have their dismissal tag present.
- **First week of school:** Siblings must be picked up at designated locations separately.
- Parking
 - Parking along Grovewood between Ella and Manville is not permitted.
 - Parking along Manville is not permitted between Grovewood and Cindy



Dismissal: 1st - 2nd Walk up Pick up



- All parents must have their dismissal tag present
- Parents will line up along the covered breezeway facing the Blue Doors
- Parking
 - Parking along Grovewood is not permitted between Ella and Manville
 - Parking along Manville is not permitted between Grovewood and Cindy



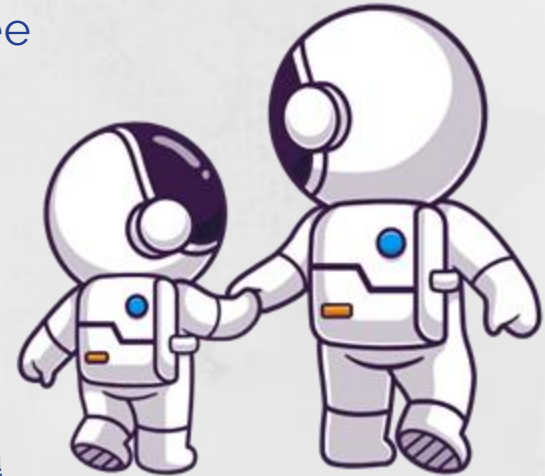
Dismissal: 1st - 2nd Walk up Pick up





Dismissal: 3rd - 5th Walk up Pick up

- All parents must have their dismissal tag present
- 3rd grade students will gather near the deck under the tree
- 4th grade students will gather just outside the breezeway
- 5th grade students will gather on the bricked area
- Parking
 - Parking along Grovewood is not permitted between Ella and Manville
 - Parking along Manville is not permitted between Grovewood and Cindy



Dismissal: 3rd - 5th Walk up Pick up



Dismissal: 1st - 5th Car Rider



- All parents must have their dismissal tag present
- Enter through the north gate along Maville
- Pull all the way forward
- Exit through the south gate making a right turn only

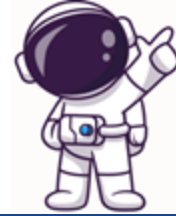


Dismissal: 1st - 5th Car Rider





Sibling Dismissal



- All Siblings will be released following the oldest sibling release point.
- *We will start this in the 2nd week on August 19th.*



Sample Kinder Schedule



- **7:15-7:45-** Student arrival, breakfast, independent activities
- **7:45-11:00-** Calendar/Morning message. Literacy block(Reading & Writing): Vocabulary development, whole group instruction, small group instruction/guided reading, workstations
- **11:00-11:30-** Lunch
- **11:30-12:10-** Recess & Restroom
- **12:10-1:15-** Math: Direct instruction, small groups, & workstations
- **1:15-2:00-** Magnet Class
- **2:00-2:45-** Science/Social Studies
- **2:45-2:55-** Reflection, closing, dismissal





Lunch



- Please pack items that your child can open without assistance.
- Lunch is free for all students.
- We need to know about all allergies.
- Outside deliveries will not be accepted.
- If your child forgets their lunch, parents will not be allowed to drop off a forgotten lunch past 8:00 AM.
 - A school lunch will be provided.





Lunch



- Parent Lunch Schedule

Pre-K, Kinder and 5th	1st Friday of the month
2nd and 3rd	2nd Friday of the month
1st and 4th	3rd Friday of the month

- A few exceptions will occur. This can be found on the PTO website. Please use the sign up genius to pre-register.
- Be punctual. We run a tight lunch schedule.

LUNCH VISITORS

PREK, KINDER, AND 5TH
1st Friday of the month unless otherwise noted

October 1 (Wednesday)	February 6
November 6 (Thursday)	March 6
December 5	April 2 (Thursday)
January - No Visitors	May 1

2ND AND 3RD
2nd Friday of the month unless otherwise noted

October 10	February 12 (Thursday)
November 14	March - No Visitors
December 12	April 10
January 9	May 8

1ST AND 4TH
3rd Friday of the month unless otherwise noted

October 17	February 20
November 21	March 20
December 19	April 17
January 16	May 15



Magnet Classes & More!



We offer:

- **STEM Lab**
- **Art**
- **Music**
- **Digital Communications**
- **Science Lab**
- PE-weekly
- Library-weekly



Additional Supports



After 3

(713)269-5963

www.after3asp.co

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Filled as of July 15

aft3r
ENROLLMENT OPENS

July
MONTH

15
DAY

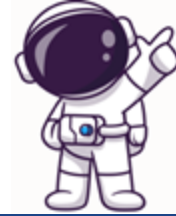
25
YEAR

SPOTS ARE LIMITED. PLEASE REACH OUT TO
AFT3R WITH ANY QUESTIONS OR CONCERNS.

Other options include:

- Esperanza
- Artz
- Patty Cakes
- Toddler House
- Children's Lighthouse
- Houston Heights ELC
- Future stars of Houston
- Idea Labs
- Kidz World

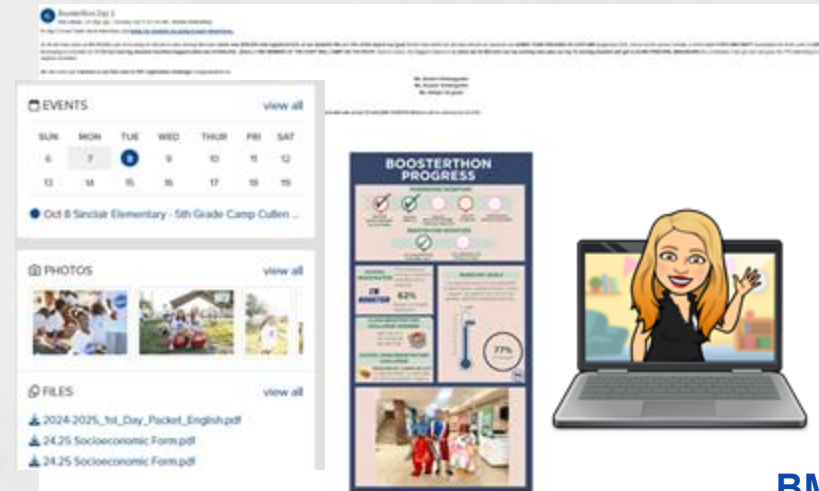
Additional Supports



Sinclair PTO

The Sinclair Elementary Parent Teacher Organization is a nonprofit 501(c)(3) parent teacher organization (PTO) whose mission is to institute and sustain a close relationship between the parents, teachers, and students by evolving opportunities within the home, school, and community. The PTO provides assistance to teachers within the classroom settings, raises funds for educational materials and experiences, advocates school and family social interaction, and provides an unbiased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

<http://www.sinclairpto.org>





1st Day



- Be Patient Be Positive Be Prepared
- Parents may enter the building and walk with students to class
- Parents need to be prepared to say, "Have great day!" at the door. Students will cross the threshold and enter the room on their own
- After the 2nd day, students will enter the building on their own
- Boo Hoo Breakfast
- School Supplies
- PTO





Meet the Teacher



- When: August 8th
- Time: 4:00 pm to 6:00 pm
- How: Come and go



MEET THE TEACHER

A cartoon rocket ship with a white body, red fins, and a blue and orange flame at the bottom. The rocket has a smiling astronaut's face on its side, with a black helmet and a blue visor.

**AUGUST 8, 2025
4PM - 6PM**

This is a come and go event where you can meet your teacher, drop supplies, and get a feel for campus.



How can I be involved?



- Here is the PTO [website: sinclairpto.org](http://sinclairpto.org)

25-26 PTO MEETINGS
MEETINGS WILL BE HELD IN THE SINCLAIR CAFETERIA AND ARE OPEN TO ALL PARENTS/GUARDIANS OF THE SINCLAIR COMMUNITY.

SEPTEMBER 5 AT 7:45AM
OCTOBER 8 AT 6:30PM
NOVEMBER 14 AT 7:45AM
JANUARY 9 AT 7:45AM
MARCH 4 AT 6:30PM
MAY 15 AT 7:45AM



STAY CONNECTED

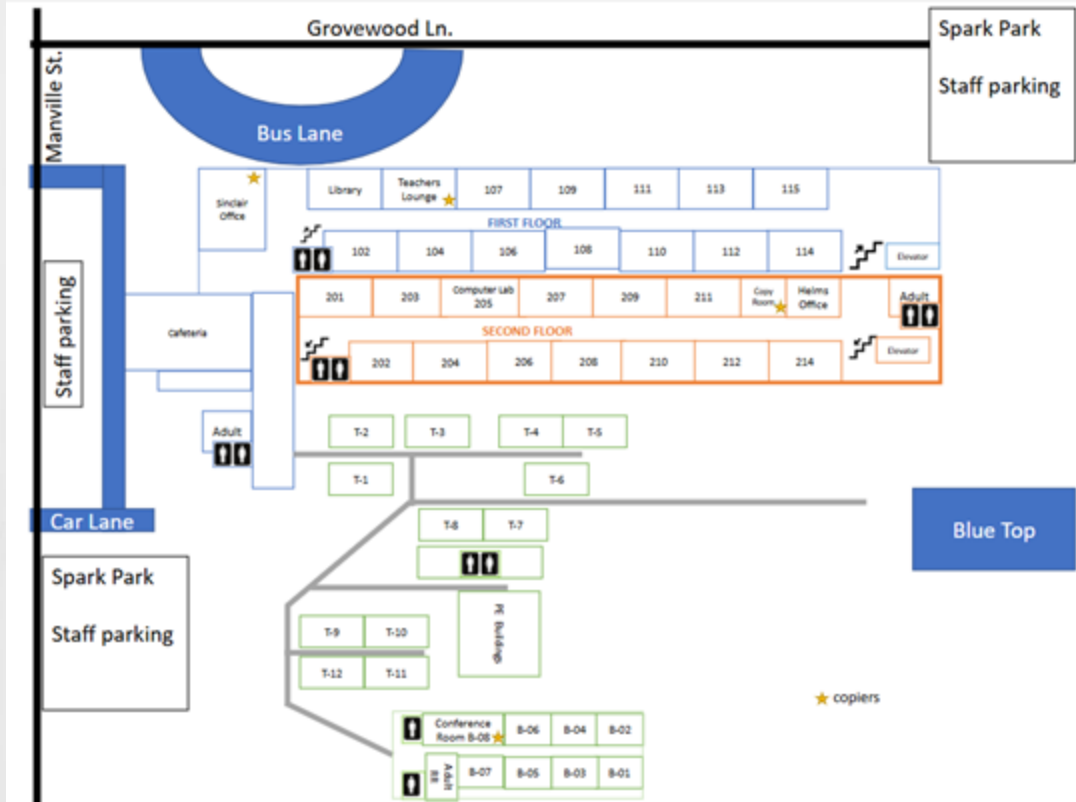


PARENTSQUARE
An invitation will go out from the school in August. PTO posts a weekly update every Sunday at 9AM.

PTO WEBSITE
www.sinclairpto.org

PTO INSTAGRAM
[@sinclairprimarypto](https://www.instagram.com/sinclairprimarypto)

Campus Map

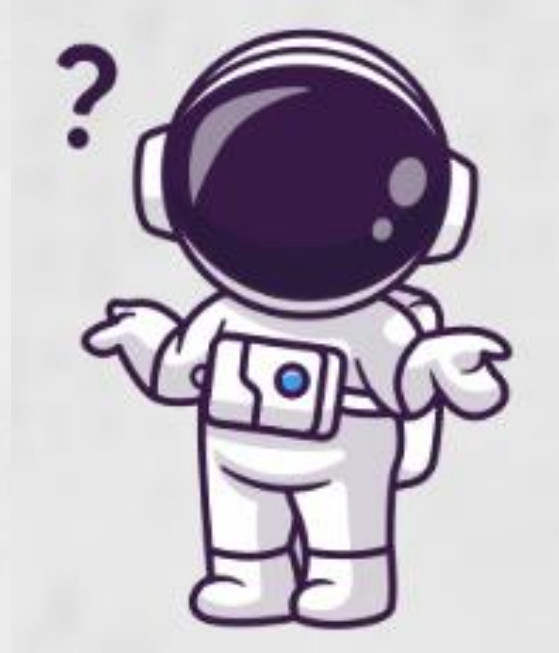


Sinclair Arrival and Dismissal Plan 2025-2026

A QR code is centered on a background illustration of a school building at night.

<https://forms.office.com/r/68RYnyzCzb>

Questions?



<https://forms.gle/ju64NhWpkNMwqWEW7>