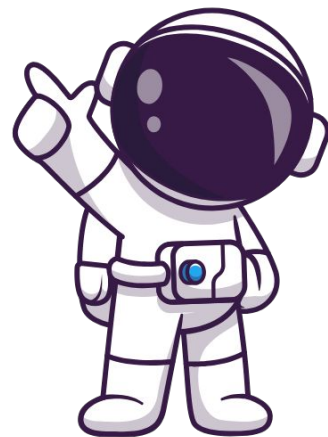


Sinclair 101

2026-2027



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

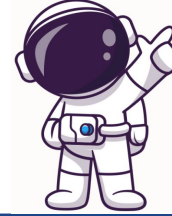
Agenda



- 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



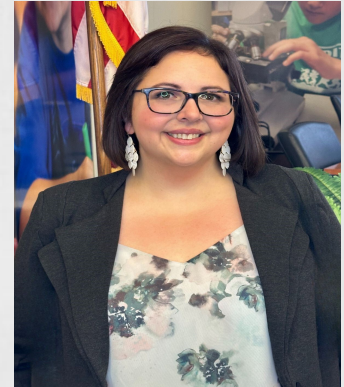
Admin Team



AP
Muñoz

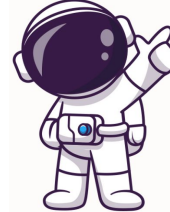


Principal
Mashburn



AP
Perez

Introductions



Front Office



Ms. Chavez-
School
Registrar



Ms. Amy-
Office Clerk



Mr. Martinez-
Admin
Assistant



Ms. Garcia-
Family
Engagement

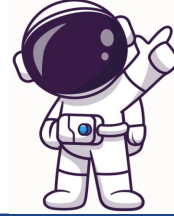


Ms. Brantner-
Nurse



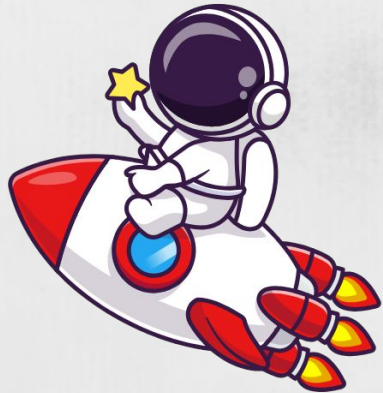
Mr. Augustine-
Counselor

Mission and Vision



Mission:

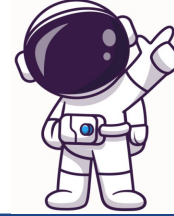
We exist to ensure learning for all students.



Vision:

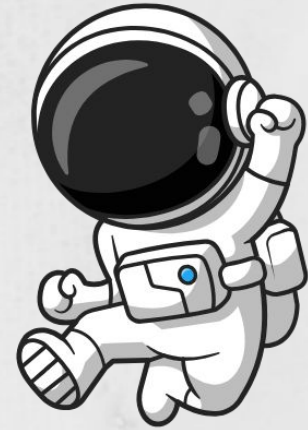
Every student will be proficient at or above grade level in all content areas upon completion of each grade.

What we do



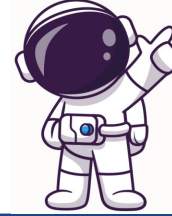
An overview of our academic
programs and school
procedures.

Everything you need to know
to start school on August 10th!





Dress Code

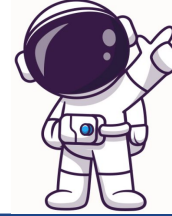


▪ Bottoms:

- 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



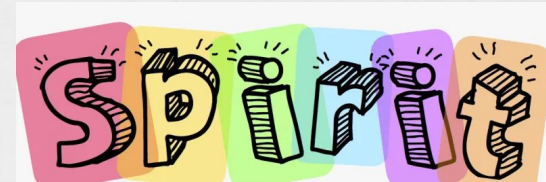
Tops:

- 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

PTO

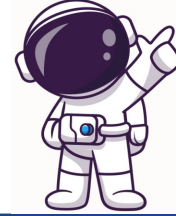
Website through spirit store:

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





Dress Code



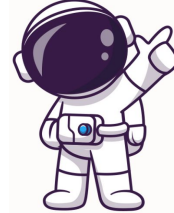
Shoes:

- 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.

Nails must not distract from the educational process.

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 Pre-K & Kinder Students

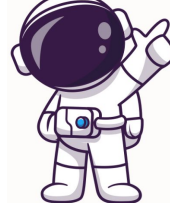


- All PreK and Kinder students will enter through the **Groveswood Kinder Doors**. These are the doors at the west end of the building, closest to the playground.
- Parents must park and walk with their child to the Groveswood Kinder Doors.
 - **Parking for drop off is not allowed in school parking lots.**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





Arrival Pre-K & Kinder Students



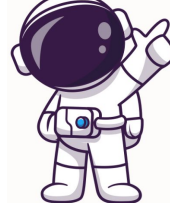
Entrance from Groveswood



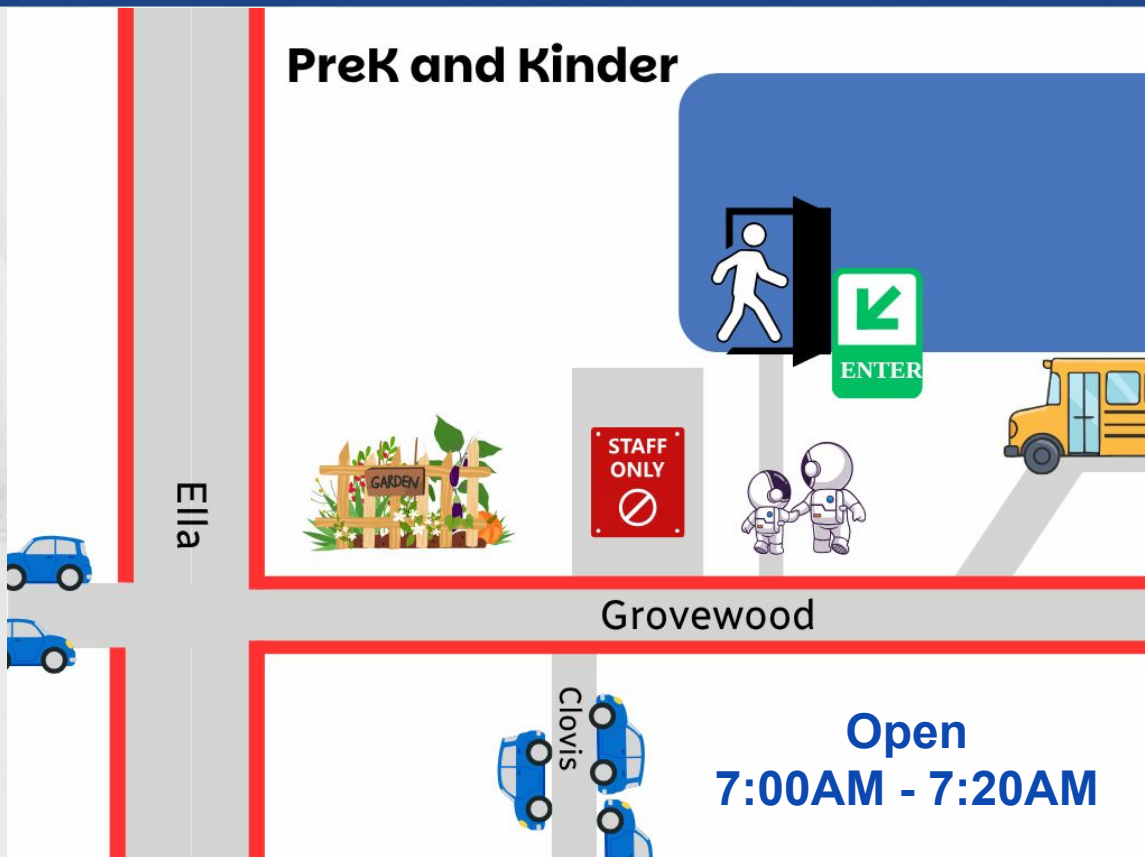
Doors facing Groveswood



Arrival Pre-K & Kinder Students



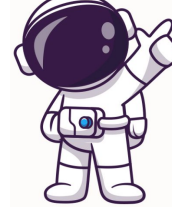
PreK and Kinder



Open
7:00AM - 7:20AM



Arrival Pre-K & Kinder Students

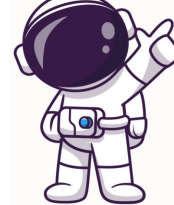


- From 7:00 AM – 7:20 AM PreK and Kinder students gather in the 1st floor hallway.
- At 7:20 AM a bell will ring dismissing students to their classrooms.
- School breakfast will be consumed in the classroom.
- Outside food should not be brought to school for breakfast.





Arrival 1st–5th Grade Students



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

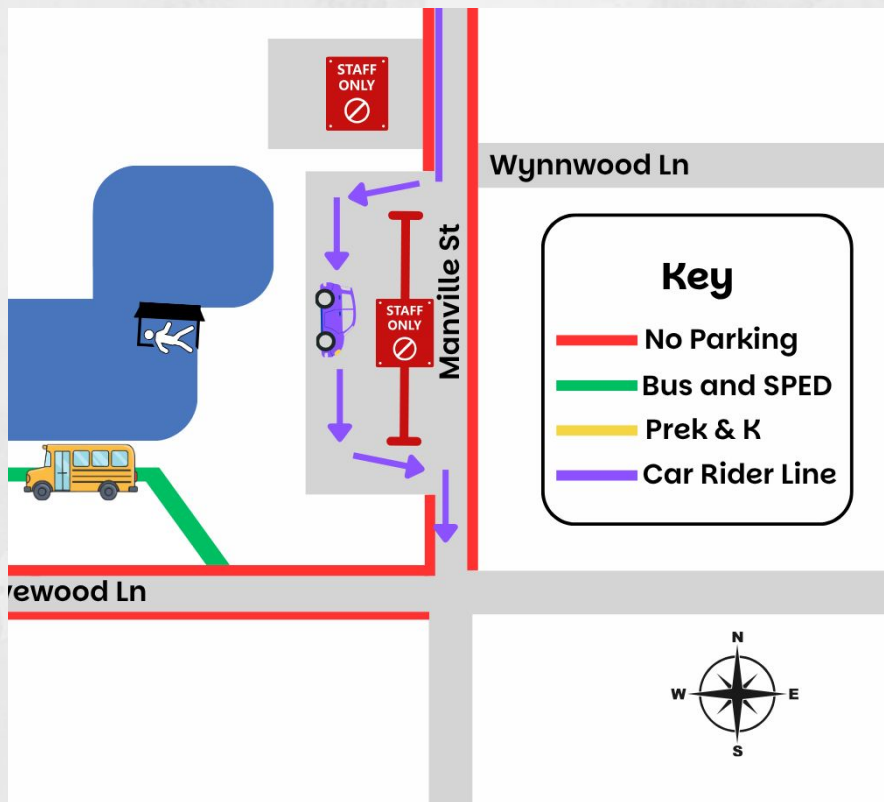
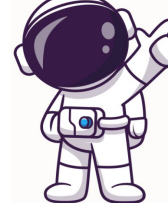
- Students may be dropped off in the car line using the Manville parking lot, ride their bikes, walk, or parents may park and walk with their child to the Manville doors.
- **Parking for drop off is not allowed in school parking lots.** You may park in the neighborhood. **Parking along Grovewood between Ella and Manville is not permitted.** Parking along Manville between Grovewood and Cindy is not permitted.
- 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 – 7:30AM



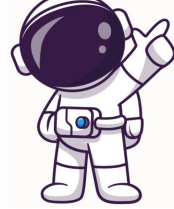
Arrival 1st-5th Grade Students



Open 7:00AM – 7:20AM



Arrival Car Drop Off 1st– 5th Grade

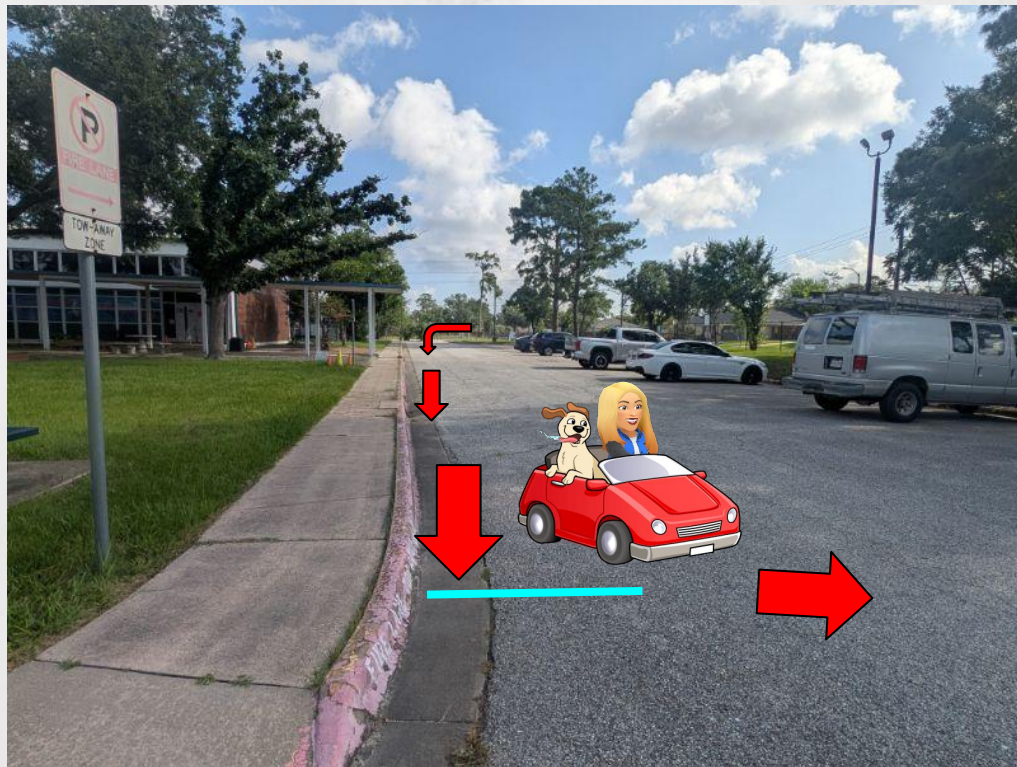
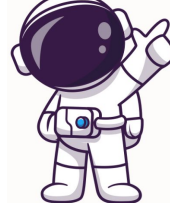


- Enter through the north gate and exit through the south gate. When exiting only a RIGHT TURN is allowed. Gates are marked with entrance and exit signs.
- Pull forward as close as possible to the south gate utilizing the entire sidewalk for drop off.
- This is a drop off lane. Should you need to help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



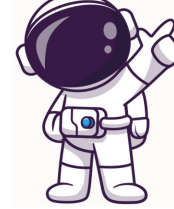


Car Drop Off 1st- 5th Grade





Arrival Buses & Special Education



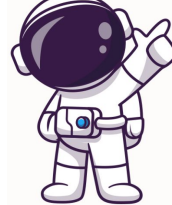
- The circle drive and Doors facing Grovewood are reserved for buses and students with special needs being dropped off by car. Parents of these students will receive a Circle Drive car tag to display in their vehicle.
- All vehicles will enter through the east gate and exit through the west gate. When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





Arrival Walk up 1st-5th Grade

****Starting the second week of school****

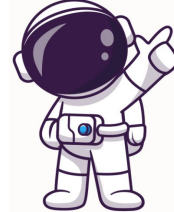


- **Starting the second week of school:**
All Siblings will enter following the oldest sibling's route.
- Parking for drop off is not allowed in school parking lots. You may park in the neighborhood. Please adhere to posted signs and be respectful of our residential neighbors.

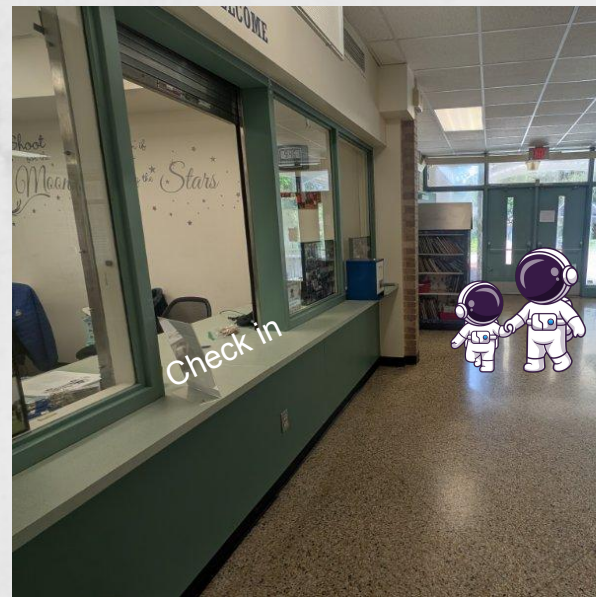




Late Arrival

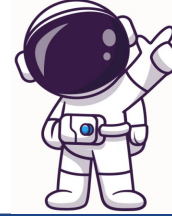


- Students arriving after 7:30 are considered Tardy.
 - The Kinder doors and Manville Doors will be locked at 7:30.
 - Students arriving late will enter through the Grovewood Circle Drive Doors.
 - **Late students MUST be accompanied by an adult into the building to sign in.**
- After 7:40 the circle 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

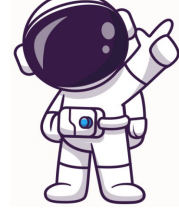


- Please operate with the SAFETY of all students and families in mind.
- Drive slow, put your cell phones down, look twice, be kind.
- Parking along Grovewood during arrival and dismissal is not permitted.
- Parking along Manville during arrival and dismissal is not permitted.

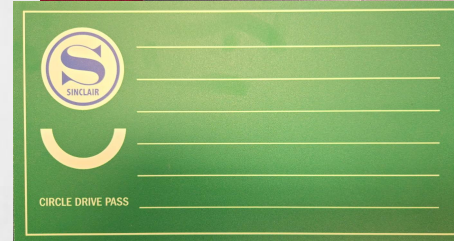




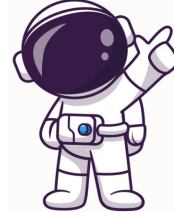
Dismissal Buses and Special Education



- The circle drive and Doors facing Grovewood are reserved for buses and students with special needs picked up by car. Parents of these students will receive a Circle Drive 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: PreK and Kinder



- All Pre K and Kinder students not riding bus or car rider will exit through the Grovewood Kinder 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 Manville Doors
- Parking
 - Parking along Grovewood is not permitted between Ella and Manville
 - Parking along Manville is not permitted between Grovewood and Cindy



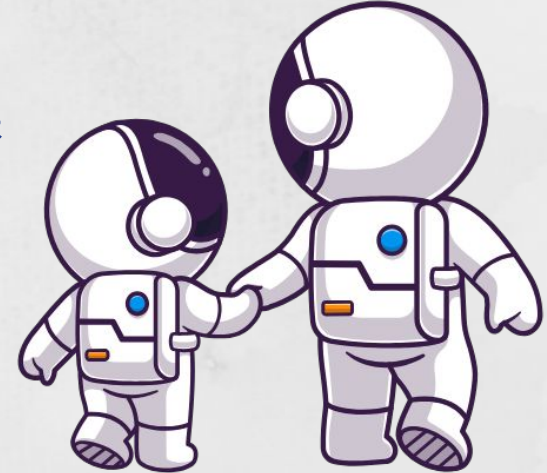
Dismissal: 1st – 2nd Walk up Pick up



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



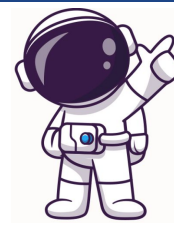
Dismissal: 1st – 5th Car Rider



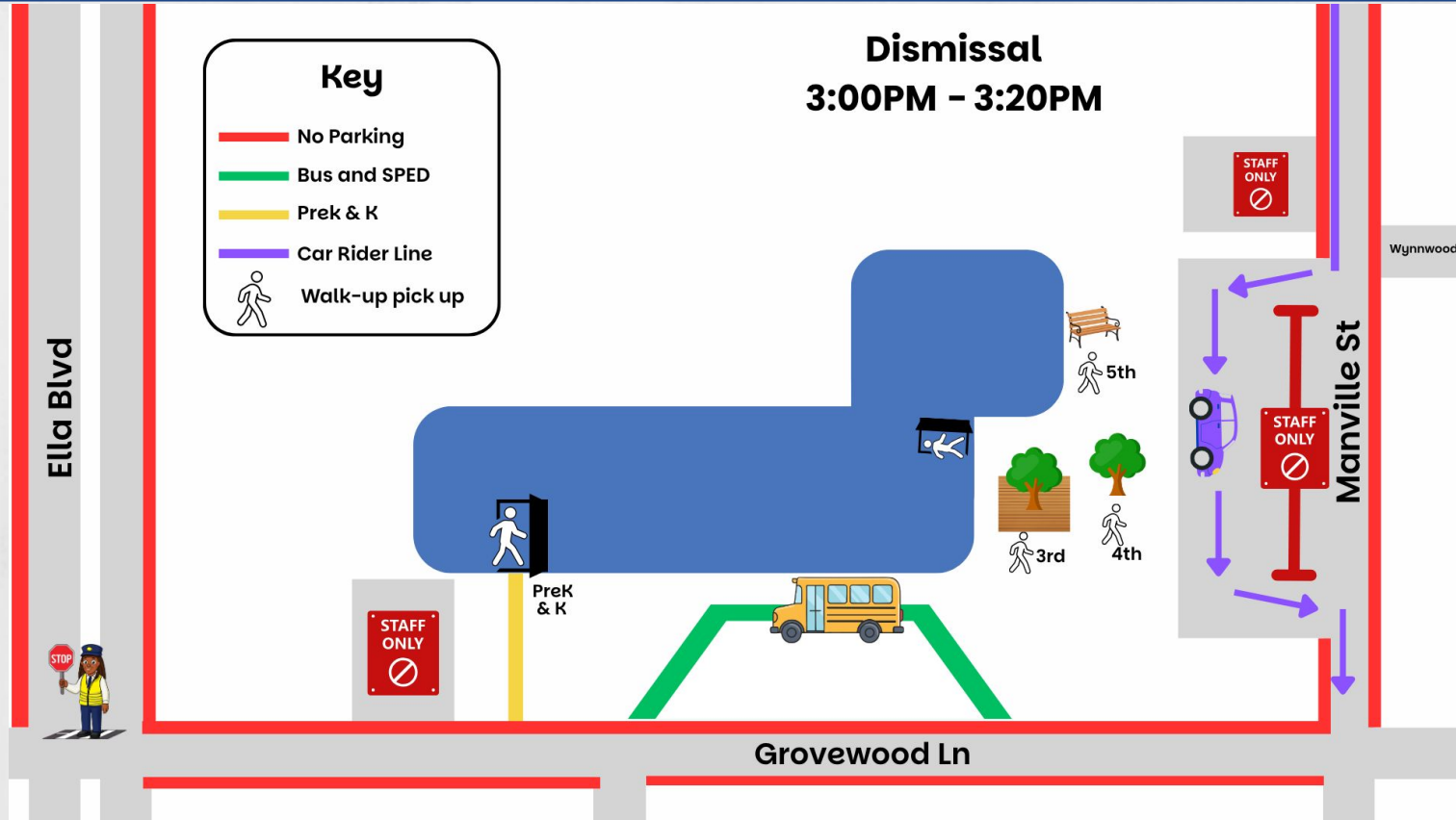
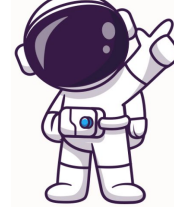
- All parents must have their dismissal tag present
- Enter through the north gate along Maville
- Pull all the way forward
- Exit through the south gate making a right turn only



Dismissal: 1st – 5th Car Rider

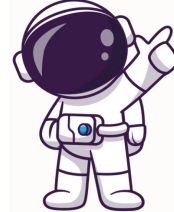


Map Overview: Dismissal





Sibling Dismissal

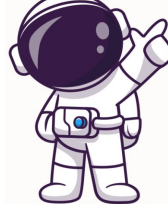


- All Siblings will be released following the oldest sibling's release point.

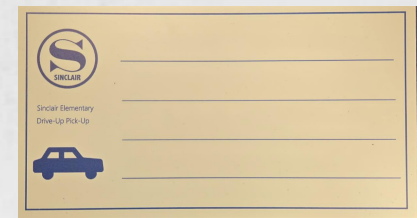
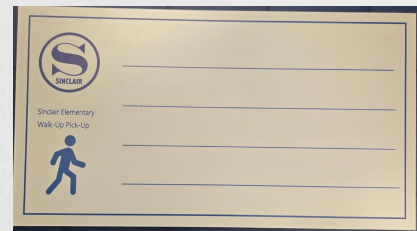
- We will start this in the 2nd week on August 17th.



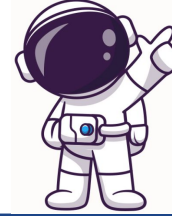
Dismissal Tags



- New to Sinclair Families will get one dismissal tag
- Returning families will continue to use their tag from last year
- What to do if you forgot your tag:
 - Bring your ID and go to the front office
 - Only people approved on the pick up list can get a temp. Tag
- Anyone coming to pick up your student **MUST** present the dismissal tag
- Additional Dismissal Tags cost \$5 – see the front office



Sample Kinder Schedule

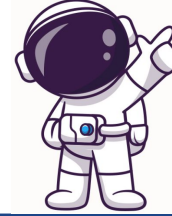


- **7:15-7:45**– Student arrival, breakfast, independent activities
- **7:45-11:00**– Calendar/Morning message. Literacy block(Reading & Writing): Vocabulary development, whole group instruction, small group instruction/guided reading, workstations
- **11:00-11:30**– Lunch
- **11:30-12:10**– Recess & 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

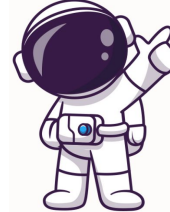


- Please pack items that your child can open without assistance.
- We need to know about all allergies.
- Outside deliveries will not be accepted.
- If your child forgets their lunch, parents will not be allowed to drop off a forgotten lunch past 8:00 AM.
 - A school lunch will be provided.





Lunch



- Parent Lunch Schedule

Pre-K, Kinder and 2nd	1st Friday of the month
5th 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 our PTO website. Please use the sign up genius to pre-register.
- Be punctual. We run a tight lunch schedule.
- Two adults per student and NO strollers please!

LUNCH VISITORS

PREK, KINDER, AND 2ND

1st Friday of the month unless otherwise noted

October 2	February 5
November 5 (Thursday)	March - No Visitors
December - No Visitors	April 2
January - No Visitors	May 7

3RD AND 5TH

2nd Friday of the month unless otherwise noted

October 8 (Thursday)	February 12
November 13	March - No Visitors
December - No Visitors	April 9
January 8	May 14

1ST AND 4TH

3rd Friday of the month unless otherwise noted

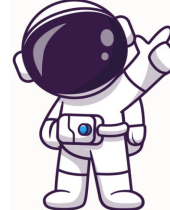
October 16	February 19
November 20	March - No Visitors
December - No Visitors	April 15 (Thursday)
January 15	May - No Visitors



**You can find this
and other
reminders on
ParentSquare
and PTO website**



Lunch Applications

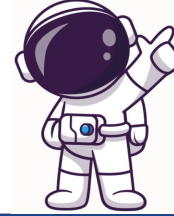


Click here for a
video on how to
apply!

schoolcafé

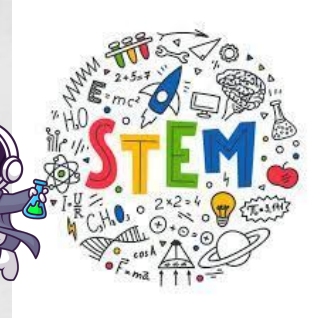
<https://www.schoolcafe.com/HOUSTONISD>

Magnet Classes & More!



We offer:

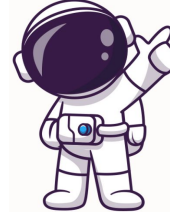
- **STEM Lab**
- **Art**
- **Music**
- **Digital Communications**
- **Science Lab**
- PE-weekly
- Library-weekly



twinkl.com

BM

Additional Supports



After 3

(713)269-5963

www.after3asp.com

Filled as of July 15



Other options include:

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

The Sinclair PTO logo is located in the bottom right corner. It features a blue circular emblem with a large white 'S' inside, and the word 'SINCLAIR' in blue capital letters below it. To the right of the emblem is a blue silhouette of three stylized figures holding hands, with the letters 'PTO' in a large, blue, serif font below them.

A cartoon illustration of a blonde woman with long, wavy hair, wearing a black polo shirt with a white logo and blue jeans. She is sitting on a soccer ball, with her right leg bent and her left leg extended. She has a confident expression and is looking directly at the viewer. The background is a light gray gradient.

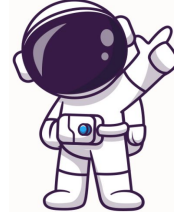


ParentSquare

[illegible]



How can I be involved?



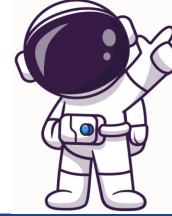
Here is the PTO website:
sinclairpto.org

@SinclairElementaryPTO





1st Day

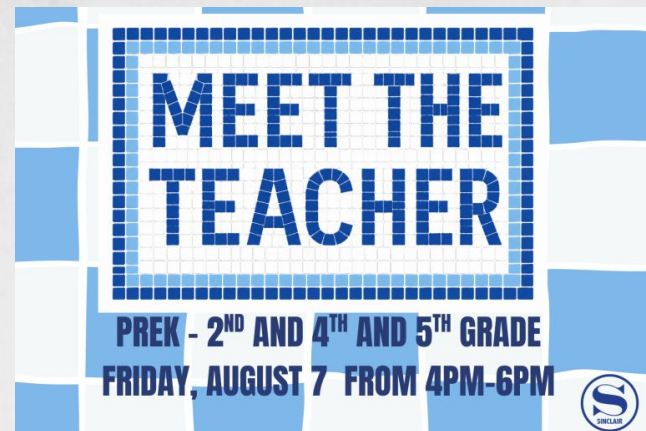
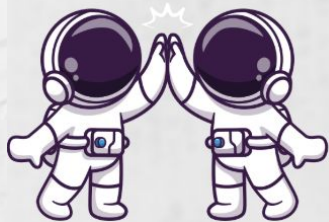
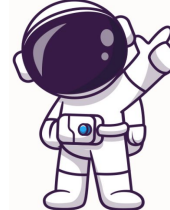


- Be Patient. Be Positive. Be Prepared.
- Parents may enter the building and walk with students to class.
- Parents need to be prepared to say, “Have great day!” at the door. **Students will cross the threshold and enter the room on their own.**
- After the 2nd day, students will enter the building on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





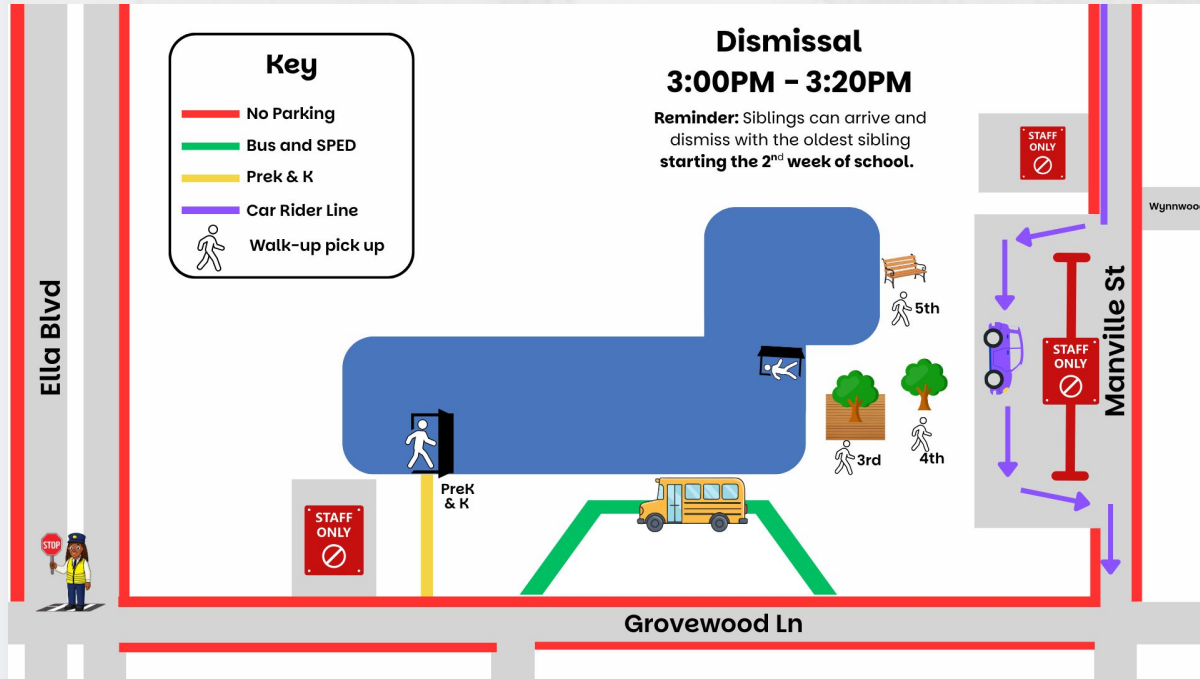
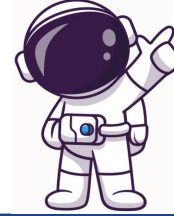
Meet the Teacher



- **Who:** 3rd Only
- **When:** August 6
- **Time:** 4:00 pm to 5:30 pm
- **How:** Come and go

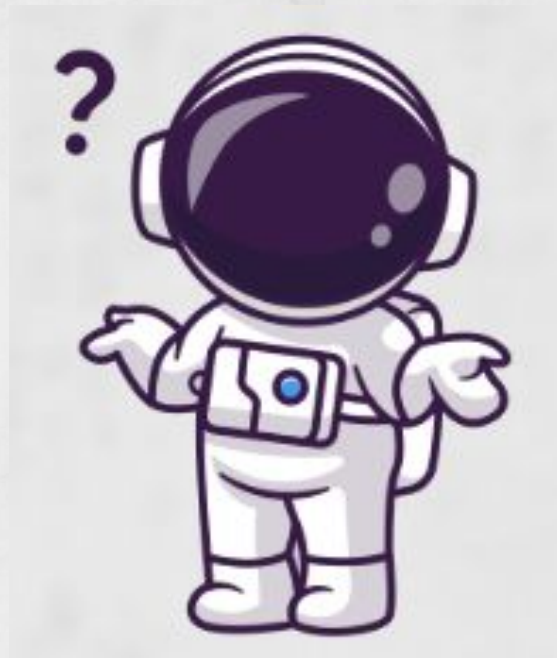
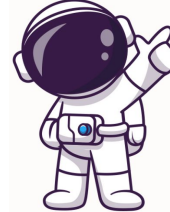
- **Who:** PK-2nd, 4th & 5th
- **When:** August 7
- **Time:** 4:00 pm to 6:00 pm
- **How:** Come and go

Campus Map/Dismissal Plan



[Sinclair Dismissal Plan 2026-2027 – Fill out form](#)

Questions?



<https://forms.gle/ju64NhWpkNMwqWEW7>